

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.

ITEM **SUMMARY**

Section 2455	<u>Reporting and Investigating Accidents/Incidents Involving State Employees or State Property</u> , updated contact information.
Section 2464	<u>Inquiries for Filing Claims Against the State of California</u> , updated contact information.
Chapter 6700	<u>Information Technology Budgeting</u> Revised to update references to the Office of the State Chief Information Officer to the California Technology Agency.
Section 8091.1	<u>Detail to be Shown on Report to State Controller of Remittance to State Treasurer</u> , revised to provide clarification between scheduled and unscheduled reimbursement types.
8100 Index	<u>Office Revolving Funds</u> , title changes to sections 8116, 8116.1, 8116.2, 8116.3, and 8118. Plus, removed deleted sections 8116.4 thru 8116.7, and 8117.
Section 8116	<u>Travel Advances and Travel Expenses</u> , revised to incorporate and update travel expense and travel advance policies and procedures in accordance with Executive Order B-5-11, plus, Title change.
Section 8116.1	<u>Recovery of Outstanding Travel Advances</u> , revised to refer to recovery of outstanding travel advances and substantiation of travel expense claims. Travel advance policies have been included in SAM section 8116, plus, Title change.
8116.1 Illustration	<u>8116.1 Illustration</u> , added.
Section 8116.2	<u>Travel Advances for Low-Income Advisory Board or Committee Members</u> , revised to refer to travel advances for low income advisory board or committee members. Substantiation of travel expense claims polices have been incorporated in SAM section 8116.1, plus, Title change
Section 8116.3	<u>Compliance</u> , revised to refer to compliance to travel expense policies and procedures. Recovery of temporary travel advance polices have been included in SAM section 8116.1.
Sections 8116.4	<u>Deleted</u> , permanent travel advances are not allowed.
Section 8116.5	<u>Deleted</u> , stringent guidelines for travel advances have been included in SAM section 8116.

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Section 8116.6	<u>Deleted</u> , travel advances for low income advisory board or committee member(s) policies have been included in SAM section 8116.2.
Section 8116.7	<u>Deleted</u> , compliance with travel expense policies and procedures have been included in SAM section 8116.3.
Section 8117	<u>Deleted</u> , travel expense policies have been included in SAM section 8116.1.
Section 8118	<u>Salary Advances</u> , title change and minor edits.
Section 8422.190	<u>Reportable Payment Identification and Classification Requirements</u> , revised to provide clarification that requests submitted to Finance to approve changes to the Payee Data Record form, STD. 204, should be in accordance with the purpose of the form.
Section 8595	<u>Revolving Fund Advances</u> , revises made minor corrections for consistency.
Section 8740	<u>Billing for Services of Employees Paid on Monthly Basis</u> , revised for 2012 tax and employer benefit rate changes.
Section 8776.7	<u>Employee Accounts Receivable</u> , revised section references.

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
Pages 2400 thru 2460.1	2	Same	2
Pages 6700 thru 6770	2	Same	2
Page 8091.1	1	Same	1
8100 Index	1	Same	1
Pages 8112.2 thru 8116.7	4	Pages 8112.2 thru 8116.3	4
Pages 8422.115 thru 8422.191 (Cont. 1)	3	Same	3
Pages 8594.1 (Cont. 1) thru 8595 (Cont. 1)	2	Same	2
Page 8740	1	Same	1
Page 8776.7	1	Same	1