

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

DATE: October 19, 2023 CALATERS GLOBAL LETTER #23-006

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 October 19, 2023, the Department of Human Resources (CalHR) announced ([HR Announcements \(ca.gov\)](#)) increased transit/vanpool subsidy rates, effective October 1, 2023, for eligible employees, including employees headquartered out of state, in Bargaining Units (BUs) 1, 3, 4, 6, 7, 11, 12, 14, 15, 17, 19, 20, 21, and all Excluded employees. These BUs join represented employees in BUs 2, 8, 9, 13, and 18, and related excluded employees (S02, M02, S08, M08, related CEAs directly tied to BU 8, S09, M09, S13, S18, and M18), who became eligible to receive a 100% reimbursement for commute expenses, not to exceed \$300 per month for Transit/Vanpool Driver/Vanpool Passenger on January 1, 2023.

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 Department Accounting Office 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 groups is limited to \$300.

DAOs with questions about the commute program expense amounts can contact the CalATERS Help Desk at [calaters@sco.ca.gov](mailto:calaters@sco.ca.gov).

**SCO Key Initiatives:**

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

JEB:DM