

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

DATE: February 26, 2020

CALATERS GLOBAL LETTER #20-002

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 February 19, 2020 the Department of Human Resources (CalHR) clarified increased transit/vanpool subsidy rates for eligible members of Service Employees International Union (SEIU) bargaining units (BU) 1, 3, 4, 11, 14, 15, 17, 20 and 21, as well as eligible members of BU 9, effective October 31, 2019. CalHR announced that effective February 1, 2020, the new subsidy rates also apply to eligible Excluded employees (<https://www.calhr.ca.gov/state-hr-professionals/Pages/hr-announcements.aspx>). Represented or Excluded employees within these groups may receive a 75% reimbursement for commute expenses, not to exceed \$100 per month for Transit/Vanpool Passengers, and \$135 per month for primary Vanpool Drivers.

When employees claim amounts in excess of configured rates in CalATERS Global, tax implications result in the system reporting overages to SCO W-2. In CalATERS Global, any time one Transit Subsidy/Vanpool Passenger expense exceeds \$100, CalATERS will automatically report the overage to SCO W-2. However, CalATERS is unable to accommodate the new subsidy rate for the Vanpool Driver expense type. For this expense type, Department Accounting Offices (DAOs) must report any overages manually, utilizing the STD. 676P Non-USPS Adjustment Request-Payments form. CalATERS recommends the best practice of DAO staff auditing vanpool expense reimbursements carefully, to ensure that each occurrence of a claimed Vanpool Driver expense by an employee in one of the aforementioned groups is limited to \$135. This will prevent the need to submit the STD. 676P.

**DEPARTMENT ACCOUNTING OFFICE INSTRUCTIONS:**

*To manually report tax information for monthly payments **exceeding** \$135 for SEIU, BU 9 or Excluded Vanpool Drivers...*

- Use the STD. 676P form, available here: <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std676P.pdf>
- Use the Item Code "TV" and Item Description "Vanpool Driver". Multiple employees may be listed on the same form for one Item Code.
- Once all fields are complete, print and provide signature, then write "CALATERS" in large letters at the top of the form.
- Submit the completed STD. 676P to the SCO mailing address provided at the top right corner of the form.

DAOs requiring assistance when reporting taxable Vanpool Driver expense amounts can contact the CalATERS Help Desk at [calaters@sco.ca.gov](mailto:calaters@sco.ca.gov). If there are additional questions regarding this letter, please use the following contact information: Statewide Tax Support Program – [PPSDtaxsupsect@sco.ca.gov](mailto:PPSDtaxsupsect@sco.ca.gov) or Statewide Customer Contact Center at (916) 372-7200. We apologize for any inconvenience.

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