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

DATE: May 20, 2011

CALATERS LETTER #11-001

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

FROM: LISA CROWE, Chief
Personnel/Payroll Services Division

RE: CalATERS 2010-2011 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 2011/2012 Fiscal Year all edits and/or deletes to existing files need to be submitted to CalATERS staff by June 28, 2011. Departments will be notified once these files have been successfully loaded into CalATERS.

Submission of Travel Advance and Expense Reimbursement Requests

For year-end reconciliation, the last payments issued from CalATERS will have an issue date of June 28, 2011. To meet this payment date, travel advance and expense reimbursement forms must be submitted and approved by 5:00 PM on June 22, 2011. The payment information for the department accounting system and office revolving fund will be available on the morning of June 29, 2011 for these payments. A broadcast message has been placed on CalATERS to remind users of this deadline.

Between June 23-30, 2011, 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, 2011.

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

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