



CREATE TRAVEL ADVANCE and EXPENSE REIMBURSEMENT



CalATERS Global Sign-in Screen


Welcome to the CalATERS Global Application

The California Automated Travel Expense Reimbursement System is now being downgraded. This process requires a network connection ID and password to be entered.

For first time users of the CalATERS Global Application.

Note: If the 'Sign In' button does not work, please contact assistance.

Thank you.

CalATERS Global

 **CalATERS Global**

Please enter your logon information below and click the Logon button to begin.

User ID:

Password:

New user? [New User Registration](#)

Having trouble logging in? [Click here for assistance](#)

Work Offline

User ID and Password will be assigned after New User Registration is complete.



CalATERS Global Work Queue

After signing in to CalATERS Global, the employee's individual work queue screen will display. This screen is used to create new forms. It also contains a history of forms previously submitted.

The screenshot shows a web browser window titled "Colonel Mustard". The interface includes a menu bar (File, Edit, View, Sort, Help) and a toolbar with buttons for New, Open, Print, Status, Profile, Help, and Sign Out. Below the toolbar, there are tabs for "My Expense Reports" and "Work Folder", and a "View: All" dropdown menu. The main content area is a table with the following data:

Created	O	E	C	Name	Status	Owner	Type	Reference #
12/28/11				November Audits	Submitted	Mustard Colonel	ER-In State Regular	TEA000000385
03/13/12				0505 FEB TRAVEL	Draft	Mustard Colonel	ER-In State Regular	TEA000000587
12/28/11				Checking on email ...	Completed	Mustard Colonel	TA-In State Advance	TAF000000187
03/13/12				Need Some Money	Completed	Mustard Colonel	TA-Non Travel Advance	TAN000000312

When "New" is clicked, the pop-up box below will display to allow users to select the creation of a Travel Advance or Expense Reimbursement.

The pop-up box has a title bar and contains the following text and controls:

Please make your selections below in order to create a new form

Form Type: << Select >>

- Expense Reimbursement Form
- Travel Advance Form



Create Travel Advance

The screenshot shows the 'Colonel Mustard' application window. The menu bar includes File, Edit, View, Sort, and Help. The toolbar contains icons for New, Open, Print, Status, Profile, Help, and Sign Out. The main area displays a table of expense reports and a 'New' dialog box.

Created	O	E	C	Name	Status	Owner	Type	Reference #
03/13/12				0505 FEB TRAVEL	Draft	Mustard Colonel	ER-In State Regular	TEA000000587
03/13/12				Need Some Money	Completed	Mustard Colonel	TA-Non Travel Ad...	TAN000000312
12/28/11								
12/28/11								

New dialog box content:

Please make your selections below in order to create a new form

Form Type:

Claim Type:

- In State Travel
- Out of State Travel
- Out of Country Travel
- Non-Travel Expenses Only

Buttons:

Click "New"

Select Travel Advance Form and then the appropriate Claim Type.

Click "OK"



Create Travel Advance

The screenshot shows the CalATERS software interface. At the top, there is a menu bar with "File", "Edit", "View", and "Help". Below the menu bar is a toolbar with icons for "Back", "Next", "Save", "Print", "Notes", "Adjustments", "Info", "Help", and "Save and Close". The main window has three tabs: "1. General", "2. Travel Advance Information", and "3. Completion". The "General Report Information:" section is currently active. A dialog box titled "Colonel Mustard [Travel Advance Information]" is open, displaying the text "Enter the Advance Delivery information below". Below this text is a message: "Specify a report name that follows your department policy or department naming convention." A text input field labeled "Report Name:" contains the text "0912 San Diego Audits". An orange callout box with the text "Enter a name for the Travel Advance" has an arrow pointing to the text input field. At the bottom of the dialog box, there is an orange callout box with the text "Click 'OK'" and an arrow pointing to the "Ok" button.



Create Travel Advance

Colonel Mustard [In State Advance: 0912 San Diego Audits]

File Edit View

Back Next Save Print Notes Adjustments Info Help Save and Close

1. General 2. Travel Advance Information 3. Completion

General Report Information:

Report Info

Advances

Enter the Advance Delivery information below

How would you like to receive your Travel Ad... Pick up

Indicate date check is needed: / /

Click the Travel Advance Information tab to continue...

