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

DATE: November 19, 2018

CALATERS GLOBAL LETTER #18-004

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

FROM: Marissa Revelino, Chief
Personnel/Payroll Services Division

RE: CalATERS GLOBAL – TAXABLE EXPENSES FOR 2018 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 2018 Calendar Year-End Document Processing: https://www.sco.ca.gov/Files-PPSD-Letters/2018_p18-019.pdf). In addition to this list, the deadline for reporting taxable and/or reportable expenses approved through CalATERS is December 20, 2018.

To meet this deadline, department accounting offices must approve CalATERS expense reimbursement forms containing taxable and/or reportable expenses **no later than 5:00 P.M. on Thursday, December 13, 2018**. If a CalATERS expense reimbursement form containing taxable and/or reportable expenses is approved after 5:00 P.M. on December 13th, and the payment issue date falls before January 1, 2019, it will result in a corrected W-2.

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

MR:jn