STATE OF CALIFORNIA   MALIA M. COHEN
                                                            California State Controller

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

DATE: September 27, 2024   CALATERS GLOBAL LETTER #24-007

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

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

RE: **NEW EXPENSE TYPES AVAILABLE IN CALATERS GLOBAL**

Effective October 1, 2024, four new expense types are available in CalATERS Global. For details pertaining to these expenses, please refer to CalHR's Travel Program FAQ page at https://www.calhr.ca.gov/benefits/Pages/Travel-Program-FAQ.aspx.

EXPENSE CODE	FORM TYPES	EXPENSE TYPE (displayed in Expense List)
FEDHTL	In-State Regular, Out of State Regular, Out of Country Regular	LODGING, EFFECTIVE 10/1/2024
NEWMIE	In-State Regular, Out of State Regular, Out of Country Regular	MEALS/INCIDENTALS, EFFECTIVE 10/1/2024
LTAFDL	In-State Long Term Assignment, Out of State Long Term Assignment, Out of Country Long Term Assignment	LTA LODGING, EFFECTIVE 10/1/2024
LTAMIE	In-State Long Term Assignment, Out of State Long Term Assignment, Out of Country Long Term Assignment	LTA MEALS/INCIDENTALS, EFFECTIVE 10/1/2024

As with any expense available in CalATERS Global, each department must assign a three to ten digit object code for each new expense type. Please coordinate the update with your department's assigned CalATERS table administrator so the calobject record can be submitted to CalATERS for processing. As a reminder, the calobject file can be submitted to the CalATERS TableSub email address calaterstablesub@sco.ca.gov.

If you have any question, please contact CalATERS at calaters@sco.ca.gov and refer to this letter.

SCO Key Initiatives:
- Cal Employee Connect
- California State Payroll System Project

LD:TC