

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: May 24, 2006 CALATERS LETTER #06-001

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: ELEANOR ALVAREZ, Manager  
California Automated Travel Expense Reimbursement System (CalATERS)

RE: CalATERS 2005-2006 FISCAL YEAR-END ACTIVITIES

This letter is to inform you of upcoming CalATERS year-end processing activities.

**Submission of Travel Advance and Expense Reimbursement Requests**

To allow for year-end reconciliation, the last payments to be issued from CalATERS will be on June 28, 2006. To meet this payment date, travel advance and expense reimbursement forms must be submitted and approved by 5:00 PM on June 25, 2006. The payment information for the department accounting system and office revolving fund will be available on the morning of June 29, 2006 for these payments. A broadcast message will be placed on CalATERS to remind users of this deadline.

From June 26-30, 2006 CalATERS will be available for users to create claim forms, to submit forms, to have forms approved by their approvers and for the department accounting offices to approve the forms. However, the approved forms will not be extracted for payment until July 3, 2006. Payment of these forms will be issued on July 7, 2006.

If you have questions, please contact the CalATERS Help Desk at 324-9991 and reference this CalATERS Letter. Thank you.