

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

DATE: January 23, 2025

CALATERS GLOBAL LETTER #25-001

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 December 30, 2024, the California Department of Human Resources (CalHR) announced ([HR Announcements](#)) increased transit/vanpool subsidy rates, effective January 1, 2025, for eligible employees, including employees headquartered out of state, in Bargaining Units (BUs) 1, 2, 3, 4, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, and all Excluded employees.

The California Automated Travel Expense Reimbursement System (CalATERS) Global is configured to accept Transit, Vanpool Passenger, and Vanpool Driver expenses up to the \$325 limit, without tax consequences. However, CalATERS recommends that the Department Accounting Office staff 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 \$325.

Department Accounting Offices with questions about the commute program expense amounts can contact the CalATERS Help Desk at calaters@sco.ca.gov.

SCO Key Initiatives:

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

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