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

DATE: December 2, 2019

REVISED CALATERS GLOBAL LETTER #19-005

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

FROM: Marissa Revelino, Chief
Personnel and Payroll Services Division

RE: **CALATERS GLOBAL – TAXABLE EXPENSES FOR 2019 FORM W-2**

Deadline dates previously mentioned in the original CalATERS Global Letter 19-005 have shifted due to internal scheduling changes. Please review the revised schedule below for approving taxable/reportable expenses in CalATERS for calendar year 2019. We apologize for any inconvenience.

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 2019 Calendar Year-End Document Processing: https://www.sco.ca.gov/Files-PPSD-Letters/2019_p19-020.pdf). In addition to this list, the deadline for reporting taxable expenses approved through CalATERS is December 20, 2019.

To meet this deadline, department accounting offices must approve CalATERS expense reimbursement forms containing taxable/reportable expenses **no later than 5:00 P.M. on Monday, December 16, 2019**. If a CalATERS expense reimbursement form containing taxable/reportable expenses is approved after 5:00 P.M. on December 16th, and the payment issue date occurs before January 1, 2020, it may result in a corrected W-2 for the employee.

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

MR:jn