

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

DATE: December 6, 2023 CALATERS GLOBAL LETTER #23-008

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

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

**RE: DECOMMISSION OF TRIP TYPES – STATE SPONSORED CONFERENCE/CONVENTION AND
NON-STATE-SPONSORED CONFERENCE/CONVENTION**

On November 16, 2023, the Department of Human Resources (CalHR) notified SCO that State-Sponsored Conference/Convention and Non-State-Sponsored Conference/Convention are no longer applicable trip types and should be removed from CalATERS Global system.

CalATERS Global will decommission State-Sponsored Conference/Convention and Non-State-Sponsored Conference/Convention trip types. These trip-types will no longer be available to users in the trip-type dropdown menu. Department Accounting Offices (DAOs) will be notified once State-Sponsored Conference/Convention and Non-State-Sponsored Conference/Convention trip-types decommissioning has been completed.

CalATERS requests DAOs inform users of this change and instruct them, effective immediately, to select Regular as the appropriate trip-type.

Claim forms created prior to decommissioning with a trip-type of State-Sponsored Conference/Convention or Non-State-Sponsored Conference/Convention, will continue to be viewable in CalATERS Global.

DAOs with questions about this system change can contact the CalATERS Help Desk at calaters@sco.ca.gov.

For additional questions, please use the following contact information: TravelManager@calhr.ca.gov

SCO Key Initiatives:

- [Cal Employee Connect](#)
- [California State Payroll System Project](#)

JEB:DM