

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
SAM Subject Index	<u>Pages 6 & 7</u> , revised to add new sections 8034.5 & 8043.2.
Chapter 0700, Travel, Appendix	<u>Appendix</u> , removed appendix A-5.
Section 0760	<u>Out-Of-State Travel</u> , removed third paragraph re: total expenditures. Updated contact info to reflect change to the Governor's Operations Office.
Sections 0761	<u>Advance Blanket Approval</u> , added additional language to update process/procedures for the Blanket Approval process. Updated contact info to reflect change to the Governor's Operations Office.
Section 0762	<u>Criteria for Blanket Approval of Out-Of-State Travel</u> , removed sections A-F and added replacement language to be consistent with current OST policy. Changed the word "Attendance" to Travel and removed unnecessary language related to the justification of OST.
Sections 0763	<u>Travel Plan</u> , removed language re: Appendix A-5. Cleaned up language related to the listing of trips. Removed last paragraph re: the travel plan process.
Section 0764	<u>Individual Trip Approval</u> , removed language re: justification process for trip. Updated contact info to reflect change to the Governor's Operations Office. Removed language re: # of copies for individual trip request.
Sections 0765	<u>Administration of Out-Of-State Travel</u> , updated contact info to reflect change to the Governor's Operations Office. Removed language re: Trip Substitute. Added additional language re: the characteristics of a trip.
Section 0700 Travel, Appendix A-4	<u>Blanket Approval for Out-Of-State Travel</u> , removed bullets 2 & 4. Changed language in bullet 3. Added additional bullet re: allotment from prior year appropriation.
Section 0700 Travel, Appendix A-5	<u>Out-Of-State Travel Request</u> , deleted entire Appendix A-5.
Section 0700 Travel, Appendix A-6	<u>Request for Approval of Out-Of-State Travel, STD. 257</u> , updated/cleaned up language to reflect current OST policy in bullet 2. Removed bullets 4 & 7.

ITEM	SUMMARY
Section 0912	Federal Grants , revised to include an instruction for departments to use their Employer/Taxpayer Identification Number assigned by the Internal Revenue Service when applying for federal grants.
Section 7974	Year-End Report No. 13 , revised to include instructions for reporting expenditures and encumbrances for year-end Report No. 13.
Chapter 8000 Index	Ch. 8000 Index , revised to include new sections 8034.5 and 8043.2.
Sections 8030, 32.2, 33.4, and 34.1	SAM - CASH , removed deposit method, added endorsement policy for remote deposit method, added new returned item process for remote deposit method, plus minor technical edits.
Section 8116	Travel Advances and Travel Expenses , revised to allow additional time to mail advances to employees and to allow more than one travel advance under limited circumstances.

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
Complete SAM Subject Index	10	Same	10
Page 0700 Appendices	1	Same	1
Pages 0757 (Cont. 1) thru 0765 (Cont. 1)	3	Same	3
0700 Appendices, pages (0700) A-1 thru Criteria for Claiming Meal Expenses (Figure 1)	12	Same	5
Pages 0900 Index thru 0912 (Cont. 1)	3	Same	3
Pages 7962 thru 7975	2	7962 thru 7978	3
Chapter 8000 Index	1	Same	1
Pages 8030 thru 8032.5	2	8030 thru 8032.6	3
Pages 8033.3 thru 8047	7	Same	7
Pages 8112.2 thru 8116.1 (Cont. 1)	2	Same	2