

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

DATE: December 27, 2006

CALATERS LETTER # 06-007

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 – ALL STATE EMPLOYEES
WITH THE EXCEPTION OF BARGAINING UNIT 6

On November 29, 2006, Department of Personnel Administration issued PML2006-045 stating, "Effective January 1, 2007, all state employees, except those represented by Bargaining Unit 6, may claim mileage reimbursement at the rate of 48.5 cents per mile when using their personal vehicle for authorized State business." This rate increase reflects a change in the Internal Revenue Services (IRS) published mileage reimbursement rates. Any future changes in State personal vehicle mileage reimbursement rates will follow the published IRS rates.

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, all State employees (with the exception of Bargaining Unit 6) will need to continue to use the following temporary process to request personal vehicle mileage reimbursements at the new 48.5 cents per mile rate as follows.

Once the employee has selected the expense titled "Mileage, Personal Auto" and/or "Mileage Personal Auto, Callback", 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 date the mileage expense was incurred.
- 2) Number of Miles: The employee will enter the number "1".
- 3) Mileage Rate: The employee will need to manually calculate the total reimbursement amount and enter the figure in this field (i.e., number of miles multiplied by \$0.485). Example: 45 miles x \$0.485 = \$21.825, rounded to the nearest cent to equal \$21.83.
- 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 total number of miles driven. Example: Napa (# of miles: 45)

The temporary process will allow the object codes related to personal auto mileage expenses 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. For accounting staff, when reviewing/approving claims with mileage, please ensure that both the taxable and reportable fields indicate 'no' for "Mileage, Personal Auto"; and both the taxable and reportable fields indicate 'yes' for "Mileage, Personal Auto, Callback".

Please have all State employees (with the exception of Bargaining Unit 6) in your department continue to use the above temporary process. As a reminder, mileage expenses incurred through June 31, 2006 is to be reimbursed at a rate of 34 cents per mile while mileage expenses incurred between July 1, 2006 – December 31, 2006 is to be reimbursed at a rate of 44.5 cents per mile. A bulletin will be placed on the CalATERS website to alert the employees of the new mileage rate with a link to this letter.

A 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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