

STATE OF CALIFORNIA

JOHN CHIANG,
California State Controller

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

DATE: January 30, 2009

CALATERS LETTER #09-001

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

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

RE: GENERAL FUND CLAIM PAYMENTS

The State Controller has announced that the cash shortages expected in February 2009 will require delays in general fund payments not otherwise required by the State Constitution, federal law or court rulings. To preserve cash to meet the mandated obligations, CalATERS will suspend the payment of general fund claim forms effective February 1, 2009. General fund claims that have been submitted and would have been issued February 1, 2009 or later are being held.

CalATERS is available for employees to create and submit claim forms, to have the forms approved by their approvers and for departmental accounting offices to approve the forms. However, as indicated above, general fund claims will not be extracted for payment until further notice.

Non-general fund claim forms that are submitted and approved are not affected and will be processed as normal with one exception. No direct deposit of CalATERS payments will occur during the period general fund claim payments are suspended. Direct deposit will be re-established automatically after payment of the suspended general fund claims forms.

A subsequent CalATERS letter will be issued once it is determined that the suspended CalATERS general fund claim forms can be paid.

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