Select method of delivery

Enter date check is needed by



Create Travel Advance

Colonel Mustard [In State Advance: 0912 San Diego Audits]

File Edit View Help

Back Next Save Print Notes Adjustments Info Help Save and Close

1. General 2. Travel Advance Information 3. Completion

Advances	Mon Sep 17			Totals
Advance	350.00			350.00
				0.00
				0.00
				0.00
				350.00

Select: Advance Monday

Amount: 350.00

Trip Start Date: 09/17/12

Trip End Date: 09/21/12

Destination: San Diego

Purpose: Sept. Audits

Enter Delete

Click the Completion tab to continue...

Select "Advance"

Enter:
-Amount
-Start/End Dates
-Destination
-Purpose

Click "Enter"



Create Travel Advance

Colonel Mustard [In State Advance: 0912 San Diego Audits]

File Edit View Help

Back Next Save Print Notes Adjustments Info Help Save and Close

1. General 2. Travel Advance Information 3. Completion 4. Review Items 5. Submission

Approver

Submission The Sum of the Travel Advance Request = \$ 350.00

This form will be routed to Miss Peacock

Change Approver

Add Approver

Send Copy

I hereby certify that this travel advance is necessary to defray my expense(s) while on official business for the State of California. I understand that this is a loan given for the anticipated expenses that will be incurred. Within 10 calendar days from the trip end date, I will fully repay the entire amount of the travel advance in one of the following ways:

- 1) Submit an expense reimbursement request sufficient to offset the entire amount of the travel advance;
- 2) return the travel advance check;
- 3) submit a personal check, money order, or cash repayment to offset the entire amount of the travel advance; or
- 4) submit the combination of an expense reimbursement request, personal check, money order, or cash repayment of the unused balance of the travel advance.

If I have not fully repaid the advance within the time frame described in SAM 8116.1, I authorize my department to deduct any outstanding amount from my next salary warrant.

Password:

Employee certification statement

Enter password and click "Submit"

On the resulting screen, the employee will have the option to print the form.



Create Travel Advance

When the Travel Advance is submitted, the system returns the Employee to his/her work queue screen and an email is automatically sent to the Approver.

CalATERS Global

A travel advance report has been routed to you for approval.

Form type: In State - Travel Advance
 Form ID: TAF000000570
 Submitter name: Colonel Mustard

This was sent to you by : Colonel Mustard

Please log on to CalATERS Global to review this for

SAMPLE
Email to Approver

SAMPLE
Travel Advance Summary
(available online to print)

Travel Advance Summary Sheet

ADVANCE REQUEST INFORMATION				TOTALS	
Name	Colonel Mustard	Total Travel Advance Amount	350.00 USD		
Form ID	TAF000000570				
Approver	Professor Phun				
Report Name	0912 San Diego Audits				
Advance Check Method	Pick up				
Advance Date Needed	09/14/12				

ADVANCE DATA SUMMARY					
Start Date	End Date	Amount	Destination	Purpose	Authorization Number
09/17/12	09/21/12	350.00	San Diego	Sept. Audits	

TRAVEL ADVANCE EXCEPTIONS		
Text	Response	Policy
TA forms should not be submitted earlier than 5 calendar days prior to trip dates(advance amount 350.00).	ok	TA



Create Expense Reimbursement

Click "New"

File Edit View Sort Help

New Open Print Status Profile Help Sign Out

My Expense Reports Work Folder View: All

Created	O	E	C	Name	Status	Owner	Type	Reference #
09/06/12				0912 San Diego Audits	Submitted	Mustard Colonel	TA-In State Adva...	TAF000000570
03/13/								
03/13/								
12/28/								
12/28/								

Please make your selections below in order to create a new form

Form Type: Expense Reimbursement Form

Claim Type: In State Travel

Trip Type: << Select >>

- Regular Travel
- State Sponsored Conference/Convention
- Non-Travel Expenses
- Non-State Sponsored Conference/Convention

Ok Cancel

Select Expense Reimbursement Form and then the appropriate Claim/Trip Types.

