

Comptroller General decisions and Federal Property Management Regulations, instructions, and precedents regarding substantive and procedural matters.

(l) The designee may utilize contractors to accomplish the prepayment audit, but contractors are subject to all of the requirements that apply to the designee and his/her audit activity.

(m) Except as provided for GSA in § 101-41.103(i), prepayment audit authority exercised under this paragraph will not be directed to a particular carrier but may be directed toward specific types or categories of bills or exercised in some other nondiscriminatory manner.

(n) GSA will exercise continuous oversight of the delegated prepayment audit authority. A delegation of authority to conduct a prepayment audit may be suspended in whole or in part by the Director, Office of Transportation Audits for failure to properly conduct prepayment audits. Such failures may include any of the following:

(1) Failure to conduct an accurate audit (not less than 85 percent accuracy).

(2) A pattern of failure to make timely payments, or failure to inform carriers within 15 days of defective invoices (Prompt Payment Act time limitations).

(3) Audit not cost-effective, i.e., where the cost of the audit exceeds the benefits derived.

(4) Failure to adjudicate carriers' claims disputing prepayment audit positions of the designee agency within 30 days of receipt.

(5) Failure of the designee, or any audit authority under it to follow Comptroller General decisions, Federal Property Management Regulations, and instructions, or precedents regarding substantive and procedural matters.

(6) Failure to provide information/data, or to cooperate in onsite inspections, necessary to analyze cost-effectiveness or to conduct a quality assurance review.

[53 FR 25165, July 5, 1988; 53 FR 26779, July 15, 1988]

**§ 101-41.104 Procedures and standards for utilizing EDI.**

(a) The medium, timing, and precise format of transmissions of data must be approved in advance by GSA's Office of Transportation Audits (FW), Washington, DC 20405. The Office of Transportation Audits will exercise oversight of individual agency EDI programs through periodic management reviews. Authority to utilize EDI as an alternative to hard copy Standard forms will be suspended by the Director, Office of Transportation Audits, if individual EDI programs fail to meet the transportation documentation and accounting needs of the Government. EDI standards for freight transportation services include but are not limited to Transportation Data Coordinating Committee Transaction Sets (104 and 110 (air), 204 and 210 (motor), 304 and 310 (ocean), 404 and 410 (rail)), and/or ANSI Transaction Sets.

(b) The data required for transmission is that data which GSA must have to carry out its responsibilities including data specified in part 101-41.

[54 FR 15941, Apr. 20, 1989]

**Subpart 101-41.2—Passenger Transportation Services Furnished for the Account of the United States**

**§ 101-41.200 Scope and applicability of subpart.**

This subpart sets forth regulations and procedures governing the procurement of and the billing and payment for passenger transportation services for the account of the United States.

**§ 101-41.201 [Reserved]**

**§ 101-41.202 Standard forms relating to passenger transportation.**

The Standard Forms listed in paragraphs (a) through (g) of this section are prescribed for use in connection with the procurement of passenger transportation services for the account of the United States.

(a) SF 1113, Public Voucher for Transportation Charges (Original).

(b) SF 1113-A, Public Voucher for Transportation Charges (Memorandum Copy).

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(c) SF 1169, U.S. Government Transportation Request (Original).

(d) SF 1169-A, U.S. Government Transportation Request (Memorandum Copy).

(e) SF 1169-B, U.S. Government Transportation Request (Duplicate). (Snapout assembly only.)

(f) SF 1169-C, U.S. Government Transportation Request (Triplicate). (Snapout assembly only.)

(g) SF 1170, Redemption of Unused Tickets.

(h) SF 1170-EDP (Electronic Data Processing), Redemption of Unused Tickets (computer-generated).

[42 FR 36672, July 15, 1977, as amended at 50 FR 30707, July 29, 1985; 54 FR 15943, Apr. 20, 1989]

### § 101-41.202-1 SF 1169, U.S. Government Transportation Request.

U.S. Government transportation request (GTR) forms are available in books of 10 sets, each set consisting of one original (SF 1169) and one memorandum copy (SF 1169-A) of punched-card stock; or in individual snapout assemblies consisting of one original, one memorandum card copy, and two paper copies (SF 1169-B and SF 1169-C). The GTR's are serially numbered and punched with that number at the time of manufacture, and no other numbering of the forms, including additions or changes to the prefixes or additions of suffixes, is permitted.

(a) The original GTR (blue), given to the traveler for presentation to the ticket agent of the issuing carrier, is evidence of service or accommodations required and shall, except as hereinafter provided, be used as a supporting document with the carrier's bill for the transportation charges.

(b) The memorandum card copy (buff) and the duplicate and triplicate paper copies (white) are distributed as directed by the regulations of each agency.

(c) SF 1169 assemblies are numbered sequentially in seven digits with an alphabetical prefix assigned to differentiate between civilian and military agencies as follows:

(1) *Civilian agencies, books of 10.* The prefix starts at A and advances through the alphabet; e.g., A-0,000,001

through A-9,999,999, then B-0,000,001 through B-9,999,999, etc.

(2) *Civilian agencies, individual snapout assemblies.* The prefix starts with the letter L and changes in reverse order to K, then J, etc.

(3) *Military agencies, individual snapout assemblies.* The prefix starts with the letter M and advances to N and forward through the remainder of the alphabet.

### § 101-41.202-2 SF 1170, Redemption of Unused Tickets.

(a) SF 1170 and SF 1170-EDP (computer-generated) consist of an original and three copies which are carbon-interleaved for simultaneous preparation.

(b) The SF 1170 is pre-printed (three to the page) on 8 $\frac{3}{8}$ - by 9 $\frac{3}{4}$ -inch, four part carbon-interleaved, marginally punched paper. There are perforations between each form.

(c) SF 1170-EDP (computer-generated) must be printed on standard 8 $\frac{1}{2}$ - by 11-inch, four part carbon-interleaved, marginally punched paper. SF 1170-EDP must be positioned so that the name and address of the carrier begin at line 13, column 9, and must be no longer than 31 characters and 5 lines. The name and address of the agency to which the refund is to be made must begin at line 13, column 48, and must be no longer than 31 characters and 5 lines. Fold marks must be located at line 22 and line 45. The SF 1170-EDP must conform to the exact wording as the approved Standard form and must contain the form number and edition date.

[54 FR 15943, Apr. 20, 1989]

### § 101-41.202-3 SF 1113, Public Voucher for Transportation Charges.

SF 1113, which shall be used to bill passenger transportation charges is printed on white paper, 8 $\frac{1}{2}$  by 14 $\frac{3}{16}$  inches overall, including an 8 $\frac{1}{2}$  by 3 $\frac{3}{16}$ -inch tear-off slip which generally is returned to the payee with the check in payment of charges. (See § 101-41.803(b) for exception.) The memorandum copy, SF 1113-A, is printed on yellow paper of the same size as the SF 1113 but without the tear-off slip.

§ 101-41.202-4

41 CFR Ch. 101 (7-1-98 Edition)

**§ 101-41.202-4 [Reserved]**

the Director, Office of Transportation Audits (BW), GSA.

**§ 101-41.202-5 Procurement of standard forms by agencies and carriers.**

(31 U.S.C. 952, 31 U.S.C. 3726; 40 U.S.C. 486(c))

(a) Agencies may obtain supplies of SF 1169 and SF 1170 assemblies from GSA by submitting a requisition in FEDSTRIP format to GSA's Federal Supply Service, Furniture Commodity Center (FCNI), Washington, DC 20406. With respect to the GTR assemblies, FCNI maintains a record of the serial numbers imprinted on the forms and the names and mailing addresses of the receiving agencies. Where feasible, agencies should request that the name and address of the office to be billed for payment of charges be preprinted on each SF 1169 and that the name and address of the office to receive the refund be preprinted on each SF 1170. No other overprinting on SF 1169, SF 1170, or SF 1170-EDP (computer-generated) is permitted unless specifically approved in writing by the Director, Office of Transportation Audits (FW), GSA.

