

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

DATE: July 22, 2025

CALATERS GLOBAL LETTER #25-005

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

FROM: Lisa Dean, Acting Chief
Personnel and Payroll Services Division**RE: COMMUTE PROGRAM – EXPENSE TYPE NAME CHANGES**

Effective July 21, 2025, three Commute Program expense type names have been updated in the California Automated Travel Expense Reimbursement System (CalATERS).

EXPENSE CODE	FORM TYPES	EXPENSE TYPE FORMER NAME (displayed in Expense list)	EXPENSE TYPE NEW NAME
TRNSUB	In-State Travel	Transit Subsidy	Transit Incentive
	Non-Travel Only		
VPPR	In-State Travel	Van Pool Passenger/Rider	Vanpool Incentive
	Non-Travel Only		
VDP	In-State Travel	Van Pool Driver	Vanpool Driver
	Non-Travel Only		

The above name changes impact both completed expense records and current expense claim forms.

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](#)

LD:DM