Click "OK"



Create Expense Reimbursement

Colonel Mustard [Expense Report Information]

Specify a report name that follows your department policy or department naming convention.

Report Name:

The Profile must be accurate before continuing with this form. Current Profile information for key fields is displayed below. Additional Profile fields, such as name, email, and LTA addresses may need to be updated.

If Profile changes are needed, click Cancel to exit this form and return to the work queue to update the Profile.

CB Identifier:

Default Approver:

Mailing Address:

Street: City:

State: Zip Code:

Trip Information

Please enter the requested information.

Was Trip > or = 50 miles from Home/Headquarters?

Date of Trip: Start time:

Date of Trip: End time:

Trip Location:

Trip Purpose:

Enter a name for the Expense Reimbursement

Verify:
-Bargaining Unit
-Default Approver
-Mailing Address

Enter:
-Trip Dates
-Start/End Times
-Location
-Purpose
-Was trip > or = 50 Miles from home or HQ?

Click "OK"



Create Expense Reimbursement

Colonel Mustard [In State Regular: San Diego Audits Sept. 2012]

File Edit View Help

Back Next Save Print Notes Adjustments Info List Help Save and Close

1. General 2. Expenses ← **Click the Expenses tab to enter trip expenses**

General Report Information:

Please click on all selection boxes that are appropriate for this report.

Expenses require special account charge codes [Report Info](#)

Coding required for this claim

How would you like to charge your Expenses ?

- Charge to account coding indicated in my employee profile
- Charge by percentage/amount of total expense report
- Charge by individual expense item

When complete, select the Expense tab.

The General tab allows the user to select how the expenses will be charged (i.e. percentage split or by individual expense).



Create Expense Reimbursement

Colonel Mustard [In State Regular: San Diego Audits Sept. 2012]

File Edit View Help

Back Next Save Print Notes Adjustments Info List Help Save and Close

1. General 2. Expenses 3. Completion

Click the Completion tab to continue...

Expenses	Mon Aug 20	Tue Aug 21	Aug 22	Aug 23	Aug 24		
Airfare - Commercial	350.00						350.00
Lodging	84.00	84.00	84.00	84.00			336.00
Breakfast	6.00	6.00	6.00	6.00	6.00		30.00
Lunch	10.00	10.00	10.00	10.00	10.00		50.00
Dinner	18.00	18.00	18.00	18.00			72.00
Incidentals		6.00	6.00	6.00	6.00		24.00
Parking, Auto					40.00		40.00
∨							0.00
							n nn
							902.00

Click for the Expense list

Complete applicable fields for each expense

Expense: Airfare - Commercial Payment Type: Department Paid Update
Date: 08/20/12 Monday Contracted Provider: Southwest Airlines Delete
Amount: 350.00
Ticket #: DFG7JKO New

Click "OK" or "Update"

Receipt Included: Yes
UCM Object Code: 294



Create Expense Reimbursement

Colonel Mustard [In St... audits Sept. 2012]

File Edit View Help

Back Next Save Print Notes Adjustments Info List Help Save and Close

1. General 2. Expenses 3. Completion 4. Receipts 5. Summary 6. Submission

6 Receipts

Receipt	Date	Amount	Expense
Yes	08/20/12	350.00	Airfare - Commercial
Yes	08/20/12	84.00	Lodging
Yes	08/21/12	84.00	Lodging
Yes	08/22/12	84.00	Lodging
Yes	08/23/12	84.00	Lodging
Yes	08/24/12	40.00	Parking, Auto

Receipt Item - Date : 08/20/12 Amount : 350.00 Expense : Airfare - Commercial

Receipt submitted: Yes

Click "Next"

Receipts Tab - shows which expenses require receipts. Informational only.



Create Expense Reimbursement

Colonel Mustard [In St... Audits Sept. 2012]

File Edit View Help

Click "Next"

Back Next Save Print Notes Adjustments Info List Help Save and Close

1. General 2. Expenses 3. Completion

4. Receipts 5. Review Items 6. Summary 7. Submission

Review Items

	Status	Item	Comment
	<input checked="" type="checkbox"/> Complete	Excessive Amount	The amount claimed for Business Expense - Other appears excessive. Please...
	<input checked="" type="checkbox"/> Complete	94:115	Automated Audits have not been applied to Business Expense-Other expense;...

