

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

DATE: August 23, 2019

CALATERS GLOBAL LETTER #19-004

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

FROM: Marissa Revelino, Chief
Personnel and Payroll Services Division**RE: NEW EXPENSE TYPES AVAILABLE IN CALATERS GLOBAL**

Effective August 23, 2019, Shared Bicycle and Shared Scooter are new expense types available in CalATERS Global. For details pertaining to these expenses, including descriptions and general receipt policy, please refer to CalHR's Online Human Resources Manual, Section 2201: <http://hrmanual.calhr.ca.gov/Home/ManualItem/1/2201>.

EXPENSE CODE	FORM TYPES	EXPENSE TYPE (displayed in Expense list)
SHRBMX	In-State Regular, In-State Non-Travel, Non-Travel, State Sponsored Conference, Non-State Sponsored Conference, Long Term Assignment	Shared Bicycle (e.g. JUMP) <i>Found under expense category: "Transportation"</i>
SHRSKU	In-State Regular, In-State Non-Travel, Non-Travel, State Sponsored Conference, Non-State Sponsored Conference, Long Term Assignment	Shared Scooter (e.g. JUMP) <i>Found under expense category: "Transportation"</i>

Departments must assign a three to ten digit object code for each new expense type in CalATERS Global. Please coordinate the calobject table updates with your department's CalATERS table administrator so CalATERS staff can process promptly. REMINDER: FI\$Cal departments must ensure the legacy object codes assigned to the new expense types are mapped accordingly on their Chart of Accounts (COA) crosswalk. Note: missing legacy translation values on the COA crosswalk result in Account/Alt Account errors that require the department to work with FI\$Cal staff to rectify before the expenditure(s) can post.

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

MR:jn