[46 FR 42662, Aug. 24, 1982, as amended at 48 FR 27726, June 17, 1983; 49 FR 44470, Nov. 7, 1984; 54 FR 15943, Apr. 20, 1989]

**§ 101-41.203 Procurement of passenger transportation services.**

**§ 101-41.203-1 Procurement from carriers.**

(a) All passenger transportation services shall be procured with a GTR, Government contractor-issued charge card, or centrally billed account unless otherwise provided in § 101-41.203-2 of this subpart. Agency heads or their designees may specify which of these Government-provided methods of payment, or combination thereof, travelers will use to procure official passenger transportation services. Such services, regardless of the procurement method specified by the agency, must be procured directly from either a carrier or a travel agent. A travel agent may be used only as prescribed in the Federal Travel Regulation (FTR), 41 CFR chapters 301-304 or applicable regulations of the Department of Defense (DOD).

(b) Carriers may purchase SF 1113 and SF 1113-A from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, or have them printed commercially. When printing these forms commercially, carriers shall ensure that the forms conform to the exact size, wording, and arrangement of the approved standard forms and, while no minimum grade of paper is set, carriers shall provide a reasonable grade of paperstock. Carriers may have SF 1113 and SF 1113-A printed also in continuous-feed format for machine billing by adding pin-feed strips on the margins. The tear-off slip may be moved from the bottom to the right edge of SF 1113, to aid in machine use of the form, but it must be perforated on all edges to measure 8½ by 3⅜ inches when detached from the body of the SF 1113 and from the pin-feed strips. The forms must conform in all other respects to the exact size, wording, color, and arrangement of the approved standard forms. Any deviations must be approved in writing by

(b) The use of U.S.-flag vessels for travel on official business and of U.S.-flag certificated air carriers for Government-financed passenger transportation is required by statute (46 U.S.C. 1241 and 49 U.S.C. 1517) when such vessels and air carriers are available. Compliance with these statutes is mandatory whether the U.S. Government pays the transportation charges to the carrier direct or through reimbursement of an individual or other entity. Uniform standards and procedures prescribed by the Comptroller General of the United States for guidance of all departments, agencies, travelers, carriers, and others concerned in conforming to these statutes are found in 4 CFR 52.2 and in various Comptroller General decisions.

[42 FR 36672, July 15, 1977, as amended at 49 FR 48547, Dec. 13, 1984; 60 FR 56247, Nov. 8, 1995]

**§ 101-41.203-2 Use of cash.**

(a) A GTR or Government excess baggage authorization ticket (GEBAT) shall not be used to procure passenger transportation services costing \$10 or less, exclusive of Federal transportation tax, and to pay air excess baggage charges of \$15 or less for each leg of a trip (see § 101-41.203-6), unless special circumstances justify their use. The contractor-issued charge card or centrally billed account shall be used for these purchases when practical. When not practical, use of cash may be authorized or approved. To procure passenger transportation services costing more than \$10 but not more than \$100, exclusive of Federal transportation tax, the GTR, Government contractor-issued charge card, or centrally billed account shall be used. Cash may be used for these purchases only when none of the other procurement methods is practical. For passenger transportation services costing more than \$100, excluding Federal transportation tax, only a GTR, Government contractor-issued charge card, or centrally billed account may be used unless otherwise exempted in this subpart.

(1) When the use of cash is authorized to purchase the services set forth in paragraph (a) of this section, cash payment may be made with a travel advance in accordance with provisions of the FTR (41 CFR 301-10.3).

(2) Any credit card, other than the Government contractor-issued charge card, and all travelers checks shall be considered the equivalent of cash and subject to the \$100 limitation provided in paragraph (a) of this section.

(NOTE— To protect the integrity of the Government charge card program designed for payment of allowable travel and transportation expenses incurred in connection with official travel, travelers shall be discouraged from using personal credit cards.)

(3) Procurement of passenger transportation services under the group or charter provisions of the FTR (41 CFR 301-3.4(b)(2)) is not subject to the provisions of this subpart.

(4) Authorization under paragraph (b) of this section to use cash in excess of \$100 should be obtained prior to travel. In the absence of advance written authorization or approval, passenger

transportation services exceeding \$100 shall be purchased in accordance with policies and procedures prescribed in applicable Government travel regulations. It is a traveler's responsibility to know that use of a GTR, Government contractor-issued charge card, or centrally billed account may be required to obtain certain discount fares and to comply with the mandatory provisions of the FTR governing the use of contract airline service. Cash shall not be used to circumvent the regulations governing airline contracts.

(b) Cash purchases of transportation services in excess of \$100 shall be discouraged and each agency shall establish procedures to encourage Federal travelers to use a Government contractor-issued charge card, centrally billed account, or GTR instead of cash to purchase passenger transportation services. Agencies shall monitor and control cash purchases of transportation services in a manner that will ensure such purchases are kept to a minimum.

(1) When a Federal traveler does not use a GTR, Government contractor-issued charge card, or centrally billed account, heads of agencies, or their designated representatives, may in limited instances authorize travelers to exceed the \$100 limitation when procuring passenger transportation services.

(i) Each agency shall establish guidelines for approval of cash purchases in excess of \$100 and determine if the use of cash is due to:

(A) Emergency circumstances (where use of a GTR, Government contractor-issued charge card, or centrally billed account was not possible); or

(B) Agency failure to advise a new employee and/or invited or infrequent traveler of proper procedures for purchasing transportation services.

(ii) If a cash purchase is determined to have been made under a non-emergency circumstance, reimbursement shall not exceed the cost which would have been properly chargeable to the Government if the transportation services had been procured using one of the Government-provided methods of procurement. Should a Federal employee make cash purchases without just cause or deliberately attempt to

circumvent use of GSA air or rail service programs for personal convenience or some other reason not consistent with sound travel management practices, the agency may, as provided in 31 U.S.C. 3702, send all documents related to the travel to the Comptroller General, General Accounting Office, Claims Section, Washington, DC 20548, for a decision on the traveler's right to reimbursement.

(2) Delegation of authority for authorizing and approving the use of cash in excess of \$100 for the procurement of transportation services shall be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances. Any such delegation shall be made in writing and copies shall be retained to permit monitoring of the system. The agency shall make delegation of authority records available for examination by GSA auditors.

(3) To justify the use of cash in excess of \$100 when procuring passenger transportation services, both the agency head, or the designated representative, and the traveler shall certify on the travel voucher the necessity for such use.

(4) After a traveler has been reimbursed for a cash purchase, copies of travel authorizations, ticket coupons, and any ticket refund applications, or SF's 1170, Redemption of Unused Tickets, shall be forwarded for audit to the General Services Administration, Transportation Audit Division (FWA), Attention: Code E, Washington, DC 20405.

(5) The agency shall maintain travel vouchers and make them available for site audit by GSA auditors. General Records Schedule 9, Travel and Transportation Records (see 36 CFR 1228.22), provides instructions for the disposal of travel vouchers.

(c) GSA (FWA) will report to the appropriate military or civilian agency travel manager for appropriate action suspected travel management errors and/or misroutings which result in higher travel costs to the Government.

(d) A traveler who uses cash to purchase individual passenger transportation services shall procure such services directly from the carrier or from a travel agent under GSA or DOD con-

tract (see §101-41.203-1), and shall account for those expenses on their travel vouchers, furnishing passenger coupons or other evidence as appropriate in support thereof. Moreover, travelers shall assign to the Government the right to recover any excess payments involving carriers' use of improper rates. That assignment must be preprinted or otherwise annotated on the travel voucher and shall be initialed by the traveler.

(e) Travelers using cash to procure passenger transportation services shall be made aware by their employing agencies of the provisions of §101-41.209-4 concerning a carrier's liability for liquidated damages because of failure to provide confirmed reserved space. Also, travelers using cash shall adhere to the regulations of the General Accounting Office (4 CFR 52.2) regarding the use of U.S.-flag vessels and air carriers (see §101-41.203-1(b)).

