

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

DATE: November 16, 2023 CALATERS GLOBAL LETTER #23-007

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: **CaIATERS GLOBAL – TAXABLE EXPENSES FOR 2023 FORM W-2**

Each calendar year, the State Controller's Office (SCO) establishes deadlines to facilitate year-end Form W-2, Wage and Tax Statement reporting. Please refer to [Payroll Letter 23-017](#) for Document Cutoff Dates for 2023 Calendar Year-End Processing. The deadline for reporting taxable expenses approved through CalATERS is Friday, December 15, 2023.

Departmental accounting offices **must** approve CalATERS expense reimbursement forms containing taxable/reportable expenses no later than 5:00 P.M. on Monday, December 11, 2023. If a CalATERS expense reimbursement form containing taxable/reportable expenses is approved after 5:00 P.M. on December 11, 2023, and the payment issue date occurs before January 1, 2024, it may result in a corrected Wage and Tax Statement, Form W-2 C for the employee.

If you have questions, please email the CalATERS Help Desk at calaters@sco.ca.gov and refer to this letter.

For additional questions, please use the following contact information:

SCO Key Initiatives:

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

JEB:DM