Review Items Tab – shows which expenses generated rule exceptions and/or are flagged for review. May require justification.

Item: [Excessive Amount](#)

Exception: The amount claimed for Business Expense - Other appears excessive. Please explain

Explain:

Prior Review Item Next Review Item Detail... Policy...



Create Expense Reimbursement

Click "Next"

Navigation bar: Back, Next, Print, Notes, Adjustments, Info, List, Help, Save and Close

Steps: 1. General, 2. Expenses, 3. Completion, 4. Review Items, 5. Travel advance recovery, 6. Summary, Accounting

Travel Advance Recovery

TA ID: TAF000000510

TA Amount Available: 69.00

TA Amount to be Scheduled: 5.00

Update

Travel Advance Available for Recovery

TA Date	TA ID	TA Original Amount	TA Amount Available	Amount to be Recovered
04/02/12	TAC000000387	2000.00	850.00	0.00
06/25/12	TAF000000510	500.00	69.00	5.00

Travel Advance Recovery Tab – shows all outstanding travel advances available for recovery. Informational only.



Create Expense Reimbursement

Colonel Mustard [In State Regular: San Diego Audits Sept. 2012]

File Edit View Help

Back Next Save Print Notes Adjustments Info List Help Save and Close

1. General 2. Expenses 3. Completion

4. Receipts 5. Review Items Submission

Approver

Submission

This form will be routed to Miss Peacock

Change Approver

Add Approver

Send Copy

I hereby certify that this request represents a true statement of the travel expenses incurred by me in accordance with the Department of Personnel Administration Rules and Regulations in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750 through 0754 pertaining to vehicle usage.

Employee certification statement

Enter password and click "Submit"

Password: Submit

On the resulting screen, the employee will need to select a receipt address and will have the option to print the form.



Create Expense Reimbursement

When the Expense Reimbursement is submitted, the system returns the Employee to his/her work queue screen and an email is automatically sent to the Approver.

CalATERS Global

An expense report has been routed to you for your approval.

Form type: Non Travel Expenses - Non
 Form ID: NTN000001155
 Submitter name: Sunny Day

This was sent to you by : Sunny Day

Please log on to CalATERS Global to review this for

SAMPLE
Email to Approver

CalATERS-Global Transmittal Page

TEA000001165



SUBMIT RECEIPTS TO	SUMMARY INFORMATION
SCO DEPARTMENTAL ACCOUNTING	Name Colonel Mustard
PO BOX 942850	Expense Dates 08/20/12-08/24/12
SACRAMENTO CA 94250-0001	Total Expenses 952.00 USD
	Advance Schedule Amount 0.00 USD
	Amount Due Employee 602.00 USD
	Approver Miss Peacock
	Form ID TEA000001165
	Report Name San Diego Audits Sept. 2012

DIRECTIONS FOR SUBMISSION

Mail the original receipts, and other appropriate documentation with this page.
 Unless your manager has directed otherwise, place this transmittal and receipts into an envelope and address exactly as shown above.

REQUIRED RECEIPTS				
Rec. #	Date	Receipt Item	Amount	If not submitted - Explain
1)	08/20/12	Airfare - Commercial	350.00 USD	
2)	08/20/12	Lodging	84.00 USD	

SAMPLE
Expense Reimbursement Transmittal
(available online to print)



From the Employee's Work Queue...

Employees can track the progress of any form in their queues. The "Status" icon will display the progress on the selected form.

Click the "Status" button on the tool bar.

Single click the form in the queue, so it is highlighted blue.

Created	O	E	C	Name	Status	Owner	Type	Reference
09/06/12				0912 San Diego Audits	Submitted	Mustard Colonel	TA-In State Advance	TAF000000570
09/06/12							In State Regular	TEA000001165
03/13/12							In State Regular	TEA000000587
03/13/12							Non Travel Advance	TAN000000312
12/28/11							In State Advance	TAF000000187
12/28/11							In State Regular	TEA000000385

Name	Action Taken	Receive Date	Action Date
Colonel Mustard	Submitted	09/06/12	09/06/12
Miss Peacock	Action	09/06/12	