



California Automated Travel Expense Reimbursement System

Expense Reimbursement Policy Request

CalATERS provides the ability to define pre-set expense reimbursement policies that are enforced by CalATERS. System audits are applied as expense data is entered into CalATERS. If the expense data is outside the parameters of a department policy, CalATERS will generate an exception notice. An exception notice alerts the employee that the data entered violates a department policy. The employee will be required to enter an explanation and/or provide additional documentation.

Expense Reimbursement Policy Request forms must be signed by an authorized department representative. Faxed forms will not be accepted. Expense Reimbursement Policy Request forms will be processed within two business days after receipt of form.

Mail completed and signed form to the following:

State Controller's Office

Attn: CalATERS

Personnel/Payroll Services Division

300 Capitol Mall, Room 1019

Sacramento, CA 95814



California Automated Travel Expense Reimbursement System Expense Reimbursement Policy Request

| System Setting | Exception Text | Desired Setting |
|---|--|-----------------|
| When <u>Commercial Air Fare</u> is selected and the dollar amount exceeds \$1.00, CalATERS will prompt employee to attach travel itinerary to Transmittal Sheet and forward to the accounting office. | ER Department Policy #1: Travel itinerary required. Attach to Transmittal Sheet and forward to accounting office. | |
| When <u>Conference Fees</u> is selected and the dollar amount exceeds \$1.00, CalATERS will prompt employee to attach conference itinerary to Transmittal Sheet and forward to the accounting office. | ER Department Policy #2: Conference itinerary required. Attach to Transmittal Sheet and forward to accounting office. | |
| When <u>Training/Tuition</u> is selected and the dollar amount exceeds \$1.00, CalATERS will prompt employee to attach training request form and certificate of completion to Transmittal Sheet and forward to the accounting office. | ER Department Policy #3: Training request form and certificate of completion required. Attach to Transmittal Sheet and forward to accounting office. | |
| When <u>Auto Rental</u> is selected and the dollar amount exceeds \$1.00, CalATERS will prompt employee to attach rental car agreement to Transmittal Sheet and forward to the accounting office. | ER Department Policy #4: Rental car agreement required. Attach to Transmittal Sheet and forward to accounting office. | |
| When <u>Professional Fees</u> is selected and the dollar amount exceeds \$1.00, CalATERS will prompt the employee to attach copy of professional license to Transmittal Sheet and forward to the accounting office. | ER Department Policy #5: Copy of professional license required. Attach to Transmittal Sheet and forward to accounting office. | |

Complete the expense grid for ER Policy #6 and #7. Each rule provides a set dollar amount to be selected ranging from \$0.00 to \$25.00. Place an "X" in the selected column.

| System Setting | Exception Text |
|--|--|
| If expense type is ___ and the dollar amount exceeds ___, CalATERS will prompt employee to use Add Approver to route form to an additional approver. | ER Department Policy #6: Additional approver required. Use Add Approver to route form to an additional approver. |
| If expense type is ___ and the dollar amount exceeds ___, CalATERS will prompt employee to attach receipt to Transmittal Sheet and forward to the accounting office. | ER Department Policy #7: Receipt required. Attach to Transmittal Sheet and forward to accounting office. |



