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

DATE: July 13, 2006

CALATERS LETTER # 06-003

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

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

RE: MILEAGE REIMBURSEMENT RATE FOR USE OF PERSONAL VEHICLE - EXCLUDED/NON  
REPRESENTED EMPLOYEES ONLY

On July 11, 2006, Department of Personnel Administration issued PML2006-021 stating, "Effective July 1, 2006, the reimbursement rate for excluded/non-represented employees who use their personal vehicle for authorized State business will be at 44.5 cents per mile (CPM)." Further, the current and future personal vehicle mileage reimbursement rate for the excluded/non-represented employees are tied to the Internal Revenue Services (IRS) current published mileage reimbursement rate.

The CalATERS currently cannot accept the half-cent of the new mileage rate. Modifications to CalATERS are in progress to accommodate the new rate and the related calculations. Until the changes are made, excluded/non-represented employees will need to use the following temporary process to request personal vehicle mileage reimbursements at the new 44.5 cents per mile rate as follows.

Once the employee has selected the expense titled "Mileage, Personal Auto", the employee will be prompted for a date, the number of miles, mileage rate, the origin and the destination. The employee will need to complete these fields as follows:

- 1) Date Field: The employee will enter the appropriate date.
- 2) Number of Miles: The employee will enter the number "1".
- 3) Mileage Rate: The employee will need to calculate the total reimbursement amount and enter the figure in this field (i.e., number of miles multiplied by \$0.445). Example: 45 miles x \$0.445 = \$20.025, rounded to the nearest cent to equal \$20.03.
- 4) Origin: The employee will enter the point of origin for the trip.
- 5) Destination: The employee will enter the point of destination for the trip and in parenthesis, the number of miles driven. Example: Napa (# of miles: 45)

The temporary process will allow the object code related to personal auto mileage to be automatically assigned as normal and the department accounting outputs to remain unchanged. Further, this will provide the mileage data needed to satisfy the annual mileage inquiries we receive from departments.

Please notify the excluded/non-represented employees in your department of the above temporary process. A bulletin will be placed on the CalATERS website to alert the employees of the temporary process with a link to this letter. A broadcast message of the temporary process will also be issued when an employee begins completing a CalATERS claim form.

Another CalATERS Letter will be released when modifications to CalATERS have been completed. In the meantime, please contact the CalATERS Help Desk at (916) 324-9991 with any questions on the temporary process.

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