

## **14 FAM 540 PROCURING TRAVEL AND TRANSPORTATION**

*(CT:LOG-3; 06-28-2005)  
(Office of Origin: A/LM)*

### **14 FAM 541 USE OF EXCESS AND NEAR- EXCESS FOREIGN CURRENCIES FOR OFFICIAL TRAVEL AND TRANSPORTATION EXPENSES**

*(CT:LOG-1; 05-27-2005)  
(Uniform State/BBG/USAID/Commerce/Agriculture)*

Use, whenever feasible, excess and near-excess foreign currencies owned by the United States to pay for air, ship, and rail tickets and for transportation expenses incurred in shipment of unaccompanied baggage, household effects, and privately owned motor vehicles.

### **14 FAM 542 TRAVEL MANAGEMENT CENTERS**

*(CT:LOG-1; 05-27-2005)  
(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. Travel originating at Washington, DC: To ensure compliance with 41 CFR 301-10, 41 CFR 301-50, and 41 CFR 301-73 regarding the use of Federal Travel Management Center (TMC), all employees in the Washington, DC metropolitan area must use the current TMC under contract with the appropriate Foreign Affairs Agency in Washington, DC.
- b. Travel originating outside the continental United States:
  - (1) Outside the continental United States (OCONUS), all employees must use the current TMC under contract with the Department of State or other Foreign Affairs Agency at that location;
  - (2) At locations where no TMC exists, passenger transportation services may be procured from branch offices or general agents of U.S.-flag carriers, or from travel agencies provided that the amount paid to the travel agency is not greater than the amount that would be chargeable if the services had been obtained directly from the carriers involved.

## 14 FAM 543 CONTRACT CARRIERS

*(CT:LOG-3; 06-28-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. The use of contract air carriers offering discount (city-pair) fares between certain cities, contracted for by the General Services Administration (GSA), are considered advantageous to the U.S. Government, and their use by travelers and procurement officials is mandatory for authorized air travel between the city-pair except when:
- (1) Space on a scheduled contract flight is not available in time to accomplish the purpose of your travel, or use of contract service would require you to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
  - (2) The contractor's flight schedule is inconsistent with the provisions of 14 FAM 581.1 with regard to scheduling travel during the employee's regularly scheduled workweek; or
  - (3) A noncontract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the U.S. Government, to include the combined costs of transportation, lodging, meals, and related expenses. (**NOTE:** This exception does not apply if a contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a noncontract carrier is restricted to U.S. Government and military travelers on official business and may only be purchased with a GTR, contractor-issued charge card or centrally billed account (e.g., YDG, MDG, ODG, VDG, and similar fares)); or
  - (4) Rail service is available, and such service is cost effective and is consistent with mission requirements; or
  - (5) Smoking is permitted on the contract flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to you.
- b. *When departing from or arriving at a U.S. metropolitan area with multiple airports:*
- (1) *For U.S. domestic travel, the city-pair contract is airport specific and the traveler may use the airport that best suits the traveler's needs and is cost effective;*
  - (2) *For international travel, the city-pair contract is city specific and generally only one airport is identified for contract use. Should contract carriers provide service to/from multiple city airports, the traveler may transit the airport of choice; however, the traveler must use the least costly fare basis available for the authorized*

*class of service for travel to/from the metropolitan area;*

- (3) *Cities with multiple airports include Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, Miami, New York, San Francisco, and Washington, DC.*
- c. *Absent contract air carriers offering international discount (city-pair) fares to/from U.S. metropolitan areas, travelers will use the least costly fare basis available for travel to/from the U.S. metropolitan area.*
- d. In all cases, the traveler is expected to use good judgment in minimizing costs to the U.S. Government consistent with accomplishing the mission in a timely manner.

## **14 FAM 544 PAYMENT INSTRUMENTS FOR THE PROCUREMENT OF TRAVEL**

### **14 FAM 544.1 Use of Primary Payment Instruments and Form SF-1169, U.S. Government Transportation Request (GTR), to Procure Transportation**

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

The primary payment instruments to be used to procure transportation for official travel are either U.S. Government contractor-issued individually billed travel cards or centrally billed accounts. However, if use of a U.S. Government contractor-issued individually billed travel card or a centrally billed account is not accepted or its use is impracticable, special circumstances justify the use of Form SF-1169, U.S. Government Transportation Request (GTR), to procure transportation. An accountable office may furnish the traveler a sufficient number of blank GTRs to accomplish the authorized travel. GTRs will not be used to procure any transportation service costing less than \$10, unless special circumstances justify such use (see 4 FAM 472; see also 14 FAM Exhibit 513 and 14 FAM Exhibit 517 on preparation and use of GTRs).

