

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

DATE: April 4, 2025

CALATERS GLOBAL LETTER #25-003

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

FROM: Lisa Dean, Acting Chief  
Personnel and Payroll Services Division**RE: NEW EXPENSE TYPES AVAILABLE IN CALATERS GLOBAL**

Effective April 2, 2025, four new expense types are available for use in California Automated Travel Expense Reimbursement System (CalATERS) Global for out-of-state and out-of-country travel.

EXPENSE CODE	FORM TYPE	EXPENSE TYPE (displayed in Expense List)
FHTLOS	Out-of-State Regular	O/S LODGING, EFFECTIVE 10/1/2024
FHTLOC	Out-of-Country Regular	O/C LODGING, EFFECTIVE 10/1/2024
FDMIOS	Out-of-State Regular	O/S MEALS/INCIDENTALS, EFFECTIVE 10/1/2024
FDMIOC	Out-Of-Country Regular	O/C MEALS/INCIDENTALS, EFFECTIVE 10/1/2024

As with any expense available in CalATERS Global, each department must assign a three to ten-digit object code for each new expense type. Please coordinate the update with your department's assigned CalATERS table administrator so that the calobject record can be submitted to CalATERS for processing. As a reminder, the calobject file can be submitted to the CalATERS TableSub email address at [calaterstablesub@sco.ca.gov](mailto:calaterstablesub@sco.ca.gov).

If you have any questions, please contact CalATERS at [calaters@sco.ca.gov](mailto:calaters@sco.ca.gov) and refer to this letter.

**SCO Key Initiatives:**

- [Cal Employee Connect](#)
- [California State Payroll System Project](#)

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