

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
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DATE: January 5, 2016

CALATERS GLOBAL LETTER #16-001

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

FROM: Debra Spellman, Acting Chief
Personnel/Payroll Services DivisionRE: **NEW EXPENSE TYPES AVAILABLE IN CALATERS GLOBAL**

Effective January 1, 2016, four new expense types are available in CalATERS Global. The expenses are: Short-Term Lodging (Airbnb), Lyft-Transportation Network Co., Uber-Transportation Network Co., and Other-Transportation Network Co.

As a result of Assembly Bill 229 (AB 229), the Department of Human Resources (CalHR) issued PML 2015-039, effective January 1, 2016. The PML defines the travel reimbursement policy for Transportation Network Companies and Short-Term Rental expenses. Please review the PML for details, including receipt requirements (<http://www.calhr.ca.gov/PML%20Library/2015039.pdf>).

To comply with AB 229, the following expense types are now available in relevant CalATERS Global expense reimbursement forms:

EXPENSE CODE	FORM TYPES	EXPENSE TYPE (displayed in Expense list)	DEFINITION (displayed in Expense details)
LODSTR	In-State Regular, In-State State Sponsored, In-State Non State Sponsored	Lodging, Short-Term Rental	Residential property that is rented for fewer than 30 days through a centralized online platform. Example: Airbnb
TNCLYF	In-State forms above, In-State LTA, Non Travel forms	Lyft-Transportation Network Co.	Transportation service using an online-enabled application to connect passengers with drivers using a personal vehicle
TNCUBE	In-State forms above, In-State LTA, Non Travel forms	Uber-Transportation Network Co.	Transportation service using an online-enabled application to connect passengers with drivers using a personal vehicle
TNCOTH	In-State forms above, In-State LTA, Non Travel forms	Other-Transportation Network Co.	Transportation service using an online-enabled application to connect passengers with drivers using a personal vehicle

As with any expense available in CalATERS Global, each department must assign a three- to ten-digit object code for the new expense types. Please coordinate the update(s) with your department's assigned CalATERS table administrator so the calobject records can be submitted to SCO CalATERS for processing. As a reminder, the calobject file can be submitted via email to the CalATERS TableSub email address.

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

DS:LR