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

DATE: July 28, 2010

CALATERS LETTER # 10-005

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

FROM: LISA CROWE, Division Chief
Personnel/Payroll Services Division

RE: CALATERS REPORTING OF TAXABLE INCOME

On June 21, 2010 your department was notified that CalATERS was experiencing problems reporting taxable and reportable income through NON-USPS (please refer to CalATERS letter 10-003).

In collaboration with IBM, the CalATERS staff has identified and fixed the problem with NON-USPS. On July 27, 2010 we began processing those claims (April – June 2010) that have taxable/reportable income through NON-USPS.

Employees that have submitted a high volume of taxable/reportable claims, such as overtime meals or personal auto callback mileage, between April and June, will be subject to the tax adjustment in their August master warrant. We do not expect the sum of the taxable/reportable expenses to be a substantial amount, however, CalATERS staff will be reviewing the taxable amounts and will work with your department to identify any hardships this may create for the employee and determine a course of action to alleviate any hardship.

Thank you for your patience in this matter and if you have any questions, please contact the CalATERS Help Desk and refer to this letter.

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