

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: January 12, 2023 CALATERS GLOBAL LETTER #23-001

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: INCREASED TRANSIT/VANPOOL COMMUTE PROGRAM SUBSIDIES

On December 20, 2022, the Department of Human Resources (CalHR) announced ([HR Announcements \(ca.gov\)](#)) increased transit/vanpool subsidy rates for eligible employees in Bargaining Units (BUs) 2, 8, 9, 13, and 18. Effective January 1, 2023, represented employees and related excluded employees (S02, M02, S08, M08, related CEAs directly tied to BU 8, S09, M09, S13, S18, and M18) may receive a 100% reimbursement for commute expenses, not to exceed \$300 per month for Transit/Vanpool Driver/Vanpool Passenger.

Effective with this change, CalATERS Global is configured to accept Transit, Vanpool Passenger, and Vanpool Driver expenses up to the \$300 limit, without tax consequences. However, CalATERS recommends the best practice of DAO staff auditing transit/vanpool expense reimbursements carefully, to ensure that combined monthly occurrences of claimed Transit/Vanpool expenses by an employee in one of the aforementioned groups is limited to \$300.

DAOs with questions about BUs 2, 8, 9, 13, and 18 commute program expense amounts can contact the CalATERS Help Desk at calaters@sco.ca.gov.

SCO Key Initiatives:

- [Cal Employee Connect Project](#)
- [California State Payroll System Project](#)

JEB:DM