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| Expenses | | ER Policy #6 | | | | | | ER Policy #7 | | | | | |
|----------|--|--------------|-----|------|------|------|------|--------------|-----|------|------|------|------|
| | | 6.0 | 6.5 | 6.10 | 6.15 | 6.20 | 6.25 | 7.0 | 7.5 | 7.10 | 7.15 | 7.20 | 7.25 |
| 1. | Aircraft Rental | | | | | | | | | | | | |
| 2. | Auto Rental | | | | | | | | | | | | |
| 3. | Bicycle Mileage | | | | | | | | | | | | |
| 4. | Breakfast | | | | | | | | | | | | |
| 5. | Breakfast, Business | | | | | | | | | | | | |
| 6. | Bridge Tolls | | | | | | | | | | | | |
| 7. | Bus Fare | | | | | | | | | | | | |
| 8. | Business Expense - Other | | | | | | | | | | | | |
| 9. | Callback Bicycle Mileage | | | | | | | | | | | | |
| 10. | Commercial Air Fare | | | | | | | | | | | | |
| 11. | Conference Fees | | | | | | | | | | | | |
| 12. | Conveyance Rental | | | | | | | | | | | | |
| 13. | Dinner | | | | | | | | | | | | |
| 14. | Dinner, Business | | | | | | | | | | | | |
| 15. | Drivers Licenses | | | | | | | | | | | | |
| 16. | Emergency Purchase | | | | | | | | | | | | |
| 17. | Emergency Repair | | | | | | | | | | | | |
| 18. | Fax | | | | | | | | | | | | |
| 19. | Ferry | | | | | | | | | | | | |
| 20. | Gasoline | | | | | | | | | | | | |
| 21. | Hotel Bus Fare | | | | | | | | | | | | |
| 22. | Incidentals | | | | | | | | | | | | |
| 23. | Legal Expenditure | | | | | | | | | | | | |
| 24. | Licenses | | | | | | | | | | | | |
| 25. | Lodging | | | | | | | | | | | | |
| 26. | Lodging, Non-Commercial, Partial | | | | | | | | | | | | |
| 27. | Long Distance Telephone | | | | | | | | | | | | |
| 28. | LTA Full Day Lodging | | | | | | | | | | | | |
| 29. | LTA Full Day Meals/Incidentals | | | | | | | | | | | | |
| 30. | LTA Monthly Lodging | | | | | | | | | | | | |
| 31. | LTA Monthly Meals | | | | | | | | | | | | |
| 32. | LTA Partial Day Lodging | | | | | | | | | | | | |
| 33. | LTA Partial Day Meals | | | | | | | | | | | | |
| 34. | LTA Partial Monthly Meals/Incidentals | | | | | | | | | | | | |
| 35. | Lunch | | | | | | | | | | | | |
| 36. | Lunch, Business | | | | | | | | | | | | |
| 37. | Meals/incidentals, Non-Commercial, Full | | | | | | | | | | | | |
| 38. | Meals/Incidentals, Non-Commercial, Partial | | | | | | | | | | | | |
| 39. | Mileage, Personal Aircraft | | | | | | | | | | | | |
| 40. | Mileage, Personal Auto, Callback | | | | | | | | | | | | |
| 41. | Mileage, Specialized/Modified Auto Remote | | | | | | | | | | | | |
| 42. | Mileage, Specialized/Modified Auto, Callback | | | | | | | | | | | | |
| 43. | Out of Country Meals | | | | | | | | | | | | |



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| Expenses | | ER Policy #6 | | | | | | ER Policy #7 | | | | | |
|----------|---------------------------------------|--------------|-----|------|------|------|------|--------------|-----|------|------|------|------|
| | | 6.0 | 6.5 | 6.10 | 6.15 | 6.20 | 6.25 | 7.0 | 7.5 | 7.10 | 7.15 | 7.20 | 7.25 |
| 44. | Overtime Meal Tickets | | | | | | | | | | | | |
| 45. | Overtime Meals | | | | | | | | | | | | |
| 46. | Parking – Auto | | | | | | | | | | | | |
| 47. | Parking - Personal Aircraft | | | | | | | | | | | | |
| 48. | Parking - Rental Aircraft | | | | | | | | | | | | |
| 49. | Personal Auto Mileage | | | | | | | | | | | | |
| 50. | Physical Examination Fees | | | | | | | | | | | | |
| 51. | Professional Fees | | | | | | | | | | | | |
| 52. | Railroad | | | | | | | | | | | | |
| 53. | Rapid Transit | | | | | | | | | | | | |
| 54. | Regional Transit (Subsidy) | | | | | | | | | | | | |
| 55. | Remote HQ's Personalized Auto Mileage | | | | | | | | | | | | |
| 56. | Road Tolls | | | | | | | | | | | | |
| 57. | Shuttle | | | | | | | | | | | | |
| 58. | Specialized/Modified Auto Mileage | | | | | | | | | | | | |
| 59. | State Bar Fees | | | | | | | | | | | | |
| 60. | Street Car Fees | | | | | | | | | | | | |
| 61. | Taxi | | | | | | | | | | | | |
| 62. | Telegraph | | | | | | | | | | | | |
| 63. | Tool Expense | | | | | | | | | | | | |
| 64. | Training/Tuition | | | | | | | | | | | | |
| 65. | Uniform Expense | | | | | | | | | | | | |
| 66. | Van Pool Driver (Subsidy) | | | | | | | | | | | | |
| 67. | Computer/Printer Supplies | | | | | | | | | | | | |
| 68. | O/S Aircraft Rental | | | | | | | | | | | | |
| 69. | O/S Auto Rental | | | | | | | | | | | | |
| 70. | O/S Breakfast | | | | | | | | | | | | |
| 71. | O/S Bridge Tolls | | | | | | | | | | | | |
| 72. | O/S Bus Fare | | | | | | | | | | | | |
| 73. | O/S Business Expense-Other | | | | | | | | | | | | |
| 74. | O/S Commercial AirFare | | | | | | | | | | | | |
| 75. | O/S Conference Fees | | | | | | | | | | | | |
| 76. | O/S Conveyance Rental | | | | | | | | | | | | |
| 77. | O/S Dinner | | | | | | | | | | | | |
| 78. | O/S Emergency Purchase | | | | | | | | | | | | |
| 79. | O/S Emergency Repair | | | | | | | | | | | | |
| 80. | O/S Fax | | | | | | | | | | | | |
| 81. | O/S Ferry | | | | | | | | | | | | |
| 82. | O/S Gasoline | | | | | | | | | | | | |
| 83. | O/S Hotel Bus Fare | | | | | | | | | | | | |
| 84. | O/S Incidentals | | | | | | | | | | | | |
| 85. | O/S Legal Expenditure | | | | | | | | | | | | |
| 86. | O/S Lodging | | | | | | | | | | | | |
| 87. | O/S Lodging, Non-Commercial, Partial | | | | | | | | | | | | |



