

Format and minor grammatical changes have been made to all pages included in this revision package. Revision bars are not inserted for format changes, non-substantial technical changes, and fully rewritten chapters. Revision bars appear on the right sides of all pages. Vertical (addition) bars indicate added and rewritten matter, and horizontal (deletion) bars indicate deleted matter.

NOTE: SAM is currently being reviewed and revised from the front to the back. We realize this will take a few years but with patience and fortitude it will happen. Therefore, you will see SAM Sections marked as “Reviewed” and the reviewed date in the “Revised” sections of SAM. Example: (Reviewed 9/04)

**ITEM**

**SUMMARY**

<b>Subject Index</b>	<b><u>Page 11 Subject Index</u></b> , adds Jury Duty, Section 8594 to subject index.
<b>Chapter 0700</b>	<b><u>Travel Sections 0700 through 0780</u></b> , revised to reflect current State policy, correct grammatical errors, or review for correctness.
<b>Chapter 0700</b>	<b><u>Travel Guide Index 100 through 1300</u></b> , revised to reflect current State policy or correct grammatical errors.
<b>Section 8091</b>	<b><u>Remittances to State Treasury</u></b> , updates procedures for remitting cash to a fund in the State Treasury.
<b>Section 8100</b>	<b><u>General</u></b> , revises section to include instructions for establishing or augmenting an office revolving fund, which was previously included in SAM Section 8170.
<b>Section 8170</b>	<b><u>Claims</u></b> , revises section to include instructions to reimburse a department’s office revolving fund through the replenishment claim schedule process.
<b>Section 8172</b>	<b><u>Shortages</u></b> , revises procedure section.
<b>Section 8594</b>	<b><u>Absence for Jury Duty</u></b> , updates procedures for the receipt of attendance fees while serving as a juror.

## REVISION SEQUENCE INSTRUCTIONS

The SAM is undergoing a format transition. Therefore, page numbers are either at the center bottom or upper right corner of the page.

Remove Page (s)	Consecutive Number of Sheets	Insert Page (s)	Consecutive Number of Sheets
<b>Page 11 Subject Index</b>	<b>1</b>	<b>Same</b>	<b>1</b>
<b>0700 through 0765 (Cont. 1)</b>	<b>9</b>	<b>Same</b>	<b>9</b>
<b>Complete Travel Guide Index</b>	<b>10</b>	<b>Complete Travel Guide Index</b>	<b>9</b>
<b>8081 (Cont. 1) through 8091.1 (Cont. 1)</b>	<b>2</b>	<b>Same</b>	<b>2</b>
<b>8100</b>	<b>1</b>	<b>Same</b>	<b>1</b>
<b>8130</b>	<b>1</b>	<b>Same</b>	<b>1</b>
<b>8593 through 8594.3</b>	<b>2</b>	<b>8593 through 8594.2 (Cont. 1)</b>	<b>2</b>