

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

DATE: January 9, 2024 CALATERS GLOBAL LETTER #24-003

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

FROM: Lisa Dean, Acting Chief
Personnel and Payroll Services Division

RE: INCREASED TRANSIT/VANPOOL COMMUTE PROGRAM SUBSIDIES

On January 5, 2024, the Department of Human Resources (CalHR) announced ([HR Announcements \(ca.gov\)](#)) increased transit/vanpool subsidy rates, effective January 1, 2024, for eligible employees, including employees headquartered out of state, in Bargaining Units (BUs) 1, 2, 3, 4, 6, 7, 8, 9, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, and all Excluded employees.

CalATERS Global is configured to accept Transit, Vanpool Passenger, and Vanpool Driver expenses up to the \$315 limit, without tax consequences. However, CalATERS recommends the best practice of Department Accounting Office 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 groups is limited to \$315.

DAOs with questions about the commute program expense amounts can contact the CalATERS Help Desk at calaters@sco.ca.gov.

SCO Key Initiatives:

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

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