[60 FR 56247, Nov. 8, 1995]

**§101-41.203-3 Quantity (bulk) ticket purchases.**

Quantities of transportation tickets for use by persons traveling for the account of the United States may be procured through the issuance of a single GTR. Tickets and/or tokens for intracity transportation involving the use of local or short-haul transit service may be similarly purchased in bulk quantities. Each GTR issued for the procurement of tickets or tokens shall be identified as "Bulk purchase," and tickets so procured shall bear the words "U.S. Government" and "Not Redeemable for Cash Except by the U.S. Government."

(a) *Discretionary authority to approve use of quantity purchase procedures.* The head of an agency or his designee may approve the issuance of one GTR instead of individual GTR's or purchase orders to procure a quantity of tickets or tokens.

(b) *Limitations on and conditions for making quantity purchases.* The discretionary authority to use bulk purchase procedures is restricted to situations in which:

(1) A continuing substantial volume of individual travel via the same mode and class of transportation is required

between one origin and one destination;

(2) Each one-way or round trip single fare for transportation does not exceed \$250 exclusive of Federal transportation tax; and

(3) Each group of tickets or tokens is to be used within any one 60-day period of a fiscal year.

(c) *Agency regulations governing use of the quantity-purchase system.* Each agency adopting the quantity-ticket-purchase method shall issue internal instructions clearly defining the particular circumstances and conditions under which transportation tickets may be purchased in quantity. Further, each agency shall establish specific accountability controls for stocks of tickets and tokens and for periodically reviewing its regulations to ensure maintenance of a reasonable and objective quantity purchase program.

[42 FR 36672, July 15, 1977, as amended at 47 FR 11282, Mar. 16, 1982]

**§ 101-41.203-4 Reduced rate services.**

Through fares, special fares, commutation fares, excursion fares, and reduced rate one-way and round-trip fares shall be used for official travel when it can be determined before starting a trip that all things considered, use of such service would be more practical and economical.

**§ 101-41.203-5 Joint procurement of rail transportation and accommodations.**

When the need for sleeping or parlor car accommodations is known at the time the rail transportation services are authorized, a single GTR shall be issued for joint procurement of transportation and accommodations. A separate GTR may be used to procure accommodations if such service is authorized after procurement of the rail transportation tickets; the GTR shall bear the name of the carrier issuing the sleeping or parlor car ticket and, when known, the number of the GTR covering the rail transportation service.

**§ 101-41.203-6 Air excess baggage service.**

(a) Cash shall generally be used to pay for the air carriage of authorized

excess baggage when the cost thereof is \$15 or less for each leg of a trip. (See § 101-41.203-2.) When the charges will exceed \$15, the air carrier to which the authorizing GTR is presented shall prepare one or more sets of a Government excess baggage authorization/ticket (GEBAT) to provide a separate coupon for each change of flight, carrier, or stopover. It is essential to the payment process that the GTR number, the name and address of the office to be billed for the services furnished, and the name of the traveler, as shown on the authorizing GTR, be completely and accurately entered on the GEBAT.

(b) The GEBAT coupons shall be given to the traveler with the air ticket for presentation to the honoring carriers. Each carrier that is to provide excess baggage service shall lift the pertinent coupon, complete if to show the gross and net weights or number of pieces of baggage carried, and use the coupon to support the subsequent billing of charges. The carrier providing the service may bill its charges direct to the paying office or may go forward the coupon to the carrier to which the GTR was tendered for billing.

**§ 101-41.204 Contracts, tenders, and charters.**

**§ 101-41.204-1 Contracts.**

With the exception of contracts for intracity bus service and contracts entered into by the Military Airlift Command and the Military Sealift Command, a copy of each contract, negotiated or otherwise, providing rates or charges for passenger transportation services shall be forwarded by agencies, promptly upon execution, to the General Services Administration (BWA), Washington, DC 20405.

(31 U.S.C. 952, 31 U.S.C. 3726; 40 U.S.C. 486(c))

[46 FR 42662, Aug. 24, 1981, as amended at 48 FR 27726, June 17, 1983]

**§ 101-41.204-2 Tenders.**

Two copies of each tender or quotation of special rates, fares, charges, or concessions for common or contract carrier passenger transportation services, including those made under section 10721 of the Revised Interstate Commerce Act (49 U.S.C.

10721), formerly section 22 of the Interstate Commerce Act, shall be promptly submitted by the negotiating agencies to the General Services Administration (BWA), Washington, DC 20405.

(31 U.S.C. 952, 31 U.S.C. 3726; 40 U.S.C. 486(c))

[46 FR 42662, Aug. 24, 1981, as amended at 48 FR 27726, June 17, 1983]

**§ 101-41.204-3 Procurement and billing of contract or tender service.**

Any service offered under a contract or tender shall be obtained by issuance of a GTR bearing the number of the pertinent contract or tender. The carrier shall bill its charges for service on SF 1113.

**§ 101-41.204-4 Procurement and billing of charter service.**

When air, bus, or water service is chartered for the account of an agency, the terms of the charter shall be in writing and signed by authorized representatives of the Government and the carrier. A GTR shall be issued to procure chartered service and shall be accompanied by the original charter order or certificate when it is presented for payment of charges on SF 1113.

**§ 101-41.205 Special procedures for preparing agency-stocked tickets for passenger transportation services.**

**§ 101-41.205-1 Use of teletype ticketing equipment.**

(a) *Teleticketing systems.* (1) Agencies are encouraged to adopt the use of teletype machines for issuing tickets for passenger transportation services (other than air excess baggage services) and the use of the systems concept of automatic payment as set forth in § 101-41.206, whenever cost effective and feasible, so that the number of GTR's issued may be reduced and the expense and time expended in picking up tickets and processing individual carrier bills may be eliminated. Each agency should compare its current costs associated with passenger transportation procurement and payment with the potential costs of using a teleticketing and/or automatic payment system. Specific cost information can be obtained from the local communications

company responsible for installing the teletype ticketing equipment. Also, agencies may jointly establish a teleticketing system on a common-use basis to reduce individual agency costs.

(2) GSA has entered into a master contract with passenger-carrying members of the air transportation industry for teleticketing service. Copies of the contract, as well as information on agency procedures and responsibilities and GSA reporting requirements, may be obtained from the appropriate GSA regional office. Additional information and assistance is available from General Services Administration (FT), Washington, DC 20406. Under this teleticketing system, the contractor airline furnishes prenumbered teletype ticket stock and a validating stamp to the agency. The issuance of a ticket on that stock is accomplished by activation of the teletype equipment by the ticketing airline in response to a request from the agency. Each agency shall be responsible for establishing procedures and facilities for effectively maintaining accountability, control, and security of the teleticket receiver, ticket stock, validating stamp, tickets and ticket copies, and GTR's.

(b) *General procedures for issuing and processing teletype tickets.* (1) At the beginning of each calendar week or of a mutually agreed upon payment period not exceeding 1 month, a so-called blanket GTR shall be issued for each agency or paying office using the service at a given location. The number of the GTR shall be furnished to the carrier each time transmission of a ticket is requested during the payment period so that it may be printed on the ticket. Any ticket transmitted by the carrier that does not bear the applicable GTR number shall not be validated or issued by the Government teletype clerk.

(2) A separate ticket listing shall be maintained for each GTR to show the number and value of each ticket issued under it, the appropriation or fund chargeable, and other information that may be essential to agency and carrier fiscal requirements.

(3) At the end of the payment period, payment shall be effected as set forth in § 101-41.206.

(c) *Procedures for processing unused tickets.* All coupons of a completely unused ticket procured on a GTR that has not been processed for payment shall be marked "VOID," and the pertinent entry on the ticket listing shall be lined out. All voided coupons other than the agent's coupon shall accompany the ticket listing when it is processed for payment. The agent's coupon shall be retained by the agency. A completely unused ticket procured on a GTR that has already been paid and all partially unused tickets, whether paid or not, shall be processed on Standard Form 1170, Redemption of Unused Tickets, to the contractor-carrier for refund under procedures set forth in §101-41.210.

