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

DATE: November 9, 2021

CALATERS GLOBAL LETTER #21-008

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: CALATERS GLOBAL – TAXABLE EXPENSES FOR 2020 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 21-015: Document Cutoff Dates for 2021 Calendar Year-End Processing](#). In addition to this list, the deadline for reporting taxable expenses approved through CalATERS is Friday, December 17, 2021.

To meet this deadline, department accounting offices must approve CalATERS expense reimbursement forms containing taxable/reportable expenses **no later than 5:00 P.M. on Monday, December 13, 2021**. If a CalATERS expense reimbursement form containing taxable/reportable expenses is approved after 5:00 P.M. on December 13, 2021, and the payment issue date occurs before January 1, 2022, 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.

SCO Key Initiatives:

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

JEB:DM