Key Features

Following are key features of this web site that you will need to know as a CalATERS user.

California State Controller's Office

California Automated Travel Expense Reimbursement System

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Site Map – provides a link based map of the entire web site.

CalATERS   Click to sign in to CalATERS for new user registration or creating/approving Travel Advances or Expense Reimbursements.

Instructions

Get Started & New User Registration – clicking on this link will provide instructions on how to register on CalATERS and where to find additional information for obtaining instructional materials.

Travel Advance & Expense Reimbursement – clicking on this link will provide instructions on how to use CalATERS to create or approve Travel Advance and Expense Reimbursement forms. Also provided are information and instructions for updating your Profile, changing passwords and more...

Help Desk Contacts – clicking on this link will provide the phone number and/or Email address of your **Department's Help Desk Contact** when you need assistance with CalATERS.

Click the **Problem viewing documents?** Icon if you need assistance opening or viewing documents on this website. Instructions for navigating and printing using Adobe Acrobat Reader are also included.