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|----------|--|--------------|-----|------|------|------|------|--------------|-----|------|------|------|------|
| | | 6.0 | 6.5 | 6.10 | 6.15 | 6.20 | 6.25 | 7.0 | 7.5 | 7.10 | 7.15 | 7.20 | 7.25 |
| 88. | O/S Long Distance Telephone | | | | | | | | | | | | |
| 89. | O/S LTA Full Day Lodging | | | | | | | | | | | | |
| 90. | O/S LTA Full Day Meals/Incidentals | | | | | | | | | | | | |
| 91. | O/S LTA Monthly Lodging | | | | | | | | | | | | |
| 92. | O/S LTA Monthly Meals/Incidentals | | | | | | | | | | | | |
| 93. | O/S LTA Partial Day Lodging | | | | | | | | | | | | |
| 94. | O/S LTA Partial Day Meals/Incidentals | | | | | | | | | | | | |
| 95. | O/S Lunch | | | | | | | | | | | | |
| 96. | O/S Meals/Incidentals, Non-Commercial, Full | | | | | | | | | | | | |
| 97. | O/S Meals/Incidentals, Non-Commercial, Partial | | | | | | | | | | | | |
| 98. | O/S Mileage Personal Aircraft | | | | | | | | | | | | |
| 99. | O/S Mileage, Personal Auto | | | | | | | | | | | | |
| 100. | O/S Mileage, Specialized/Modified Auto | | | | | | | | | | | | |
| 101. | O/S Parking-Auto | | | | | | | | | | | | |
| 102. | O/S Parking-Personal Aircraft | | | | | | | | | | | | |
| 103. | O/S Parking-Rental Aircraft | | | | | | | | | | | | |
| 104. | O/S Railroad Fare | | | | | | | | | | | | |
| 105. | O/S Rapid Transit | | | | | | | | | | | | |
| 106. | O/S Road Tolls | | | | | | | | | | | | |
| 107. | O/S Shuttle Fare | | | | | | | | | | | | |
| 108. | O/S Street Car Fare | | | | | | | | | | | | |
| 109. | O/S Taxi Fare | | | | | | | | | | | | |
| 110. | O/S Telegraph | | | | | | | | | | | | |
| 111. | O/S Training/Tuition | | | | | | | | | | | | |
| 112. | Office Supplies | | | | | | | | | | | | |
| 113. | Phone Calls | | | | | | | | | | | | |
| 114. | Photography | | | | | | | | | | | | |
| 115. | Postage | | | | | | | | | | | | |
| 116. | State Car | | | | | | | | | | | | |
| 117. | Training Materials | | | | | | | | | | | | |
| 118. | Transit Subsidy | | | | | | | | | | | | |
| 119. | Van Pool Coordinator | | | | | | | | | | | | |
| 120. | Van Pool Passenger/Rider | | | | | | | | | | | | |

| | |
|---|---------------------|
| Department Name | UCM |
| | |
| Authorized Department Representative | Date |
| | |
| Title | Phone Number |
| | |
| Email | Fax |
| | |



California Automated Travel Expense Reimbursement System Expense Reimbursement Policy Request

Authorized department representative must have a signed Signature Authorization form on file with the Controller's Office.

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SCO USE ONLY

| Task | Analyst | Completed Date |
|---------------------|---------|----------------|
| Policy Settings | | |
| Department Notified | | |