

CALATERS NOTES

As fire season is winding down, here is some information to assist employees in completing travel claims — especially for incident-related travel:

Your User Name & Password

User Name: First 4 letters of your last name & last 4 of your Social Security Number (your user name **cannot** be changed)

Password: When you register as a new user, a password will be emailed to you. You can change it. Your password will need to be re-set every 60 days. You can re-use the same password over again.

New User Registration

This is a two-step process:

Complete form AO-449 CALATERS Authorization Form and send to Unit Finance. It will be sent to Sacramento to set up your CalATERS account. Once that is done, you can:

Complete New User Registration online. You will need to **turn off your computer's pop-up blocker** to access for registration and all succeeding log-ins to CalATERS. It would be beneficial to choose the setting to "always allow pop-ups from this site".

Points to Remember When Submitting a Claim

Format for Naming your Travel Claim: Home Index / Date / Subject

Example: *1700 – Aug 1 2009 – July Expenses*

- Up to 4 Trips per Claim – The Unit is charged \$6 per claim, so please consolidate your trips whenever possible.
- **VERY IMPORTANT!** Always select "Specialized Account Code" – This allows you to enter the appropriate coding for charging your expenses. If you do not select "specialized account code" your claim will automatically be charged to your home index and PCA.

Follow the instructions in the picture below to assign the coding to your claim. An index conversion chart is attached to this message and you can also find this information in the issuance portion of the CAL FIRE Intranet section 3762.

Follow these instructions for specialized account codes

Step A

Click on [Account icon].

In the **Account** field click [Account icon] to add a new Specialized Account Code or to verify/change coding.

Step B

Field 1 - 4 digit fiscal year
 Field 2 - 4 digit index code
 Field 3 - 5 digit PCA code
 If required fire / order number
 Field 8 - 1st half (i.e. CA CDF)
 Field 9 - 2nd half (i.e. 123456)

In the “Charge to” field key the name of your specialized account code, then key the detailed account codes in the fields following. Click

Enter. When all “Charge to” entries are added, click **Finished**.

- Always enter your User Name and coding for your claim in the Notes Field. You do not need to enter the object codes, CALATERS will do that for you. For expenses related to an incident: please include the Index number where the fire occurred, incident number and name.
- When your claim is complete, **print the “Transmittal Page With Summary and Details”** and **write out the coding of your claim on the Transmittal Sheet**. This copy **must be sent to Finance**, along with copies of any required receipts.
- Cannot combine two fiscal years on the same claim – travel up to June 30th must be on a separate claim from travel July 1st or after.
- Cannot combine In-State and Out-of-State travel on the same claim