

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

DATE: February 14, 2014

CalATERS GLOBAL LETTER #14-001

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

FROM: LISA CROWE, Division Chief
Personnel/Payroll Services Division**RE: TRAVEL ADVANCE RECOVERY TAB – START/ END DATES DISPLAYED**

CalATERS Global will be unavailable on Wednesday, February 19, 2014 from 12:00 – 1:00 PM for a system enhancement. The enhancement will provide the Start Date and End Date of a travel advance that is displayed on the Travel Advance Recovery tab in an expense reimbursement form.

The start and end dates will display for NEW travel advance forms created and routed through the approval process after the enhancement has been installed. The start and end dates will not populate for advances that were already in progress or for travel advance administration (back door) entries.

TA Date	TA ID	TA Original Amount	TA Amount Available	Start Date	End Date	Amount to be Scheduled
12/20/13	TAN000000698	125.00	125.00	12/24/13	12/24/13	125.00
12/24/13	TAF000000702	130.00	130.00			130.00

The picture above shows a travel advance that went through the approval process and one entered through travel advance administration.

For a travel advance form that has more than one advance, the start date will be the earliest date entered and the end date will be the latest date entered. An example:

Advance 1: 02/03/14 – 02/07/14;
Advance 2: 02/12/14 – 02/14/14.

The dates displayed on the travel advance recovery tab will be:
Start Date 02/03/14, End Date 02/14/14

Department Accounting Office staff are reminded that the start and end dates of travel advances are also listed on CalATERS Global Report #G34 – Travel Advance(s) With Outstanding Balance.

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

LC: lr