(31 U.S.C. 952, 31 U.S.C. 3726; 40 U.S.C. 486(c))

[42 FR 36672, July 15, 1977, as amended at 46 FR 42662, Aug. 24, 1981; 48 FR 27726, June 17, 1983]

**§101-41.205-2 Use of preprinted rail ticket stock.**

(a) *Stocking of preprinted rail ticket stock.* (1) Passenger transportation ticket stock, preprinted for rail travel between designated cities only, and other material essential to the preparation and issuance of the tickets are available to agencies under a master contract concluded between GSA and the National Railroad Passenger Corporation (Amtrak). Agencies desiring to adopt this system may procure a copy of the master contract and a ticket service agreement for execution by the agency and Amtrak, as well as information on agency procedures and responsibilities and GSA reporting requirements, from the appropriate GSA regional office. Additional information is available from General Services Administration (FT), Washington, DC 20406.

(2) Under this contract, Amtrak furnishes the agency with a validating stamp, serially numbered ticket stock preprinted with origin and destination cities, and related material. Also, Amtrak is responsible for training agency personnel in the preparation and issuance of tickets and other essential services. Open ticket stock shall not be supplied or used under any circumstances. Each agency shall be re-

sponsible for establishing procedures and facilities for effectively maintaining accountability, control, and security of the ticket stock, validating stamp, tickets and ticket copies, and the stock of GTR's.

(b) *Procedures for issuing tickets under individual GTR's.* Where few tickets are required each month, the agency shall prepare a GTR for each ticket issued and maintain a listing of all individual GTR's issued during the month. A completely unused ticket procured on a GTR that has not been processed for payment shall be voided and the pertinent entry on the GTR listing shall be lined out. All other unused tickets shall be processed under SF 1170 procedures as set forth in §101-41.210. Within 5 days after the end of the month, the originals of each procuring GTR, the agent's coupons of each ticket issued in that month, all copies of any spoiled or voided tickets prepared during the month, and the listing of issuances shall be forwarded to the designated Amtrak office for preparation of its bill for the applicable charges. A copy of the listing shall be retained by the agency for comparison with the billed charges.

(c) *Procedures for issuing and processing tickets under blanket GTR's.* When the number of required tickets is of sufficient volume to warrant the use of automatic payment procedures as set forth in §101-41.206, a blanket GTR shall be used to cover all tickets issued during a mutually agreed upon period not exceeding 1 month. Tickets shall be issued as follows:

(1) At the beginning of each payment period, a blanket GTR shall be prepared by the agency or paying office party to the ticket service agreement. The number of that GTR and of the ticket issued shall be furnished to Amtrak each time a reservation is requested. Each ticket shall bear the number of the procuring GTR.

(2) A separate ticket listing shall be maintained for each GTR to show the number and value of the tickets issued during the payment period and such other information as may be agreed upon by Amtrak and the agency.

(3) At the end of the payment period, payment shall be effected as set forth in §101-41.206.

(d) *Procedures for processing unused tickets.* A completely unused ticket procured on a GTR that has not been processed for payment shall be marked "VOID," and the pertinent entry on the ticket listing shall be lined out. All coupons shall be accounted for and submitted to Amtrak with the ticket listing. A completely unused ticket procured on a GTR that has already been paid and all partially unused tickets, whether paid or not, shall be processed to Amtrak on Standard Form 1170 for refund under procedures set forth in § 101-41.210.

(31 U.S.C. 952, 31 U.S.C. 3726; 40 U.S.C. 486(c))

[42 FR 36672, July 15, 1977, as amended at 46 FR 42662, Aug. 24, 1981; 48 FR 27726, June 17, 1983]

**§ 101-41.206 Special procedures for automatic payment of carrier charges for passenger transportation services.**

(a) At the end of the payment period for which a blanket GTR has been issued according to § 101-41.205, the original GTR, the auditor's and agent's coupons of each ticket issued but not voided during the period, all spoiled or completely unused tickets issued during the period, and the original and two copies of the ticket listing shall be forwarded to the responsible agency accounting activity for preparation of the appropriate disbursing documents and issuance of the check to the contractor-carrier for air transportation charges or to Amtrak for rail transportation charges. The payment check shall bear the name and location of the agency authorizing payment, the applicable GTR number, and the letters "APP" (for automatic payment procedures). For air service, the auditor's coupons and the original of the ticket listing for the period shall be sent to the contractor-carrier to facilitate distribution of the payment to the ticketing carriers. For Amtrak service, the agent's coupons and the original of the ticket listing shall be sent to Amtrak.

(b) Agencies using the disbursing facilities of the Department of the Treasury shall issue Standard Form 1166 OCR, Voucher and Schedule of Payments (voucher-schedule), to the De-

partment of the Treasury for issuance of the check. The payee block of the voucher-schedule shall include the above-cited identifying information that is to appear on the payment check. The stub attached to the SF 1166 OCR is not used in this instance and shall be destroyed.

(c) The accounting activity shall send to the General Services Administration (FWAA/C), Washington, DC 20405:

(1) The original of the blanket GTR (SF 1169);

(2) A copy of the ticket listing; and

(3) The agent's coupon of each ticket paid on the listing for air service, or the auditor's coupon of each ticket paid on a listing for Amtrak service.

(d) The air contractor-carrier or Amtrak shall be responsible for making settlement of all overcharges found upon GSA's subsequent audit of the documents covering their respective transportation services and for stating valid claims for additional charges as prescribed in subpart 101-41.6.

(31 U.S.C. 952, 31 U.S.C. 3726; 40 U.S.C. 486(c))

[42 FR 36672, July 15, 1977, as amended at 46 FR 42662, Aug. 24, 1981; 52 FR 12169, Apr. 15, 1987]

**§ 101-41.207 Use, preparation, and disposition of GTR's (SF 1169).**

**§ 101-41.207-1 Use of GTR's.**

GTR's shall be issued and used only for officially authorized travel for the account of the United States GTR's shall not be issued or used to obtain transportation services or privileges personally desired but not required for official business, such as extra-fare trains or planes, stopovers, and indirect routings which increase or exceed the cost of the authorized transportation or service. When a service other than that authorized is requested by the traveler, the carrier shall collect the additional cost thereof, including the Federal transportation tax, from the traveler at the time the GTR is exchanged for tickets. GTR's shall not be issued to obtain official passenger transportation services costing \$10 or less, exclusive of Federal transportation tax, or air excess baggage services costing \$15 or less for each leg of a

trip, unless special circumstances justify the issuance of a GTR.

(a) *Stopovers.* Travelers required to make stops to conduct official business generally shall use only one GTR to procure a through ticket providing stopover privileges. Each stopover shall be specifically identified on the GTR.

(b) *Taxicab, intracity, transit services, toll charges, etc.* GTR's shall not be used for individually procured taxicab, airport limousine, intracity transit, or so-called drive-yourself type or other for-hire automobile services nor for payment of toll road or toll bridge charges.

**§ 101-41.207-2 Preparation of GTR's.**

(a) Detailed instructions for the preparation of the GTR and related forms are furnished in the GSA guide "How to Prepare and Process U.S. Government Transportation Requests" (national stock number 7610-01-038-1389). Agencies may obtain copies of the guide by submitting a requisition in FEDSTRIP/MILSTRIP format to the General Services Administration regional office providing support to the requesting activity. Copies also are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

(b) The memorandum card copy (SF 1169-A) shall be prepared simultaneously with the original (SF 1169) and shall clearly show all information other than signatures that appears on the original at the time of surrender for service. Carrier agents shall not accept the memorandum card copy in lieu of the original.

**§ 101-41.207-3 Disposition of spoiled or canceled GTR's.**

A GTR spoiled in preparation, canceled, or prepared for issuance but not used shall be marked "CANCELED" across the face and forwarded immediately through the issuing office to the office maintaining the accountability records. General Records Schedule 9, Travel and Transportation Records (see § 101-11.404-2), provides instructions for the disposal of a GTR.

