

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

DATE: June 22, 2009

CALATERS LETTER #09-006

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

FROM: DON SCHEPPMANN, Chief  
Personnel/Payroll Services Division

RE: CalATERS 2008-2009 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**

All departments are requested to review their calapprover and calprofile files to verify that all individuals loaded on the calapprover and calprofile tables 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 2009/2010 Fiscal Year all edits and/or deletes to existing files need to be submitted to CalATERS staff by June 25, 2009. 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, 2009. To meet this payment date, travel advance and expense reimbursement forms must be submitted and approved by 5:00 PM on June 22, 2009. The payment information for the department accounting system and office revolving fund will be available on the morning of June 29, 2008 for these payments. A broadcast message has been placed on CalATERS to remind users of this deadline.

From June 23-30, 2009, 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, 2009. Due to the possibility of a large volume of payments the issue date for these payments will be delayed.

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

DS: EA: ea