

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

DATE: June 13, 2024 CALATERS GLOBAL LETTER #24-006

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

FROM: Lisa Dean, Acting Chief
Personnel and Payroll Services Division

RE: **INCREASED TRANSIT/VANPOOL COMMUTE PROGRAM SUBSIDIES**

On June 10, 2024, the California Department of Human Resources [announced](#) the increase of Transit/Vanpool subsidy rates for eligible employees in Bargaining Unit (BU) 16. Effective July 1, 2024, all eligible employees in BU 16, including employees headquartered out of state, may receive 100% reimbursement for commute expenses, not to exceed \$315 per month for Transit/Vanpool Driver/Vanpool Passenger.

California Automated Travel Reimbursement System (CalATERS) Global is configured to accept Transit, Vanpool Driver, and Vanpool Passenger expenses up to the \$315 limit, without tax consequences. However, the State Controller's Office (SCO) CalATERS recommends that the best practice for the Department Accounting Office (DAO) staff is to audit Transit/Vanpool expense reimbursements carefully, to ensure that combined monthly occurrences of claimed Transit/Vanpool expenses by an employee in one of the groups is limited to \$315.

Department Accounting Office staff that have questions about the commute program expense amounts, can contact the SCO CalATERS Help Desk at calaters@sco.ca.gov.

SCO Key Initiatives:

- [Cal Employee Connect](#)
- [California State Payroll System Project](#)

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