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

DATE: November 29, 2022 CALATERS GLOBAL LETTER #22-011

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 November 23, 2022, the Department of Human Resources (CalHR) announced ([HR Announcements \(ca.gov\)](#)) increased transit/vanpool subsidy rates for eligible employees in Bargaining Unit (BU) 8. Effective December 1, 2022, represented employees, including employees headquartered out of state, related excluded employees (S08 and M08), and related CEA positions directly tied to BU 8 may receive a 100% reimbursement for commute expenses, not to exceed \$280 per month for Transit/Vanpool Driver/Vanpool Passenger. Per CalHR announcements dated July 28, 2022, and September 29, 2022, these same rates also apply to all eligible BU 13 represented employees and related excluded employees (S13) effective August 2, 2022, and to all eligible BUs 2, 9, and 18 represented employees and related excluded employees (S02, M02, S09, M09, S18, and M18), effective October 1, 2022, unless superseded by current policy or MOU language.

As of September 24, 2022, CalATERS Global is configured to accept Transit, Vanpool Passenger, and Vanpool Driver expenses up to the \$280 limit, without tax consequences (see [CalATERS Global Letter 22-009](#)). 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, 8, 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