### **14 FAM 544.2 Use**

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. Whenever special circumstances justify, and a carrier accepts it, use the GTR to obtain passenger transportation for official travel. Taking the

form of pre-punched card stock, the GTR is a numbered and accountable form.

- b. Individual snapout assemblies consist of one original (Form SF-1169-132); one memorandum card copy (Form SF-1169-232); one duplicate paper copy (Form SF-1169-332); and one triplicate paper copy (Form SF-1169-432). GTRs must be signed by the authorized traveler who acts as the issuing officer (see 14 FAM 544.10).
- c. The GTR order must list the full name of the transportation service provider or travel management center to which it will be submitted and the transportation services to be procured.

### **14 FAM 544.3 Source**

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. If use of a U.S. Government contractor-issued individually billed travel card or a centrally billed account is not accepted or its use is impracticable, special circumstances justify the use of Form SF-1169, U.S. Government Transportation Request (GTR), to procure transportation. Upon presentation of a travel authorization, travelers may obtain GTRs before departure or en route from their executive or management officers in the Department, USAID, Commerce, the State Department Transportation Division, or from posts abroad.
- b. Fiscal servicing posts requisition supplies of GTRs from the General Services Administration (GSA) in accordance with current requisitioning procedures of the Department or USAID. Serviced posts obtain supplies of GTRs from the servicing post.

### **14 FAM 544.4 Responsibilities of Accountable Officer**

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. The accountable officer designated in accordance with 14 FAM 517.4 will verify that the serial numbers of GTRs received from GSA on Department of State or USAID requisitions correspond to the serial numbers shown on GSA Form R3-711, Verification of Delivery, which is enclosed with each shipment. The accountable officer will sign the GSA Form R3-711 (accepting responsibility) and return it to GSA immediately, as a receipt for the serially numbered forms listed on it.

- b. The accountable officer shall make provision for safeguarding and controlling the issuance of GTRs through the maintenance of an appropriate control register.
- c. When GTRs are issued to a traveler, the accountable officer will stamp or indicate the name of the post of issuance on the memorandum copy used for relief of accountability.
- d. The accountable officer will transfer accountability of GTRs by obtaining an appropriate receipt from the traveler, or person acting as agent for the traveler, or another accountable officer who accepts the forms. Inform the person accepting such accountability of the provisions of 14 FAM Exhibit 513 and 14 FAM 517.4.
- e. The person (whether the traveler or a representing agent) who accepted accountability for the GTRs is responsible for furnishing the accountable officer with a memorandum copy of forms provided to carriers, or other documentation acceptable to the accountable officer. When the accountable officer receives this documentation, the officer makes a record on the accountability register. The accountable officer at post may relieve a person of accountability on behalf of another accountable officer provided the latter is notified.
- f. The accountable officer who accepts unused, canceled, and spoiled GTRs furnished to a traveler by the Department or USAID will destroy them, recording the action on the control register.
- g. The traveler must provide a report for the post accountable officer concerning lost or stolen GTRs furnished by the Department or USAID stating efforts taken to recover the item(s). The report is forwarded to the principal or management officer, who will determine that accountability requirements have been met. The General Accounting Office will determine whether relief can be granted to the accountable officer or to the traveler of responsibility for lost or stolen GTRs.
- h. If the name of the carrier and services desired were filled out in the case of a lost or stolen GTR, the named carrier and other initial carriers shall be immediately advised not to honor the GTRs. Notification should be made to the General Services Administration, which will determine whether payment to the carrier may be made. If the information received from the traveler indicates that the "Bill To" section of the GTR was filled in, a copy of the report will be furnished the "Bill To" office to alert it to the possible unauthorized use of such GTRs. If found or recovered, under no circumstances should GTRs that have been previously reported as lost or stolen be used to obtain transportation or accommodations. The report and statement of relief of accountability shall be held for the next regular examination by the auditors or Foreign Service inspectors in order that they may confirm that accountability

requirements have been fully met. The accountable officer shall notify the Office of Inspector General, Office of Investigations, if a pattern of suspected thefts emerges, such as multiple cases of missing GTRs implicating the same person or group of persons, or if other aggravating factors surround the disappearance of GTRs.

