

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

DATE: October 28, 2015

CALATERS GLOBAL LETTER #15-003

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

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: **CalATERS GLOBAL CLAIMS – TAXABLE EXPENSES FOR 2015 FORM W-2**

Each calendar year the State Controller's Office (SCO) establishes deadlines to facilitate year-end W-2, Wage and Tax Statement reporting. (Please refer to the Payroll Letter regarding 2015 Calendar Year-End Processing: http://sco.ca.gov/Files-PPSD-Letters/2015_p15-013.pdf).

Department accounting offices must approve CalATERS expense reimbursement forms containing taxable and/or reportable expenses **no later than 5:00 p.m. on Tuesday, December 15, 2015, in order for these amounts to be included in each employee's original W-2**. If CalATERS expense reimbursement forms containing taxable and/or reportable expenses are approved after 5:00 PM on December 15 and the payment issues in the 2015 tax year, the SCO must issue a Corrected W-2. Payments issued on or after January 1, 2016 are not affected.

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

LC: LR