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

DATE: July 29, 2022

CALATERS GLOBAL LETTER #22-005

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 July 28, 2022, the Department of Human Resources (CalHR) announced ([HR Announcements \(ca.gov\)](#)) increased transit/vanpool subsidy rates for eligible employees in Bargaining Unit 13 (BU 13). Effective August 2, 2022, represented employees and all eligible excluded employees (S13) within these groups may receive a 100% reimbursement for commute expenses, not to exceed \$280 per month for Transit/Vanpool Driver/Vanpool Passengers.

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, anytime one Transit Subsidy/Vanpool Passenger expense exceeds \$100, or anytime one Vanpool Driver expense exceeds \$135, CalATERS will automatically report the overage to SCO W-2. However, CalATERS is unable to accommodate the higher \$280 commute program subsidy rates for BU 13. Therefore, claims for these types of expenses must be processed manually outside of CalATERS.

For BU 13 commute program expense types Transit Subsidy/Vanpool Driver/Vanpool Passenger, Department Accounting Offices (DAOs) should instruct employees to manually submit a paper claim outside of CalATERS. Additionally, CalATERS recommends the best practice of DAO staff, to audit commute program expense reimbursements carefully to ensure that combined monthly occurrences of claimed Transit Subsidy/Vanpool Driver/Vanpool Passenger expenses by an employee in one of the aforementioned groups are limited to \$280.

DAOs with questions about BU 13 commute program expense amounts can contact the CalATERS Help Desk at calaters@sco.ca.gov. We apologize for any inconvenience.

SCO Key Initiatives:

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

JEB:DM