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

DATE: November 14, 2024

CALATERS GLOBAL LETTER #24-009

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

FROM: Lisa Dean, Acting Chief
Personnel and Payroll Service Division**RE: INCREASED TRANSIT/VANPOOL COMMUTE PROGRAM SUBSIDIES**

On November 4, 2024, the California Department of Human Resources [announced](#) the increase of Transit/Vanpool subsidy rates for eligible employees in Bargaining Unit (BU) 10. All eligible employees in BU 10, including employees headquartered out of state, effective October 1, 2024, may receive 100% reimbursement for commute expenses up to the monthly exclusion amount provided by the Internal Revenue Service (IRS). For 2024, the maximum monthly exclusion amount provided by the IRS is \$315.

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 Program recommends 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.

Any questions regarding the commute program expense amounts that DAO staff 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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