- i. The accountable officer will be held accountable for any amounts that the U.S. Government may be required to pay by reason of fault or negligence of the accountable officer.
- j. GTRs issued to agencies other than the Department of State and USAID will be accounted for in accordance with the regulations of the applicable agency.

## **14 FAM 544.5 Spoiled or Canceled Transportation Requests**

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. General records regulations prescribed by the General Services Administration provide that GTRs and empty covers for them which are spoiled in handling, or which are canceled, or voided for any reason, are not record materials. They shall be destroyed as soon as accountability requirements are met (see 4 FAH-3 H-312). Destroy the accountability records themselves four years after all entries for the records are cleared.
- b. Travelers must return all copies of unused, canceled, and spoiled Forms SF-1169 to the accountable officer for disposition. When transferred to another location, the traveler may either return Forms SF-1169 to the accountable officer at the previous or the new location. The latter officer may return them or may accept accountability, notifying the original accountable officer who would be relieved of accountability.

## **14 FAM 544.6 Disposition of Memorandum Card Copy**

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. The issuing officer shall insert the value of the transportation furnished on the memorandum card copy (Form SF-1169) and shall forward it, by the fastest available means, to the office which will be billed for the transportation.
- b. Forward memorandum card copies to:
  - (1) State Department, RM/F/DFS/FO/TC;

- (2) USAID, "Mission Controller"; and
- (3) Commerce, "Attention: Finance Services Division."

## **14 FAM 544.7 Paper Copies**

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

The issuing officer should retain one paper copy (Form SF-1169B) for that officer's records. Give the other paper copy, (Form SF-1169C), showing the actual services furnished, to the traveler for use in the preparation and documentation of the traveler's reimbursement voucher. New stocks are identified as Forms SF-1169-231, SF-1169-331, and SF-1169-431.

## **14 FAM 544.8 Payable in U.S. Dollars at Washington, DC**

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. When a GTR is issued payable by the Department, USAID, or Commerce in U.S. dollars, it shall contain, as appropriate, the following billing instructions in the "Bill Charges To" block:

U.S. Department of State  
RM/F/DFS/FO/TC  
Rosslyn Station  
Post Office Box 9487  
Arlington, VA 22219

**or**

USAID  
M/FM  
320 21st Street, NW  
Washington, DC 20523

**or**

U.S. Department of Commerce  
Finance Service Division Caller Service #6025  
Germantown, MD 20874

- b. GTRs payable by other U.S. Government agencies must contain the address of the paying office of the Agency concerned. State and USAID certifying officers cannot certify payments in the United States for other agencies.

## 14 FAM 544.9 Payable at Post Abroad

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

When a GTR is issued payable at a post abroad, it shall contain the appropriate billing instructions in the "Bill Charges To" block. If only the preprinted Form SF-1169 is available, the accountable officer shall delete the printed billing instructions from the GTR and insert the name and location of the post to be billed. The accountable officer shall forward the memorandum card copy by the fastest available means to the post where the carrier's bill will be paid. GTRs on which transportation charges are payable in local currency shall be billed to the post. If the travel is chargeable against a Washington, DC allotment or USAID Washington budget allowance, the accountable officer shall prepare and forward an extra memorandum copy of the GTR to the appropriate agency as listed in 14 FAM 544.8. The accountable officer shall forward extra memorandum copies of GTRs by the fastest available means to the agency bearing the cost of the travel.

## 14 FAM 544.10 GTRs Furnished to Traveler

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. Whenever special circumstances justify, and a carrier accepts it, an employee is authorized to issue Form SF-1169, U.S. Government Transportation Request (see 14 FAM 544.1). Upon presentation of a travel authorization, an accountable officer may furnish the traveler a sufficient number of blank transportation requests to accomplish the authorized travel.

**NOTE:** A Form SF-1169 shall not be used to procure any transportation service costing less than \$10, unless special circumstances justify such use (see 4 FAM).

- b. If the traveler pays cash for transportation, the traveler's claim for reimbursement of the Federal transportation tax will not be allowed unless the necessity for such cash payment is clearly shown on the travel voucher.



## **14 FAM 544.11 Multiple Ticket Purchases under a Single (Blanket) GTR**

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

In order to utilize blanket GTRs as a form for payment, a post must have a signed contract with a TMC provider:

- (1) A single blanket GTR is to be issued at the beginning of each calendar week or other payment period mutually agreed upon by post and the TMC provider. The blanket GTR is to cover all tickets issued during the agreed upon period which may not exceed one month; or
- (2) A listing must be maintained to show the number and value of each ticket issued under the blanket GTR.

