STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
CALATERS GLOBAL TABLE MAINTENANCE REQUEST
AO-448 (REV. 03/24)

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CALATERS GLOBAL TABLE MAINTENANCE REQUEST

POLICY
The California Automated Travel Expense Reimbursement System (CalATERS) Global Table Maintenance Request (AO-448) form must be signed and submitted to the Department of Forestry and Fire Protection, Departmental Accounting Office's (DAO) Travel Unit to record or update an employee's Legacy Index (Reporting Structure) and/or Service Location (Legacy Program Cost Account (PCA)) in their CalATERS Global profile.

For New Employee: A CalATERS Global Authorization Form (AO-449) is required with the AO-448 to complete the registration process and new employees will not be added without the AO-449. Once the registration is completed, the DAO-Travel Unit will send additional registration instructions that must be completed by the employee to finalize the registration process.

Changing a Profile: When changing the Legacy Index or Service Location in a profile, employees must use Specialized Coding for all new CalATERS Global claims until the AO-448 is processed by the DAO-Travel Unit.

Determining Legacy Index and SVC Location/Legacy PCA:
Please contact your supervisor to determine the appropriate chart of accounts for Reporting Structures and Service Locations.

Non-Employee: Check the appropriate box below for the following: Board Members, Volunteers in Prevention, Council Members, etc.

CHECK ONE OF THE FOLLOWING:

☐ New Employee ☐ Employee Changing Job Function/Location
☐ Employee Separating from CAL FIRE ☐ Non-Employee

Effective Date	Business Unit ☐ CAL FIRE 3540 ☐ Natural Resources Agency 0540
Employee Full Name (first, middle, last)	Employee User ID (for existing profiles only)

Employee last 4 digits of SSN (for new employees only)	Position # (i.e., 541-000-0000-000)	Position Title or Classification
Reporting Structure	Legacy Index	Service Location/Legacy PCA
Work Phone ( ) ext.	Email Address (*Required*)	

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CERTIFICATION

I hereby certify that I have read and understand the above requirements for accessing and using CalATERS Global.

Employee Name / Title (Print)	Employee Signature	Date

I approve the request to submit AO-448 to DAO to set up the CalATERS Global.

Supervisor's Name / Title (Print)	Supervisor's Signature	Date

Send AO-448 with the AO-449 form (if needed) to CalATERSHelpDesk@fire.ca.gov or mail to: Department of Forestry and Fire Protection, Departmental Accounting Office, ATTN: Travel Unit, P.O. Box 944246, Sacramento, CA 94244-2460

FOR DAO–TRAVEL UNIT USE ONLY

I hereby certify the creation of the CalATERS account.

Processor's Name / Title (Print)	Processor's Signature	Date

User ID Created for Employee (for new employees only) – *up to first 4 letters of last name plus last 4 digits of SSN (e.g., NG1234, LEE1234, ROBE1234).*	

Personal Information Notice

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6 of the Information Practice Act of 1977 (Civil Code Section 1798.24). Each individual has the right, upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquiries to mailto:calfire.cpo@fire.ca.gov.