

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

DATE: November 4, 2025

CALATERS GLOBAL LETTER #25-006

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 INCENTIVES

On October 17, 2025, the Department of Human Resources (CalHR) [announced](#) increased transit/vanpool incentive rates for eligible employees in Bargaining Unit (BU) 05. Effective October 1, 2025, all eligible employees in BU 05, including employees headquartered out of state, may receive 100-percent reimbursement for commute expenses, not to exceed \$325 per month for Transit/Vanpool Driver/Vanpool Passenger.

California Automated Travel Expense Reimbursement System (CalATERS) Global is configured to accept Transit, Vanpool Driver, and Vanpool Passenger 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 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.

All PPSD Contact Information:

- [PPSD Contacts and Additional Information](#)

Web Resources:

- [For HR Personnel](#)
- [For State Employees](#)

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