

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

DATE: March 7, 2008

CALATERS LETTER # 08-001

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: **DIRECT CHARGE OF CALATERS TRANSACTIONS**

The State Controller's Office, CalATERS Unit, plans to implement the process of charging directly the agencies for their quarterly invoices. In August 2007, Senate Bill 86 passed stating the State Controller's Office, CalATERS Unit, has the authority to directly charge agencies. This new legislation will allow the State Controller's Office to collect the amount due electronically via direct transfer. The agencies will receive a letter verifying the amount transferred and may view their quarterly transactions via the CalATERS website, Report Administration, Quarterly (reports), Report 26: Quarterly – Transaction Counts. The advantages of direct charge are:

- Eliminates IAA's
- Greatly reduces retroactivity
- Greater efficiency in billing
- Timely Payments
- Reduces departments workload

The current CalATERS billing process is to send each agency an invoice listing their CalATERS transaction counts for the previous quarter and the amount due. The agency then remits payment to the State Controller's Office.

In order to comply with Senate Bill 86, we are asking the agencies to provide the applicable data below to establish the direct transfer:

Agency Name
Uniform Code Manual (UCM) Code
Fund Number
Organization Number
Funding Fiscal Year
Reference Number
Chapter
Program
Category
Federal Catalog
Element
Component
Task

Please provide your information to Lisa Robello at robello@sco.ca.gov by March 28, 2008. We anticipate using the direct transfer process beginning with the 4th quarter billing cycle of the fiscal year (April - June).

If you have questions, please contact Lisa Robello at (916) 445-6509 and refer to this CalATERS Letter.

EA:ea