

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

DATE: June 15, 2015

CALATERS GLOBAL LETTER #15-002TO: Agencies Participating in the California Automated Travel Expense Reimbursement System
(CALATERS)FROM: Lisa Crowe, Chief
Personnel/Payroll Services DivisionRE: **CALATERS GLOBAL RATE CHANGE – SUBJECT TO BUDGET APPROVAL**

The State Controller's Office has a CalATERS budget proposal going through the May Revise process. If the proposal is approved, beginning July 1, 2015, the CalATERS Global per form charge will increase from \$4.00 to \$4.46. This rate will remain in effect for Fiscal Year 2015-16.

Historically, CalATERS rates have remained unchanged regardless of the increased operating costs. The State Controller's Office (SCO) is no longer able to absorb the increased cost of the statewide system. Therefore, the SCO is adjusting the rate to be a self-supporting program. Increasing the rate to \$4.46 will align the program costs with the invoiced quarterly transactions.

We are currently accepting one year Interagency Agreements (IAA) with term dates of July 1, 2015 through June 30, 2016. If your department has a multi-year IAA, please prepare an amendment. Below is a sample of contract language updated to reflect the new rate.

BUDGET DETAIL

1. Invoicing

The DEPARTMENT agrees to reimburse the State Controller's Office, Personnel/Payroll Services Division \$4.46 per transaction for travel advance and expense reimbursement claims processed through CalATERS Global. The amount included in this contract is based on the anticipated number of travel advance and expense reimbursement claims for fiscal year 2015-16. The total amount to be paid by the DEPARTMENT shall not exceed [AMOUNT].

Maintenance costs = \$4.46 x number of transactions
*Number of transactions represents the number of travel
advance and expense reimbursement forms processed
through CalATERS Global.*

Please submit your department IAA to the State Controller's Office, P. O. Box 942850, Sacramento, CA 94250-5878, ATTN: Matthew Mitchell. Questions concerning the IAA should be directed to Matthew at (916) 319-9426 or MMitchell@sco.ca.gov.

Please direct any other questions to the CalATERS Help Desk for response.

LC:LR