

Form Types

CalATERS Global has 20 form types. A form type is a combination of the Claim type and trip type the user selects. There are four (4) travel advance form types and sixteen (16) expense reimbursement form types. The acronym and types available are listed below.

Travel Advance Form Types

Form Acronym	Form Type
TAC	Out of Country Travel Advance
TAF	In State Travel Advance
TAN	Non-Travel Travel Advance
TAS	Out of State Travel Advance

Expense Reimbursement Form Types

Form Acronym	Form Type
LTC	Out of Country, Long Term Assignment
LTI	In State, Long Term Assignment
LTS	Out of State, Long Term Assignment
NCC	Out of Country, Non State Sponsored Conference/Convention
NCI	In State, Non State Sponsored Conference
NCS	Out of State, Non State Sponsored Conference
NOC	Out of Country, Non-Travel
NOS	Out of State, Non-Travel
NOT	In State, Non-Travel
NTN	Non-Travel, Non-Travel
SCC	Out of Country, State Sponsored Conference/Convention
SCI	In State, State Sponsored Conference/Convention
SCS	Out of State, State Sponsored Conference/Convention
TEA	In State, Regular Travel
TOC	Out of Country, Regular Travel
TOS	Out of State, Regular Travel

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