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

DATE: November 1, 2024

CALATERS GLOBAL LETTER #24-008

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

FROM: Lisa Dean, Acting Chief
Personnel and Payroll Service Division**RE: CalATERS GLOBAL – TAXABLE EXPENSES FOR 2024 FORM W-2**

Each calendar year, the State Controller's Office (SCO) establishes deadlines to facilitate year-end Form W-2, Wage and Tax Statement reporting. Please refer to [Payroll Letter 24-011](#) for Document Cutoff Dates for 2024 Calendar Year-End Processing. The deadline for reporting taxable expenses approved through the California Automated Travel Expense Reimbursement System (CalATERS) is Monday, December 16, 2024.

Departmental accounting offices must approve CalATERS expense reimbursement forms containing taxable/reportable expenses **no later than 5:00 p.m. on Tuesday, December 10, 2024**. If a CalATERS expense reimbursement form containing taxable/reportable expenses is approved after 5:00 p.m. on December 10, 2024, and the payment issue date occurs before January 1, 2025, then it may result in a corrected Wage and Tax Statement, Form W-2 C, for the employee.

For additional questions, please contact the CalATERS Help Desk at calaters@sco.ca.gov and refer to this letter.

SCO Key Initiatives:

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

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