## **14 FAM 544.12 Transportation Obtained by Purchase Order**

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. When circumstances make the use of a U.S. Government contractor-issued individually billed travel card, centrally billed account, or GTR unacceptable or impracticable, a purchase order form may be used as a payment voucher to obtain cash to pay for transportation services.
- b. When transportation services are obtained by means of a purchase order, the form shall contain the same data that would be required in the issuance of a GTR.

## **14 FAM 545 USING CASH TO PROCURE TRANSPORTATION**

### **14 FAM 545.1 Authorized Use**

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. Cash shall be used to procure all passenger transportation services costing \$10 or less and to pay air excess baggage charges of \$15 or less for each leg of the trip (see 4 FAM), unless special circumstances justify the use of GTR or GEBAT (Government Excess Baggage Authorization).

- b. Cash, including currency, personal or travelers checks, or personal credit cards, may be used to purchase passenger transportation services up to a limit of \$100 when authorized by the authorizing officer, or, at a post abroad, the responsible transportation official.
- c. Travelers may use individually issued GSA contractor-issued charge cards to procure passenger transportation. Passenger transportation services procured with GSA contractor-issued charge cards are not subject to the \$100 cash limitation specified above. The traveler using an individual charge card to procure transportation is responsible and liable for obtaining the U.S. Government fare.
- d. Except as noted in 14 FAM 545.2 below, a GTR must be used to procure passenger transportation services costing in excess of \$100, excluding Federal transportation tax.

## **14 FAM 545.2 Nonemergency Use in Excess of \$100**

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. The traveler and/or authorizing officer should forward requests for authorization to use cash (including case equivalents such as personal credit cards or checks) to procure transportation services to the Chief of the Travel and Transportation Management Division (A/LM/OPS/TTM) in the Department, to the Chief of the Travel and Transportation Division (M/AS/TT) at USAID, to USFCS/OFSP at Commerce, and to the Director, Office of Administration, M/A, at the BBG. The traveler and/or authorizing officer must fully explain the reasons for the request. If the traveler used cash in excess of \$100 without prior authorization, he or she must request an exception as soon as possible after completion of travel and fully explain the reasons for requesting approval. Copies of travel authorizations, ticket coupons, and any ticket refund applications, and Form SF-1170, Redemption of Unused Tickets, associated with the travel must be forwarded with the request for reimbursement.
- b. Reimbursement to the traveler who used cash without prior authorization may not exceed the cost that would have been properly chargeable to the U.S. Government had the traveler used a U.S. Government-provided payment resource. However, the authorizing officer may make full payment when the traveler reasonably would not have been aware of the requirement that a U.S. Government credit card or GTR be used to purchase common carrier accommodations for official travel, for example, because the traveler rarely travels for the U.S. Government but only as particular circumstances warrant.

- c. The use of cash may be authorized for official travel when reduced group or excursion fares become available from travel agents and when a determination has been made by the Chief of the Travel and Transportation Management Division, or the chief of mission, that the use of these fares will not interfere with the conduct of business and will result in a monetary savings to the U.S. Government. In such instances, the traveler may pay for the transportation using his or her own funds or from a travel advance, and obtain a receipt for the cost of the transportation.
- d. Authorizing officers shall not impose a financial hardship on a traveler by requiring the traveler to use personal funds to purchase these services, but may provide funds through travel advances authorized in accordance with 4 FAM.
- e. **For USAID:** Requests for reimbursement should be forwarded to M/FM/CMP with the travel voucher, a copy of the travel authorization, and receipts.
- f. **For Commerce:** Requests for reimbursement should be forwarded with travel voucher and receipts to secretarial officers through USFCS/OIO/OFSHR.

## **14 FAM 545.3 Emergency or Necessary Use in Excess of \$100**

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. The use of cash (including cash equivalents such as personal credit cards or checks) may be authorized or approved to procure transportation services for official travel, including the need to pay excess baggage charges, under emergency circumstances or when no other method is practicable. Where feasible, authorization for use of cash should be obtained prior to travel. When circumstances prevent advance authorization, the traveler may obtain approval after completing his or her travel per the agency-specific procedures noted below:
  - (1) **State:** From the authorizing officer at post or from the executive director of the funding bureau;
  - (2) **USAID:** From the authorizing officer at post or at USAID Washington, or from the authorizing officer of the funding bureau;
  - (3) **BBG:** From the Director, Office of Administration, M/A.
- b. Reimbursement to the traveler who used cash without prior authorization may not exceed the cost that would have been properly chargeable to the U.S. Government had the traveler used a U.S. Government-provided

payment resource. However, the authorizing officer may make full payment when the traveler reasonably would not have been aware of the requirement that a U.S. Government credit card or GTR be used to purchase common carrier accommodations for official travel, for example, because the traveler rarely travels for the U.S. Government but only as particular circumstances warrant.

