

TRAVEL EXPENSE REPORT NAME INSTRUCTIONS

Please see the Guide Card [G07](#) showing the correct report name format to use when submitting a CalATERS claim.

You must use the [home index](#) + [fiscal year](#) + [trip name](#) format.

DAO is separating the claims by area and they need to know the home index of the claimant so the auditor can easily identify the claims for their area. **Do not** enter the index where the claim is being charged to in the title - the title should reflect the employees [HOME](#) index.

Effective December 1, 2009 - all claims with incorrect report names will be returned for correction. This will delay payment.

If an employee is charging expenditures to another unit, a courtesy copy must to be sent from our Finance to their Finance so it is imperative that employees send a copy of all claims submitted to Finance.

Please contact me if you have questions.