CalATERS provides the ability to define pre-set department travel advance policies that are enforced by CalATERS. System audits are applied as travel advance data is entered into CalATERS. If a travel advance form is outside the parameters of a department policy, CalATERS will generate an exception notice. An exception notice alerts the employee that the data entered violates a department policy. The employee will be required to enter an explanation and/or the route form to an additional approver.

Travel Advance Policy Request forms must be signed by an authorized department representative. Faxed forms will not be accepted. Travel Advance Policy Request forms will be processed within two business days after receipt of form.

Mail completed and signed form to the following:

State Controller's Office
Attn: CalATERS
Personnel/Payroll Services Division
300 Capitol Mall, Room 1019
Sacramento, CA 95814

System Setting	Exception Text	Desired Setting
If the setting is "2" and the travel dates are May 24th-26th, CalATERS will prompt employee to enter a reason if the form is submitted **after** May 22nd.	**TA Department Policy #1:** Travel advance forms should be submitted at least XX calendar days prior to trip dates. Explanation required.	
Explanation required. If the setting is "15" and the travel dates are June 12th-14th, CalATERS will prompt employee to enter a reason if the form is submitted **before** May 28th.	**TA Department Policy #2:** Travel advance forms should not be submitted earlier than XX calendar days prior to trip dates. Explanation Required.	
If the setting is "$99" CalATERS will prompt employee to enter a reason if the travel advance trip amount is less than $100.	**TA Department Policy #3:** Travel advance trip amount should be at least $$. Explanation required.	
If the setting is "2" CalATERS will prompt employee to enter a reason if the travel dates are equal to or less than 2 days.	**TA Department Policy #4:** Trip dates should span at least XX days. Explanation required.	
If the setting is "$1,000" CalATERS will prompt employee to enter a reason if trip exceeds $1,000.01.	**TA Department Policy #5:** Travel advance forms should not exceed $$. Explanation and additional approver required.	
If the setting is "$1,000" CalATERS will prompt employee to add an additional approver if the sum of all trips exceeds $1,000.01.	**TA Department Policy #6:** The sum of all trips on the travel advance form should not exceed $$. Explanation and additional approver required.	

Authorized Department Representative	Date
Title	**Phone Number**
Email	**Fax**

Authorized department representative must have a signed Signature Authorization form on file with the Controller's Office.

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SCO USE ONLY

Task	Analyst	Completed Date
Policy Settings		
Department Notified		