



ACCOUNTING POLICY AND PROCEDURES (APP) MANUAL

TOPIC: Section 12 – Travel 2.1	EFFECTIVE DATE: 06/28/1983
TITLE: State Car Non-Availability Certifications – Field Locations Only	REVISION DATE: 10/27/2014
AUTHORIZED BY: Deputy Director, Bureau of Fiscal Services	

BACKGROUND

The Department of Health Services (DHS) Human Resources Policies and Procedures Manual, Chapter 205, provides instructions for the required use of non-availability slips for state cars. Compliance with those provisions is mandatory in order for employees to be reimbursed at the maximum allowable rate for personal car use.

The use of non-availability slips is not always practical in headquarters outside Madison (field locations) where the number of traveling employees exceeds the number of state cars available or where no state cars are available.

The following procedure may be used in field locations where necessary to avoid issuance of an inordinate number of non-availability slips.

PROCEDURES

The supervisor will sign the normal certification area entitled “Signature of Supervisor” on the travel voucher form. This signature certifies that the supervisor has reviewed the travel claim and finds it to be reasonable, proper and in conformity with applicable statutes, travel schedule amounts and/or collective bargaining agreements. In doing so, the supervisor will certify that there was no state car available for the mileage reimbursement being claimed at the maximum reimbursement rate.

It is no longer necessary to write a separate statement “State car not available” on the travel voucher.

REFERENCES

DHS Human Resources Policies and Procedures Manual, [Chapter 205](#), Reimbursement – Travel and Other

CONTACTS

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