**§ 101-41.207-4 Accountability for GTR's.**

Each agency shall prescribe procedures to control GTR procurement, stocking, distribution, and accountability and shall establish safeguards to prevent their improper or unauthorized use. Each officer and employee of the Government or other person having custody of a GTR is responsible for its safekeeping and is liable for amounts which the Government may be required to pay because of improper use of the GTR resulting from fault or negligence of the custodian.

**§ 101-41.208 Validation and honoring of GTR's.**

**§ 101-41.208-1 Validation of GTR's and identification of travelers.**

GTR's shall be completely filled out and properly signed by the issuing officer so as to be valid for presentation to obtain transportation services and/or accommodations. Carrier agents shall not honor GTR's which are incomplete or unsigned or which show erasures or alterations not validated by the initials of the issuing officer. Carriers shall require the person presenting a valid GTR to establish his identity as the traveler or party authorized to receive the ticket, exchange order, refund slip, or other transportation document. In the absence of satisfactory identification, the GTR shall not be honored.

**§ 101-41.208-2 GTR identification on tickets and coupons.**

Carriers shall stamp or endorse each coupon of the ticket, exchange order or other transportation document with the words "U.S. GOVERNMENT" and the serial number of the GTR authorizing the service. Each Government excess baggage authorization/ticket (GEBAT) shall show the GTR number, the complete name and address of the agency to which charges applicable to the excess baggage services shall be billed, and the name of the traveler, as shown on the authorizing GTR.

**§ 101-41.208-3 Honoring GTR's.**

The GTR shall be drawn on the carrier that is expected to furnish the service. However, a carrier other than

the one named may honor the GTR provided the substitute carrier furnishes comparable service. When a different service or a service of lesser value is furnished, the type of service and the name of the carrier, if other than that shown on the GTR, shall be entered on the reverse of the GTR. That record shall be signed and dated by the carrier representative and countersigned by the traveler or person in charge of a group of travelers. The traveler or person in charge shall similarly endorse the memorandum card copy (SF 1169-A). If the original and the memorandum card copy are unavailable, the traveler or person in charge shall promptly forward written notification of the change to the office that issued the GTR. The carrier shall bill charges for the changed or lesser cost service to avoid subsequent adjustments with the Government.

**§ 101-41.208-4 Issuance and use of sleeping or parlor car tickets when accommodations are not assigned.**

(a) At the time a traveler presents a GTR authorizing sleeping or parlor car accommodations, the ticket agent shall issue a ticket therefor even if there is no guarantee that the accommodations will be available. This situation arises when a reservation cannot be made in advance for sleeping or parlor car service authorized to begin:

- (1) At an intermediate point;
- (2) At the initial point of travel but space is currently exhausted; or
- (3) At the return portion of a round trip.

(b) It is incumbent upon the traveler holding such ticket to obtain an actual space assignment immediately upon arrival at the point where the authorized accommodations are to be furnished. When the service supplied is different or of a lesser value than that authorized by the ticket, the traveler shall secure written acknowledgment of that fact from the local ticket agent or conductor assigning the space and submit it promptly with a written report of the facts and circumstances, including reference to the number of the GTR exchanged for the ticket, to the office that issued the GTR. The traveler shall also forward with that report

any unused tickets or transportation coupons in his possession.

[42 FR 36672, July 15, 1977; 42 FR 41128, Aug. 15, 1977]

**§ 101-41.208-5 En route honoring of GTR's for rail and sleeping or parlor car services.**

(a) When there is no ticket agent on duty, necessitating that tickets for rail transportation and/or sleeping or parlor car services be obtained at the nearest available point en route, the conductor shall:

(1) Honor the GTR to the first station en route where such tickets can be obtained;

(2) Endorse on the back of the GTR over his signature the points between which it was honored without tickets; and

(3) Obtain the signature of the traveler below the endorsement.

(b) The ticket agent at the station en route shall issue rail and/or sleeping or parlor car tickets from the initial point of service authorized on the GTR in exchange for the GTR.

**§ 101-41.208-6 En route honoring of GTR's for sleeping or parlor car services only.**

When a GTR is presented on the train for sleeping or parlor car accommodations only, it shall be honored by the conductor.

**§ 101-41.208-7 Honoring of GTR's by bus drivers.**

(a) When a GTR is presented direct to a bus driver:

(1) At a bus station not supplied with the proper ticket forms;

(2) At a nonagent station or flag stop; or

(3) At a station at which the ticket office is not open for the sale of tickets, the bus driver shall honor the GTR to destination or arrange for its exchange for a ticket at some intermediate point.

(b) When the GTR is exchanged at an intermediate ticket office, it shall be endorsed to show clearly that transportation was furnished from the point of origin of travel, not from the intermediate point at which the GTR was exchanged for a ticket.

**§ 101-41.209 Unused transportation services or accommodations.****§ 101-41.209-1 Reporting unfurnished or unused transportation services or accommodations.**

(a) An individual traveler or a person in charge of a group of travelers shall promptly submit to the appropriate office of his agency any unused tickets or coupons as well as a report identifying the appropriate GTR and setting forth pertinent facts if:

(1) Travel is terminated short of the authorized destination;

(2) Services actually furnished are different or of a lesser value than those authorized and the GTR cannot be so endorsed; or

(3) The return portion of a round trip ticket is not used.

(b) Lacking unused tickets or coupons as evidence of the unfurnished services, the traveler or person in charge of the group of travelers shall obtain written acknowledgement of the situation from the carrier's representative for submission with the report. If transportation and/or accommodations are furnished for a lesser number of persons than specified on a party ticket, the carrier's conductor or ticket collector shall note on the ticket or coupon the number of persons actually transported and the number and type of accommodations furnished.

**§ 101-41.209-2 Adjustments for unfurnished or unused transportation services or accommodations.**

All adjustments for unfurnished or unused services in connection with Government transportation must be processed through a Government agency. Travelers, issuing officers, or private individuals are not authorized to receive refunds, credits, or any other negotiable instruments for unfurnished services or unused tickets or portions thereof issued in exchange for GTR's. Carriers are accountable to the Government for refunds or adjustments improperly made to issuing officers or individuals traveling at Government expense. (See § 101-41.210 for procedures

for collecting the value of unused or unfurnished services.)

(31 U.S.C. 3726 and sec. 205(c), 63 Stat. 390; 40 U.S.C. 486(c))

[48 FR 27235, June 14, 1983]

**§ 101-41.209-3 Cancellation of reservations.**

A traveler shall cancel reservations for transportation services and/or accommodations as soon as he knows that such reservations will not be used. Failure of a traveler to take such action may subject him to liability for cancellation charges assessed by the carrier.

**§ 101-41.209-4 Denied boarding compensation.**

Each traveler shall be made aware that the tariffs of certain scheduled air carriers require the payment of liquidated damages in certain situations if the carriers fail to provide confirmed reserved space. Since the individual's travel on official business is for the account of the United States, the Government would be damaged by the delay or failure and would be entitled to reimbursement if a carrier is liable under its tariff provisions for liquidated damages. Thus the traveler who has been denied confirmed reserved space shall ensure that the liable carrier shows on the compensation check the "Treasurer of the United States" as payee. The traveler shall give the carrier a receipt for the check, retain a copy of the receipt, and forward the check with the copy of the receipt to his agency for deposit.

**§ 101-41.210 Ticket refund procedures.**

Agencies shall not revise carrier bills or require carriers to rebill items. Sections 101-41.210-5 and 101-41.210-6, respectively, contain procedures for recovering from carriers the value of exchanged, returned, or unused tickets when the carrier fails to make refund or otherwise satisfy an SF 1170 claim, or involves unused transportation services billed by foreign-flag carriers.

