

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

DATE: May 13, 2026

CALATERS GLOBAL LETTER #26-003

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

FROM: Lisa Dean, Chief  
Personnel and Payroll Services DivisionRE: **2025-26 FISCAL YEAR-END ACTIVITIES**

In preparation for the upcoming 2026-27 fiscal year (FY), please note the following deadlines, department tasks, and California Automated Travel Expense Reimbursement System (CalATERS) activities.

**SUBMISSION OF TRAVEL ADVANCE AND EXPENSE REIMBURSEMENT FORMS**

The State Controller's Office (SCO) State Accounting and Reporting Division (SARD) establishes deadlines to facilitate FY-end closing. The deadline for CalATERS files to SARD is June 15, 2026. Please refer to the 2025-26 FY-end Procedures memo released by SCO SARD on May 7, 2026.

To meet this deadline, **department accounting staff must approve travel advance and expense reimbursement forms no later than 5:00 p.m. on Friday, June 5, 2026.** California Automated Travel Expense Reimbursement System users will be reminded of this deadline via a message at the CalATERS Global login screen. The last round of expenditure data for department accounting systems will be available the morning of June 11, 2026.

From June 6 at 5:00 p.m. through June 30, 2026, users may create, submit, and approve travel advance and expense reimbursement forms. California Automated Travel Expense Reimbursement System will capture these 2025-26 FY accruals for each department. Department accounting staff should refer to "Rpt G FY End Accruals Detail" in the Daily section of CalATERS Reports for this information. Please note that forms approved by department accounting staff during this time will not be extracted for processing until after July 6, 2026.

**CALPROFILE AND CALAPPROVER FILES**

Departments should review their calprofile and calapprover tables to verify that all individuals loaded are current department employees. Please submit all table edits and deletes to CalATERS **by 1:00 p.m. on Friday, June 12, 2026.**

## **FY 2026-27 UPDATES FOR CALPROFILE, CALACCOUNT, AND CALXREFS FILES**

**By request only**, CalATERS will update the following fields with new 2026-27 FY information in the calprofile, calaccount and calxref tables:

Year of Statute (except for continuous funds)

Chapter # (where applicable)

Funding FY in Detailed Account Coding (where applicable)

Departments that wish to use this service must send an email request to [calaters@sco.ca.gov](mailto:calaters@sco.ca.gov) by 5:00 p.m. on Monday, June 15, 2026. If a department has a special request related to funding or coding, please include detailed information in the email request. California Automated Travel Expense Reimbursement System will notify departments once the FY 2026-27 update is complete. Once a department receives the notice, employees may begin submitting forms for the new 2026-27 FY. These forms can be approved by department accounting staff but will not be processed for payment until after July 15, 2026.

If you have questions, please email the CalATERS Help Desk at [calaters@sco.ca.gov](mailto:calaters@sco.ca.gov) and refer to this letter.

### **All PPSD Contact Information:**

- [PPSD Contacts and Additional Information](#)

### **Web Resources:**

- [For HR Personnel](#)
- [For State Employees](#)

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