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

DATE: November 2, 2017

CALATERS GLOBAL LETTER #17-005

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

FROM: Debra Spellman, Chief  
Personnel/Payroll Services Division

**RE: CalATERS GLOBAL – TAXABLE EXPENSES FOR 2017 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 2017 Calendar Year-End Document Processing: [http://sco.ca.gov/Files-PPSD-Letters/2017\\_p17-015.pdf](http://sco.ca.gov/Files-PPSD-Letters/2017_p17-015.pdf)). The deadline for reporting taxable and/or reportable expenses approved through CalATERS is December 20, 2017.

To meet this deadline date, department accounting offices must approve CalATERS expense reimbursement forms containing taxable and/or reportable expenses **no later than 5:00 P.M. on Wednesday, December 13, 2017**. If a CalATERS expense reimbursement form containing taxable and/or reportable expenses is approved after 5:00 P.M. on December 13<sup>th</sup>, and the payment issue date falls before January 1, 2018, it will result in a corrected W-2.

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

DS:jn