

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

DATE: November 2, 2016

CALATERS GLOBAL LETTER #16-004

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

FROM: Debra Spellman, Chief
Personnel/Payroll Services Division

RE: **CalATERS GLOBAL CLAIMS – TAXABLE EXPENSES FOR 2016 FORM W-2**

Each calendar year the State Controller's Office (SCO) establishes deadlines to facilitate year-end W-2, Wage and Tax Statement reporting. (Please refer to the Payroll Letter regarding 2016 Calendar Year-End Processing: http://www.sco.ca.gov/Files-PPSD-Letters/Payr/2016_p16-012.pdf). The deadline for reporting taxable and/or reportable expenses approved through CalATERS is December 21, 2016.

To meet this date, department accounting offices must approve CalATERS expense reimbursement forms containing taxable and/or reportable expenses no later than 5:00 P.M. on Thursday, December 15, 2016. If a CalATERS expense reimbursement form containing taxable and/or reportable expenses is approved after 5:00 PM on December 15, and the payment issue date falls before January 1, 2017, it will result in a corrected W-2.

If you have questions, please contact the CalATERS Help Desk and refer to this letter.

DS: lr