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

DATE: September 30, 2022

CALATERS GLOBAL LETTER #22-009

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 September 29, 2022, the Department of Human Resources (CalHR) announced ([HR Announcements \(ca.gov\)](#)) increased transit/vanpool subsidy rates for eligible employees in Bargaining Units (BUs) 2, 9, and 18. Effective October 1, 2022, represented employees and related excluded employees (S02, M02, S09, M09, S18, and M18) may receive a 100% reimbursement for commute expenses, not to exceed \$280 per month for Transit/Vanpool Driver/Vanpool Passenger. Per CalHR announcement dated July 28, 2022, these same rates also apply to all eligible BU 13 represented employees and related excluded employees (S13) effective August 2, 2022 unless superseded by current policy or MOU language.

As of September 24, 2022, CalATERS Global is now configured to accept Transit, Vanpool Passenger, and Vanpool Driver expenses up to the \$280 limit, without tax consequences. (Previously, CalATERS could not accommodate Vanpool Driver rates above \$135 and would automatically report the overages to SCO W-2.) However, CalATERS recommends the best practice of DAO staff auditing transit/vanpool expense reimbursements carefully, to ensure that combined monthly occurrences of claimed Transit/Vanpool expenses by an employee in one of the aforementioned groups is limited to \$280.

DAOs with questions about BUs 2, 9, 13, and 18 commute program expense amounts can contact the CalATERS Help Desk at calaters@sco.ca.gov.

SCO Key Initiatives:

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

JEB:DM