



Create Travel Advance

Step 1

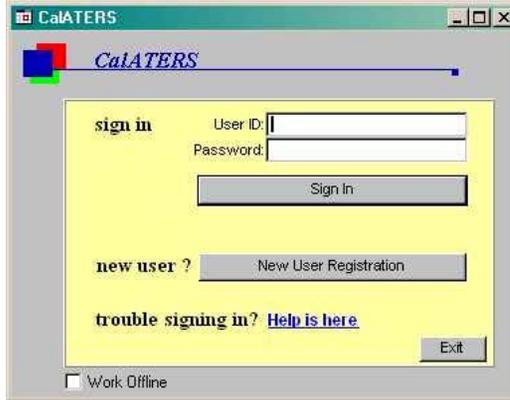


From the CalATERS web site at

www.calaters.ca.gov, click

CalATERS

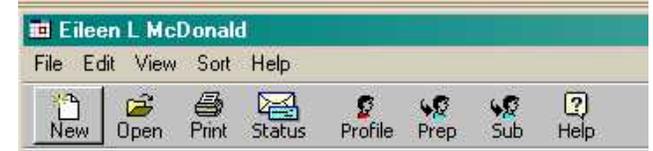
Step 2



Key User ID and Password.

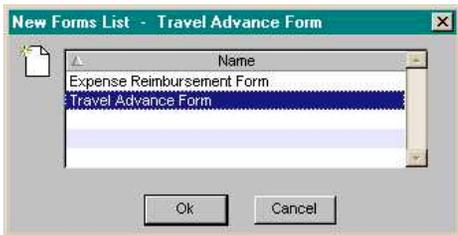
Click **Sign In**.

Step 3



Click **New** to begin the Travel Advance form.

Step 4



Select "Travel Advance Form" and click

Ok.

Step 5



Key the report name (based on department policy).

Click **Ok**.

Step 6
Information

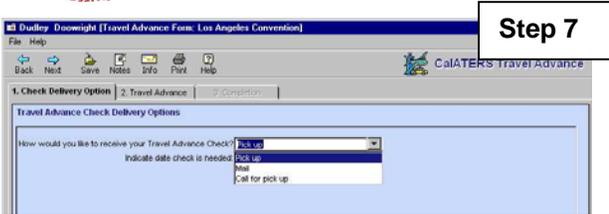


If you need to exit the form before completion,

click **Save**, then File, Close. The form will be saved as a draft.

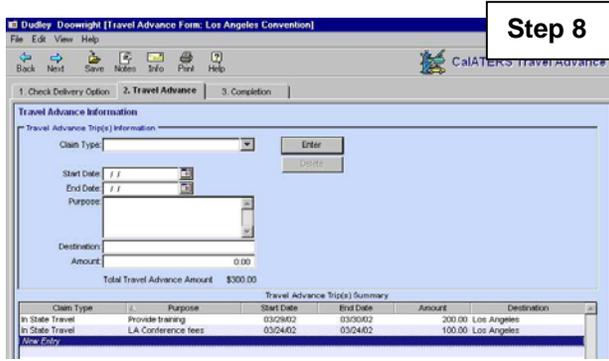


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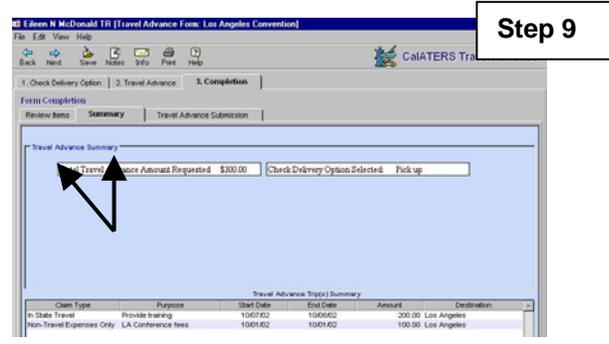
Step 7

Click the to select a check delivery option. Complete any additional fields.



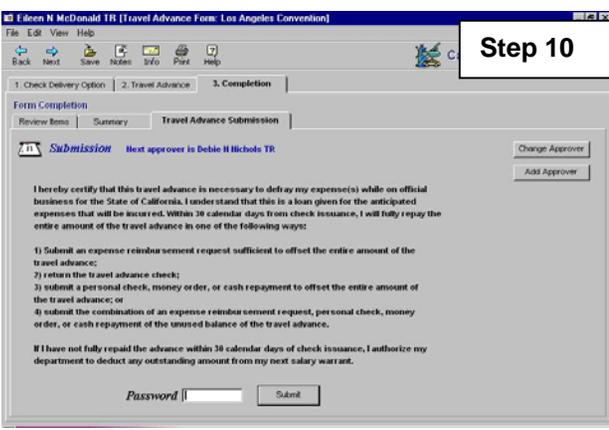
Step 8

Click the to select a Claim type. Key information in the blank fields. Click . Repeat actions for additional Claim Types. Click tab 3. Completion.



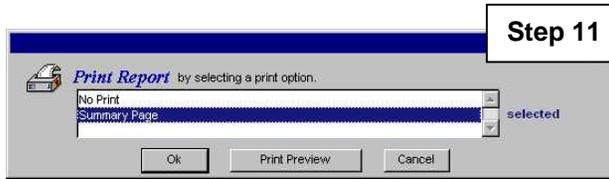
Step 9

Review the Review Items and Summary screens, then click Travel Advance Submission tab.



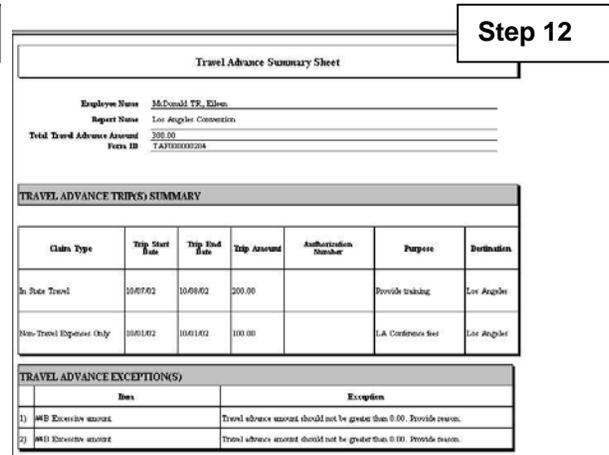
Step 10

The Submission tab displays your approver. Use **Change Approver** to select a different approver for this form, or **Add Approver** to add an additional approver.



Step 11

To print the following report click



Step 12

The Summary Sheet displays. Click and select print options. Click .

Key your password and click .