[50 FR 49846, Dec. 5, 1985]

**§ 101-41.210-1 Exchanged or returned tickets.**

(a) Exchanged or returned tickets are tickets in a carrier's possession for which the carrier has issued a lesser valued ticket, receipt, or refund application showing a refund due the U.S. Government. Agencies shall not submit an SF 1170 to the carrier to claim a refund for the unused value of an exchanged or returned ticket. Carriers are required to make refunds to the "bill charges to" office indicated on the GTR within 60 calendar days from date of ticket exchange. Agencies must provide travelers with a "bill charges to" address by attaching a copy of the GTR or some other document containing the information to the ticket or to the travel authorization. If carriers cannot identify the issuing agency, refunds shall be sent to GSA (BWCA), Washington, DC 20405. These refunds are subject to the following procedures:

(1) Carriers must include the traveler's name, GTR number, ticket number, amount being refunded, and any other information pertinent to the refund.

(2) Agencies may make written inquiry to the carrier to obtain the above information for the purpose of recovering the refund from GSA.

(b) When accepting exchanged or returned tickets purchased under a GTS account, the carrier must issue a receipt to the purchasing office showing a credit is due the agency.

(c) When accepting exchanged or returned tickets purchased with a Government employee Diners Club charge card, the carrier must issue a receipt to the traveler showing a credit is due the traveler.

[50 FR 49846, Dec. 5, 1985]

**§ 101-41.210-1a Agency monitoring and processing of exchanged ticket refunds.**

Agencies awaiting exchanged or returned ticket carrier refunds shall:

(a) Obtain carrier refund applications or receipts from travelers for accounting purposes.

(b) Record and deposit refunds in conformity with agency fiscal procedures.

(c) Forward carrier refund applications and any other pertinent information to GSA (BWCA), Washington, DC

20405, if refund has not been received within 90 calendar days of date of ticket exchange or return.

[50 FR 49847, Dec. 5, 1985]

**§ 101-41.210-2 Unused or unreturned tickets.**

Unused or unreturned tickets are those which have not been used for passenger service, exchanged, or returned to a carrier. Agencies shall demand the refund value of these tickets from carriers through the use of an SF 1170, Redemption of Unused Tickets. A separate SF 1170 must be prepared for each GTR, though more than one ticket or adjustment transaction may be related to that GTR. Each ticket must be listed on the SF 1170. Unused or unreturned tickets purchased under a GTS account must be returned to the appropriate Federal agency office, the Travel Management Center (TMC), or Scheduled Airline Traffic Office (SATO) that furnished the airline ticket. The TMC or SATO must issue a receipt to the agency showing a credit is due the agency. Unused or unreturned tickets purchased with a Government employee Diners Club charge card must be returned by the traveler to the TMC, SATO, or air carrier that issued the original ticket. The TMC, SATO, or air carrier must issue a receipt to the traveler showing a credit is due the employee. For procedures covering unused transportation services billed by foreign-flag carriers, see § 101-41.210-6.

[50 FR 49847, Dec. 5, 1985]

**§ 101-41.210-3 Agency processing of SF 1170 claims.**

Timely processing of SF 1170 is essential to facilitate prompt refunds from carriers. Agencies processing SF 1170 shall ensure that:

(a) All copies clearly show the required details;

(b) The original and the duplicate copy, together with pertinent unused tickets, are promptly forwarded to the carrier; and

(c) All other copies are retained by the agency for accounting control.

(31 U.S.C. 244 and sec. 205(c), 63 Stat. 390; 40 U.S.C. 486(c))

[47 FR 47387, Oct. 26, 1982, as amended at 50 FR 49847, Dec. 5, 1985]

**§ 101-41.210-3a Carrier processing of SF 1170 claims.**

Each carrier shall promptly refund monies to adjust items listed on an SF 1170, whether or not the related GTR has been submitted or paid. The carrier shall indicate on the original SF 1170 the amount credited to each ticket and the total amount being refunded, and shall return the original with its refund to the agency. A refund that is inconsistent with the information on the SF 1170 shall be explained or computed on the SF 1170 or in an attached letter. A carrier declining to refund shall furnish an explanation on the original SF 1170. If a carrier is unable to determine which agency submitted the SF 1170, the payment and refund information shall be sent directly to the General Services Administration (BWCA). Any refunds sent directly to GSA will be subject to the following procedures:

(a) Carriers must include the traveler's name, GTR number, the ticket number, the amount being refunded, and any other information pertinent to the refund.

(b) Agencies may make written inquiry directly to the carrier to obtain the above information for the purpose of recovering refunds from GSA.

(31 U.S.C. 244 and sec. 205(c), 63 Stat. 390; 40 U.S.C. 486(c))

[47 FR 47387, Oct. 26, 1982, as amended at 50 FR 49847, Dec. 5, 1985]

**§ 101-41.210-4 Agency processing of SF 1170 refunds.**

Upon return of the original SF 1170 with the refund, the agency shall record and deposit the refund in conformity with its fiscal procedures; and, if the refund has previously been reported to GSA as uncollected under § 101-41.210-5, shall, within 30 calendar days of receipt thereof, forward the original SF 1170, together with any advice from the carrier regarding the basis of the refund, to the General Services Administration (BWCA), Washington, DC 20405.

[50 FR 49847, Dec. 5, 1985]

**§ 101-41.210-5 Agency processing of SF 1170 claims for which the carrier failed to refund or otherwise satisfy the claim.**

(a) *Partial tickets.* A partial ticket is one in which one or more (but not all) coupons have been used. If, within 90 calendar days from the date of issuance of SF 1170, the carrier has failed to make refund for the unused portion of a partially used ticket or to furnish a satisfactory explanation as to why no refund is due, the agency shall transmit the triplicate copy of the SF 1170 and all related correspondence to the General Services Administration (BWCA), Washington, DC 20405, for appropriate action. An agency may remove from its active accounts those debts referred to GSA under this section. This shall be recorded in a manner sufficient to support its removal from agency accounting records. Should a refund or response be received from the carrier after referring the claim to GSA, the agency shall, within 30 calendar days of receipt thereof, forward the original SF 1170, together with any advice from the carrier regarding the basis of the refund, to the General Services Administration (BWCA) in accordance with § 101-41.210-4.

(b) *Complete tickets.* A complete ticket is one in which no coupons have been used. If, within 30 calendar days from the date of issuance of SF 1170, the carrier has failed to make refund for a complete ticket or to furnish a satisfactory explanation as to why no refund is due, the agency shall take action to collect the debt under the Federal Claims Collection Standards, including administrative offset, if necessary.

[50 FR 49847, Dec. 5, 1985]

**§ 101-41.210-5a Carrier refund for unused tickets when SF 1170 has not been received.**

If no SF 1170 is received, carriers shall refund to GSA (BWCA) the value of unused tickets after they have expired. Carriers are required to make such refunds within 90 days after the expiration date. The GTR number, ticket number, and the amount being

§ 101-41.210-5b

refunded must be included along with any other information pertinent to the refund.

[50 FR 939, Jan. 8, 1985]

**§ 101-41.210-5b Payment to carrier for subsequent use of ticket for transportation or second refund through the use of an SF 1170 after an initial refund to GSA for unused expired ticket.**

If, following the initial refund to GSA by the carrier of the value of an unused ticket which has expired, the ticket should subsequently be used for transportation or be refunded a second time through the use of an SF 1170, then either the value of the transportation or the amount of the second refund shall be paid to the carrier upon presentation of an SF 1113, Public Voucher for Transportation Charges. The SF 1113 shall be submitted for payment to GSA (BWCA), Washington, DC 20405. The billing carrier shall note on the face of the SF 1113 the fact that it relates to a previously refunded expired ticket which was subsequently used for transportation, or was refunded a second time through the use of an SF 1170. The carrier shall submit with the SF 1113 copies of those documents pertinent to the previous refund and the current transportation charge when applicable.

[50 FR 939, Jan. 8, 1985]

**§ 101-41.210-5c Alternative unused ticket refund procedures.**

If mutually satisfactory alternative arrangements such as the application of sampling techniques or other means are consummated between carriers and GSA for the purpose of recovering the value of expired, unused tickets, those methods may be used in lieu of the procedures in § 101-41.210-5a.

