

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

DATE: May 14, 2018

CALATERS GLOBAL LETTER #18-003

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

FROM: Marissa Revelino, Chief
Personnel/Payroll Services Division**RE: NEW EXPENSE TYPE AVAILABLE IN CALATERS GLOBAL**

The California Department of Human Resources (CalHR) has established a new taxable benefit for state employees who commute to work by bicycle. Effective May 1, 2018, Bicycle Commuter is a new expense type available in CalATERS Global.

For full details pertaining to the new Bicycle Commuter Program, including eligibility criteria, certification and claim submission, please refer to CalHR's Online Human Resources Manual Policy <http://hrmanual.calhr.ca.gov/Home/ManualItem/1/1425>. We advise employees who will claim the Bicycle Commuter benefit (claimants), as well as department accounting offices, to note the following:

- Claimants must complete the CalHR 873, "Bicycle Commuter Program Quarterly Self-Certification" and submit it with the CalATERS transmittal to the supervisor/department accounting office. This certification form is considered the "receipt" in CalATERS Global.
- The \$20 monthly benefit is taxable. For reimbursement forms submitted through CalATERS Global, taxable income information for this expense will directly interface with the Non-USPS.
- Bicycle Commuter claims should be submitted on a quarterly basis. The claimant must use the Non-Travel form and can cover an entire 3-month period. One date within each month should have one \$20 expense entry (e.g. for a July 1 – September 30 form, enter \$20 on July 1, \$20 on August 1, and \$20 on September 1).

EXPENSE CODE	FORM TYPES	EXPENSE TYPE (displayed in Expense list)
BMXCOM	In-State Non-Travel, Non-Travel	Bicycle Commuter

As with any expense available in CalATERS Global, each department must assign a three- to ten- digit object code for the new expense type. Please coordinate the update with your department's assigned CalATERS table administrator so the calobject record can be submitted to CalATERS for processing. As a reminder, the calobject file can be submitted to the CalATERS TableSub email address.

If you have any questions, please contact CalATERS and refer to this letter.

MR:jn