

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

DATE: November 19, 2013

CalATERS GLOBAL LETTER #13-005

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System - CalATERS and CalATERS Global

FROM: LISA CROWE, Division Chief
Personnel/Payroll Services Division

RE: **CalATERS and CalATERS Global Claims – Taxable Expenses for 2013 W-2 Reporting**

For the purpose of year end processing and timely reporting of taxable and reportable expenses on the 2013 W-2, departmental accounting offices must submit any approved CalATERS and CalATERS Global claims by 5:00 PM on Friday, December 13, 2013.

CalATERS and CalATERS Global claims for taxable and reportable expenses submitted after 5:00 PM on December 13, 2013, that result in payment with an issue date prior to January 1, 2014, will result in a corrected W-2 for the 2013 tax year.

If you have questions, please contact the CalATERS Help Desk and reference this letter.

LC: LR