[50 FR 939, Jan. 8, 1985]

**§ 101-41.210-5d Agency recovery of carrier refunds sent directly to GSA.**

To recover carrier refunds sent directly to GSA (BWCA), agencies must forward either an SF 1080, Voucher for Transfer Between Appropriations and/or Funds, or SF 1081, Voucher and

41 CFR Ch. 101 (7-1-98 Edition)

Schedule of Withdrawals and Credits, to the General Services Administration (BWCA). Included on these forms must be the name of the carrier, carrier check number, date, and amount of check, (obtained from carrier), as well as the GTR number and the appropriation number to be credited. Agency refund requests should be sent promptly to GSA (BWCA). Refunds from carriers which are not identified and claimed by agencies within 300 days after receipt by GSA (BWCA) will be returned to the U.S. Treasury as miscellaneous receipts.

[50 FR 939, Jan. 8, 1985]

**§ 101-41.210-6 Refund procedures covering unused transportation services billed by foreign-flag carriers.**

(a) Standard Form 1170 and related procedures shall not be used or considered applicable when unused passenger transportation services billed by foreign-flag carriers are involved, except for:

- (1) Canadian or Mexican carriers; or
- (2) Foreign-flag carriers maintaining billing offices in the United States.

(b) Agencies shall institute procedures to effect recoveries for such unused services by deduction or setoff from the foreign-flag carriers' unpaid bills. Both agencies and travelers in foreign areas shall be kept informed of local regulations and requirements to insure that the interests of the United States will be protected.

(c) Adjustments for unfurnished transportation services not reported on SF 1170 but made by deduction or setoff shall be noted on the deduction voucher with a full description of each unused ticket or portion thereof. Reference shall also be made to the transportation request number and the disbursing office (D.O.) voucher number, the D.O. symbol number and, the date of payment of the voucher on which the GTR was paid if other than the deduction voucher. The unused ticket or portion thereof shall be forwarded by the agency to the carrier and a copy of the transmittal letter shall be attached to the deduction voucher involved.

**§ 101-41.211 Lost or stolen GTR's; lost Government excess baggage authorization/tickets (GEBAT).**

**§ 101-41.211-1 Reporting of GTR's lost or stolen before presentation to carrier.**

A lost or stolen GTR shall be reported promptly in writing by the accountable person to the appropriate agency office. This report shall include a complete statement of facts. If the lost or stolen GTR shows the carrier that is to honor the GTR, service desired, and point of origin, the accountable person shall also notify promptly in writing the named carrier and other local initial carriers.

**§ 101-41.211-2 Disposition of recovered GTR's previously reported lost or stolen.**

A GTR that has been reported as lost or stolen but that is subsequently recovered shall not be used to obtain transportation or accommodations. The recovered GTR, whether it is blank or partially or completely filled out, shall be returned promptly to the issuing officer who shall mark it "CANCELLED" and forward it through appropriate channels to the office keeping the accountability records. The GSA General Records Schedule 9, Travel and Transportation Records, provides instructions for disposition of cancelled GTR's (see § 101-11.404-2.)

**§ 101-41.211-3 Billing charges for GTR's lost by carrier.**

(a) When a carrier has lost or misplaced a GTR, it shall bill the charges for the services furnished on a SF 1113, Public Voucher for Transportation Charges, annotated with the following signed certification:

I certify that all U.S. Government Transportation Requests (GTR's) honored by the above-named carrier or travel agent pass into my office; that ticket(s) (form and ticket number(s)), value of ticket(s), accommodations (number and type), points of travel (from and to) annotated below was (were) furnished in exchange for the specified GTR; that the stated value(s) is (are) true and correct; that the said GTR has been lost or misplaced and cannot be located; that the honoring carrier has not received payment for services rendered thereunder; and that, if the said GTR is later found, it will be marked "Canceled—Certification in Lieu Issued" and

transmitted to the General Services Administration (BWAA/C), Washington, DC 20405, and no claim made thereon.

Copy/copies of ticket coupon(s), with the GTR number visible, will be attached in support of the SF 1113. A statement of any other pertinent facts and circumstances should be included. Each lost or misplaced GTR shall be billed on a separate SF 1113 to be distinguished from charges applicable to other GTR's. (See § 101-41.214 for billing of transportation charges.)

(b) Disbursing officers shall certify on the SF 1113 that the services specified thereon have been furnished, that payment has not been made to any claimant, and that the record has been annotated to prevent duplicate payment. The carrier may transmit its bill (SF 1113 with certification) to the General Services Administration (BWCA), Washington, DC 20405, if the paying agency is unknown.

[49 FR 44471, Nov. 7, 1984]

**§ 101-41.211-4 Disposition of GTR's previously certified lost by carrier.**

An original GTR that is located after payment has been made under § 101-41.211-3 shall be forwarded promptly to the General Services Administration (BWAA/C), Washington, DC 20405, together with a reference to the carrier's bill on which charges for the lost GTR were paid.

[49 FR 44471, Nov. 7, 1984]

**§ 101-41.211-5 Billing charges for air excess baggage coupons lost by carrier.**

(a) When a carrier has lost or misplaced its flight coupon copy of the GEBAT covering the air carriage of excess baggage, it shall bill the charges on an SF 1113 annotated with the following signed certification: "I certify that all GEBATS honored by the above-named carrier or travel agent pass into my office; that the authorizing GTR(s) (number(s)), applicable passenger ticket(s) (number(s)), name of traveler(s), weight or number of pieces of excess baggage authorized and carried, points between which service was authorized and rendered, and all other

information pertinent to the transaction annotated below was (were) furnished in exchange for the specific GEBAT: that the stated value(s) is (are) true and correct; that the said GEBAT has been lost or misplaced and cannot be located; that the honoring carrier has not received payment for services rendered thereunder; and that, if the said GEBAT is later found, it will be marked 'Canceled-Certification in Lieu Issued' and transmitted to the General Services Administration (BWAA/C), Washington, DC 20405, and no claim made thereon." The disbursing officer shall certify on the SF 1113 that the services specified therein have been furnished, that payment has not been made to any claimant, and that the record has been annotated to prevent duplicate payment.

(b) Excess baggage charges supported by a certified statement instead of a lost GEBAT shall be billed separately from other types of transportation charges. Where the paying agency cannot be determined, the carrier may submit its bill to the General Services Administration (BWCA), Washington, DC 20405, for forwarding to the responsible agency.

(c) An original GEBAT that is located after issuance of the certified statement instead of the lost GEBAT, together with a reference to the carrier's bill on which charges for the lost GEBAT were paid, shall be forwarded promptly to GSA (BWAA/C).

[31 U.S.C. 952, 31 U.S.C. 3726; 40 U.S.C. 486(c)]

[42 FR 36672, July 15, 1977, as amended at 46 FR 42663, Aug. 24, 1981; 48 FR 27726, June 17, 1983; 49 FR 44471, Nov. 7, 1984]

**§ 101-41.212 Accountability for tickets or coupons.**

Federal agencies shall maintain adequate accounting and administrative control, including individual accountability, of tickets and other transportation documents received in exchange for GTR's or other procuring instruments. Agency regulations should caution travelers and other accountable persons that failure to account for these documents may result in personal liability.

[48 FR 46789, Oct. 14, 1983]

**§ 101-41.213 Carrier entries on GTR's.**

(a) The boxed section on the face of the GTR captioned "For Carrier Use Only" is reserved for the recording of proper data by the ticket agent and auditor of the billing carrier.

(1) In the "Form and Ticket NO." space, the ticket agent shall enter the ticket number and type of ticket furnished in exchange for the GTR.

(2) In the "Agent's Value" space, the ticket agent shall enter the cost of the transportation services furnished. Any accommodation charge or other supplementary service such as extra fare or excess baggage shall be listed separately and not included in the amount of the regular transportation charge.

(3) In the "Auditor's Value" space, the carrier audit officer shall enter the charges as specified in paragraph (a)(2) of § 101-41.213 for the "Agent's Value."

(b) On the reverse side of the GTR, the carrier's ticket agent shall show the date travel commenced so that tariff applicability may be determined.

