

## CalATERS Features & Benefits

<b>System Access</b>	CalATERS is accessible 24 hours a day, 7 days a week. CalATERS can be accessed using a personal computer or laptop with Internet or Intranet access. <b>Note: CalATERS is currently not compatible with Apple Operating Systems, and Citrix environments.</b>
<b>Online Travel Forms</b>	CalATERS replaces the manual travel advance form and the STD 262 Travel Expense Claim form. CalATERS forms are completed online and electronically routed to the Approver.
<b>Email Notification</b>	CalATERS uses email to send electronic notifications to alert users that action is needed on a travel advance or expense reimbursement form.
<b>Automated Travel Rules</b>	CalATERS uses system audits and edits to ensure compliance with applicable Statewide rules governing the reimbursement of travel expenses.
<b>Department Policies</b>	The audit and edit feature of CalATERS provides the ability for departments to define department-specific policies that are enforced by CalATERS.
<b>Travel Advance Recovery</b>	Travel advances are automatically scheduled for recovery from expense reimbursement forms.
<b>Expense Reimbursement Payments</b>	Employees who currently have direct deposit for their payroll receive their expense reimbursements via direct deposit. Employees who currently receive a payroll warrant receive a warrant for their expense reimbursement.
<b>Claim Schedules</b>	Accounting offices no longer prepare a claim schedule to reimburse the revolving fund for travel claims. Expense reimbursement payments are paid directly by the Controller's Office. Recovered travel advances are automatically deducted from expense reimbursement forms and a separate warrant is issued to the department for recovered advances.
<b>Taxable Reimbursements</b>	Accounting offices no longer prepare the Standard Form 676P. CalATERS automatically identifies taxable and reportable expense items and reports this information directly to the Controller's Non-Uniform State Payroll System.
<b>CalATERS Reports</b>	CalATERS offers a variety of reports available through the CalATERS website. Authorized department staff can view and/or print the CalATERS reports by logging onto CalATERS Expense Reporting System.