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

DATE: November 10, 2014

CalATERS GLOBAL LETTER #14-005

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

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

RE: CalATERS Global Claims – Taxable Expenses for 2014 W-2 Reporting

For the purpose of year end processing and timely reporting of taxable and reportable expenses on the 2014 W-2, departmental accounting offices must approve CalATERS Global claims by 5:00 PM on Monday, December 15, 2014.

CalATERS Global claims for taxable and reportable expenses approved after 5:00 PM on December 15, 2014, that result in payment with an issue date prior to January 1, 2015, will result in a corrected W-2 for the 2014 tax year.

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

LC: lr