

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

DATE: February 24, 2017

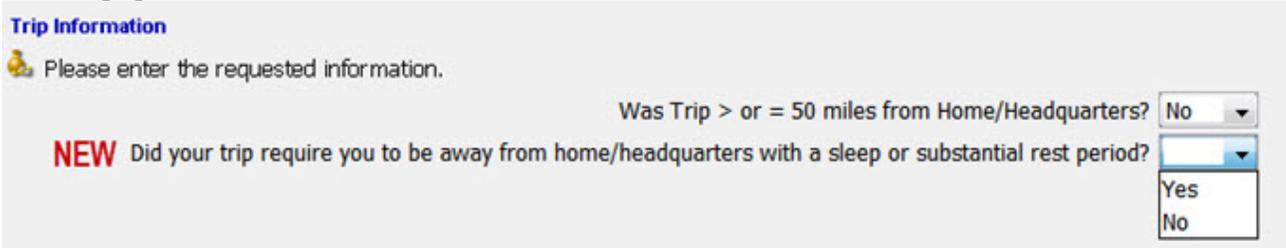
CALATERS GLOBAL LETTER #17-001

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

FROM: Debra Spellman, Chief
Personnel/Payroll Services DivisionRE: **TRAVEL STATUS RULE ENHANCEMENT**

We are announcing an enhancement to CalATERS Global effective February 17, 2017. The Trip Information screen now includes an additional question for all form types that launch the travel status question. The original travel status question remains the same: "Was Trip > or = 50 miles from Home/Headquarters?" If the user responds with "No", meaning the trip was within 50 miles from home/headquarters, the new follow-up question will launch: "Did your trip require you to be away from home/headquarters with a sleep or substantial rest period?"

The screenshot below shows the original travel status question, with a No response, as well as the new follow-up question.



The screenshot shows a web form titled "Trip Information" with a prompt "Please enter the requested information." It contains two questions. The first question is "Was Trip > or = 50 miles from Home/Headquarters?" with a dropdown menu set to "No". The second question, marked with a red "NEW" icon, is "Did your trip require you to be away from home/headquarters with a sleep or substantial rest period?" with a dropdown menu showing "Yes" and "No" options.

If the user responds "No" to this new question, certain expenses included in the form will be taxable/reportable. If the user responds "Yes" to this new question, the expenses may not be taxable/reportable unless other circumstances require tax to be applied (e.g., travel was less than 24 hours). As a reminder, the travel status question does not launch on Non-Travel forms. Please refer to the State Controller's Office's (SCO) Payroll and Procedures Manual (PPM), Section N, for information on taxable/reportable expenses: http://www.sco.ca.gov/Files-PPSD/PPM_Section_N_NonUSPS-FB-EBEs.pdf

If you have questions regarding the original or new travel status question, please contact the CalATERS Help Desk and refer to this letter. If you have a questions regarding taxable/reportable expenses, refer to the SCO's PPM, Section N, or contact SCO's Tax Support Section at PPSDtaxsupsect@sco.ca.gov.

DS: LR