**§ 101-41.214 Billing and payment of passenger transportation charges.**

**§ 101-41.214-1 Carrier billing form.**

Carrier charges for transportation services furnished for the account of the United States shall be billed on SF 1113. The bill, plus one memorandum copy (SF 1113-A), shall be submitted to the billing office specified on the GTR. Carrier bills for transportation charges shall be subject to the standards for payment prescribed in subpart 101-41.4. Charges for passenger transportation services shall be billed separately from freight transportation charges.

**§ 101-41.214-2 Factual support of charges billed.**

(a) Documentary evidence of facts other than those shown on the GTR or other authorized procurement document, necessary to support or explain charges billed shall refer to the number of the GTR or other document involved, be associated therewith, and made a part of the billing record. Certifications or affidavits, section 10721 quotations, charter orders, air ferry or live mileage supports, bus deadhead mileage supports, transfer checks, and

authorizations are examples of such documents.

(b) The pertinent excess baggage coupon from the GEBAT set shall be furnished in support of charges billed for the air excess baggage service furnished for each portion of a journey.

(c) Each bill submitted by a carrier for the payment of charges for Government-financed passenger transportation services involving, in whole or in part, the use of a foreign-flag air carrier or vessel shall be supported by a certification explaining the nonavailability of U.S.-flag service, which shall be signed by the traveler or other responsible official of the agency authorizing such use. (See 4 CFR 52.2.)

[42 FR 36672, July 15, 1977; 42 FR 41128, Aug. 15, 1977, as amended at 46 FR 42663, Aug. 24, 1981]

**§ 101-41.214-3 Carrier machine punching on GTR's.**

Carriers using 80-column tabulating equipment have the option of keypunching certain information in the GTR's. Carriers electing to punch the GTR must punch all information in fields 1-20 as specified below. Fields 21-25 are for optional use by carriers. No other card fields may be used.

| Fields         | Information  |
|----------------|--|
| 1 to 5 .....   | Carrier's code number as published in the Continental Directory of Standard Carrier Alpha Codes (SCAC) and Standard Tariff Agents Codes. Inquiries shall be addressed to the NMFTA Tariff Research Section, ATA Building, 1616 P Street NW., Washington, DC 20036. |
| 6 to 10 .....  | Carrier's bill number.   |
| 11 to 18 ..... | Total amount of transportation charges.  |
| 19 to 20 ..... | Federal account (appropriation) symbol. (To be obtained from the Department of the Treasury annual publication "Federal Account Symbols and Titles.")  |
| 21 to 25 ..... | Carrier's optional in-house code.  |

**§ 101-41.214-4 Carrier notations on GTR's.**

Unnecessary notations should not be inserted on the GTR during audit by the carrier since it is essential that the GTR show transactions only between travelers and carrier agents. This should not be construed, however, as prohibiting mechanized interpretation in the designated spaces of the GTR or other desirable information notations.

**§ 101-41.214-5 Preparation of carrier billing form.**

(a) Instructions for the preparation of Standard Form 1113, Public Voucher for Transportation Charges, are furnished in the GSA guide "How to Prepare and Process U.S. Government Transportation Requests" (national stock number 7610-01-038-1389). Agencies may obtain this guide by submitting a requisition in FEDSTRIP/MILSTRIP format to the GSA regional office providing support to the requesting activity. Copies are also available from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

(b) The billing carrier shall list the serial numbers of all accompanying GTR's on the face of the SF 1113, show the charge applicable to each GTR in the amount column, and complete the column with the total charge. As many GTR's as may be itemized in a single column shall be included on the SF 1113 when the charges are being billed to the same office; however, billings for air excess baggage charges shall be restricted to no more than three GTR's per SF 1113.

(c) The carrier shall complete the "Payee's Certificate" section of the voucher. Carriers may use a machine-typed name of the carrier's certifying official, provided the machine-typed official's name is initialed by a duly authorized person; or carriers may use a facsimile signature of the carrier's certifying official, as authorized by that official. The carrier shall complete the tear-off portion of the SF 1113 and shall not substitute a memorandum copy (SF 1113-A) for the tear-off portion.

(d) An agency shall not require a carrier to furnish more than one memorandum copy (SF 1113-A).

(e) Each carrier shall insert in the appropriate block on SF 1113 (and SF 1113-A), the Standard Carrier Alpha Code (SCAC) assigned to that carrier in the National Motor Freight Traffic Association, Inc., Agent, Directory of Standard Multi-Modal Carrier and Tariff Agents Codes (SCAC and STAC), ICC

NMF 101-C, applicable supplements thereto, or subsequent reissues thereof. (31 U.S.C. 244 and sec. 205(c), 63 Stat. 390; 40 U.S.C. 486(c))

[42 FR 36672, July 15, 1977, as amended at 46 FR 42663, Aug. 24, 1981; 48 FR 10317, Mar. 11, 1983]

**§ 101-41.214-6 Submission of carrier bill with supporting data.**

GTR's being submitted for payment and any appropriately referenced documentation shall be placed in an envelope which shall be securely attached to the covering SF 1113. GTR's must not be folded, stapled, spindled, or mutilated.

**§ 101-41.214-7 Cross-reference on billings for additional or supplemental services.**

Vouchers supported by GTR's which extend or supplement services covered by other GTR's shall be endorsed by the paying office or issuing agency to show the disbursing office (D.O.) voucher number, date of payment, and D.O. symbol number of the prior payment Vouchers covering air excess baggage charges need not be so endorsed.

**Subpart 101-41.3—Freight Transportation Services Furnished for the Account of the United States**

**§ 101-41.300 Scope and applicability of subpart.**

This subject sets forth regulations and procedures governing the procurement of and the billing and payment for freight or express transportation services for the account of the United States.

**§ 101-41.301 [Reserved]**

**§ 101-41.302 Standard forms relating to shipment, transportation, and delivery of property.**

(a) The standard forms in this subpart are prescribed to accomplish the shipment, transportation, and delivery of all property, except as covered in § 101-41.304 of this subpart, by transportation companies for the account of the United States and the billing and payment of charges therefor.

(b) This subpart further authorizes the use of Standard Form 1203, U.S. Government Bill of Lading—Privately Owned Personal Property, when shipping privately owned personal property, unaccompanied baggage, and mobile homes for the account of the United States. Its use is mandatory for the Department of Defense and optional on the part of other Federal agencies.

[46 FR 42663, Aug. 24, 1981]

**§ 101-41.302-1 Listing of forms.**

(a) SF 1103, U.S. Government Bill of Lading (Original).

(b) SF 1103-A, U.S. Government Bill of Lading (Memorandum Copy).

(c) SF 1103-B, U.S. Government Bill of Lading (Memorandum Copy—Consignee).

(d) SF 1104, U.S. Government Bill of Lading (Shipping Order).

(e) SF 1105, U.S. Government Freight Waybill (Original).

(f) SF 1106, U.S. Government Freight Waybill (Carrier's Copy).

(g) SF 1109, U.S. Government Bill of Lading Continuation Sheet (Original).

(h) SF 1109-A, U.S. Government Bill of Lading Continuation Sheet (Memorandum Copy).

(i) SF 1109-B, U.S. Government Bill of Lading Continuation Sheet Memorandum Copy—Consignee).

(j) SF 1110, U.S. Government Bill of Lading Continuation Sheet (Shipping Order).

(k) SF 1111, U.S. Government Freight Waybill Continuation Sheet (Original).

(l) SF 1112, U.S. Government Freight Waybill Continuation Sheet (Carrier's Copy).

(m) SF 1113, Public Voucher for Transportation Charges (Original).

(n) SF 1113-A, Public Voucher for Transportation Charges (Memorandum Copy).

(o)-(t) [Reserved]

(u) SF 1203, U.S. Government Bill of Lading—Privately Owned Personal Property (Original).

(v) SF 1203-A, U.S. Government Bill of Lading—Privately Owned Personal Property (Memorandum Copy).

(w) SF 1203-B, U.S. Government Bill of Lading—Privately Owned Personal Property (Memorandum Copy—Consignee).