Guide to Navigating the State Administrative Manual (SAM)

1. Accessing the Table of Contents

From the SAM home page, you can open the full Table of Contents to view the title of each chapter. This provides a quick way to browse major sections before diving into specific policies.

The State Administrative Manual (SAM) is a resource for statewide policies, procedures, requirements and information developed and issued by authoring agencies which include the Governor's Office (GO), Department of Finance (DOF), Department of Human Resources (CalHR), Department of General Services (DGS), and the California Department of Technology (CDT).

In order to provide a uniform approach to statewide management policy, the contents are published under the authority of the Directors of DOF and DGS. SAM is administered by the DGS Office of Training and Administrative Standards (OTAS), Policy Unit.

Viewing SAM:

SAM Publication Contacts (SAM 0030).

SAM Table of Contents.

Searching SAM:

To search the entire SAM use the "Search Entire Manual" feature on the left.

Subscribing to SAM:

CLICK HERE to subscribe to the SAM Updates email subscriber list.

2. Using Chapter View

After selecting a chapter, use the "Chapter-View" option on the left side of the screen. This loads the entire chapter and displays its table of contents at the top. Scroll down to read through all included sections.

HOME	SERVICES	DIVISIONS & OFFICES	RESOURCES	PRESS RELEASES	CAREERS	ABOUT	CONTACT

SAM / TOC / 700

SEARCH ENTIRE MANUAL

Search Manual   SEARCH

CHAPTER-VIEW

View Entire Chapter

PRINT ENTIRE SAM MANUAL

Print Entire Manual

Subject	Section
General Policy	0700
Terms and Definitions	0710
Request for Travel Expense Exception Approval	0715
Per diem Allowances	0720
Short-Term Travel	0721
Long-Term Travel	0722
Noncommercial Allowance	0723
Conventions, Conferences, or Business Meetings	0724
Expenses for Applicants Called for Interviews	0725
Allowances while on Sick Leave, Vacation, or Compensating Time Off (CTO)	0726

3. Printing a Chapter

While in Chapter-View, a print option is available. This function allows you to:

- Print a physical copy, or
- Export the chapter as a PDF for electronic use.

Chapter 700 - Chapter-View

Print Chapter

Subject	Section
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Long-Term Travel	0722
Noncommercial Allowance	0723

4. Finding SAM Publication Contacts (Policy Owners)

SAM section 0030 lists the authoring departments responsible for each SAM section. Select the "**+**" next to each department name to display contact information.

SAM Publication Contacts - 0030

(Reviewed: 01/2024)

Print Section

Below you will find SAM section author and contact information.

For questions related to a specific SAM section contact the authoring department directly.

For questions on how to revise SAM, contact the DGS Policy Unit.

SAM AUTHOR AND CONTACT INFORMATION

Expand All

0001 - 0030 (INTRODUCTION) +

0100 - 0110 (GENERAL POLICY AND ENFORCEMENT) +

0130 - 0170 (DEPARTMENT REORGANIZATION) ✕

DEPARTMENT OF FINANCE (DOF)

Budget Operations Support

Contact:

Email: foinbox@dof.ca.gov
Phone: 916-322-5540

Resources:

DOF Website

5. Searching SAM

Search techniques may vary depending on the user. A common approach is to begin with broad terms and then refine your search based on the topic. If you already know the exact term or section, use specific keywords for quicker results.

6. Training Resources

Additional guidance to departments may be provided via Teams. Request to meet by email at DGSPolicyUnit@dgs.ca.gov.