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

DATE: June 2, 2008 CALATERS LETTER #08-003

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 2007-2008 FISCAL YEAR-END ACTIVITIES

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

**Department Maintenance of CalATERS Calprofile and Calapprover File Loads**

As agreed upon during the CalATERS Department Forum, May 20, 2008, all departments using CalATERS will receive the calapprover and calprofile files loaded in CalATERS by June 2, 2008. The files will be those records in CalATERS as for May 28, 2008. I encourage each department to review the calapprover and calprofile files provided to verify that all individuals loaded on the calapprover and calprofile table are current department employees. The file format for calapprover and calprofile is available in the CalATERS Implementation Manual, Section 3 - Table Development. In preparation for the upcoming 2008/2009 Fiscal Year all edits and/or deletes to existing files need to be submitted to CalATERS staff by June 30, 2008. Departments will be notified once these files have been successfully loaded into CalATERS.

**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 26, 2008. To meet this payment date, travel advance and expense reimbursement forms must be submitted and approved by 5:00 PM on June 20, 2008. The payment information for the department accounting system and office revolving fund will be available on the morning of June 27, 2008 for these payments. A broadcast message has been placed on CalATERS to remind users of this deadline.

From June 23-30, 2008 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 1, 2008. Payment of these forms will be issued on July 7, 2008.

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