- c. **For USAID:** Requests for reimbursement should be forwarded to M/FM/CMP with the travel voucher, a copy of the travel authorization, and receipts.
- d. **For Commerce:** Requests for authorization or approval must be forwarded to OFSHR.
- e. Circumstances that may justify the use of cash over \$100 to procure transportation services include, but are not limited to when:
  - (1) It is not possible or practical in the relevant time frame to use anything other than cash;
  - (2) A vendor will not take anything but cash; or
  - (3) There is no travel authorization such as in cases of advance travel financed by the employee.

**NOTE:** For Commerce, requests for reimbursements should be forwarded with travel voucher and receipts to secretarial officers through USFCS/OIO/OFSHR.

## **14 FAM 545.4 Recovery of Excess Payments or Liquidated Damages**

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

A traveler who has procured transportation services with cash shall assign to the U.S. Government the traveler's right to recover excess payment involving a carrier's use of improper rates. The following statement will appear on the travel voucher:

**I hereby assign to the United States any rights I may have against other parties in connection with any reimbursable charges described herein.**

In instances where an air carrier is liable for liquidated damage payments because of its failure to provide confirmed reserved space, the traveler is responsible for having the carrier's check made payable to the Treasurer of the United States.

## **14 FAM 546 ARRANGING AND PROCURING INDIRECT TRAVEL**

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

- a. All arrangements for indirect travel for personal convenience shall be made by the traveler directly with the transportation company furnishing the services, or with travel agencies subject to the provisions of 14 FAM 542.
- b. When official travelers journey for personal convenience on other than a usually traveled route, regional bureaus or appropriate offices, or the designated officer at post may, upon request, issue a GTR or other procurement document to the company furnishing the services as if a usually traveled route had been used. The traveler is not authorized U.S. Government rates when traveling indirectly and/or for personal convenience. When transportation is obtained with Form DS-2076, Purchase Order, Receiving Report and Voucher, or a locally developed request form, the procurement document shall include all information which would have been required if a GTR (Form SF-1169) had been used. The GTR (or other procurement document) then may be presented to the carrier in exchange for indirect transportation desired, in accordance with the following procedure:
  - (1) The issuing officer shall attach a letter to the GTR which will authorize the carrier's agent to furnish the traveler with transportation or accommodations other than those specified in the request in accordance with the traveler's wishes (e.g., via an indirect route), subject to the following conditions:
    - (a) The cost of transportation payable by the U.S. Government may not exceed the constructive cost of a usually traveled route authorized on the GTR. When the traveler desires higher priced indirect routings, the cost of such unauthorized services (including such U.S. taxes as applicable) must be paid by the traveler and collected by the carrier at the time the GTR covering the authorized services or accommodations is exchanged for tickets; and
    - (b) When the GTR is exchanged for tickets, the traveler must record in the space provided on the reverse of the original and memorandum copy of the GTR (or on the original and duplicate of the request forms issued to procure tickets) the type and class of transportation or accommodations furnished for each segment of the journey, and sign the statement;

- (2) The traveler shall be responsible for immediately forwarding the signed memorandum copy of the GTR or other procurement document, properly annotated, to the paying office indicated on the face of the request form. The traveler's signed statement on the request form will restrict the carrier billing to an amount consistent with the transportation services actually furnished.

## **14 FAM 547 THROUGH 549 UNASSIGNED**

# 14 FAM EXHIBIT 543 FORMAT FOR USE OF NONCONTRACT AIR CARRIERS

*(CT:LOG-1; 05-27-2005)*

## JUSTIFICATION CERTIFICATE FOR USE OF A NONCONTRACT AIR CARRIER

Name of Traveler: \_\_\_\_\_ Agency of Traveler: \_\_\_\_\_

Origination Point: \_\_\_\_\_ Destination Point: \_\_\_\_\_

### **Contract Carrier Information (Mandatory):**

Carrier: _____	Flight: _____
Departure Date/Time: _____	Arrival Date/Time: _____
Price Code: _____	Price: _____
Routing: _____	

### **Noncontract Carrier Information (Proposed):**

Carrier: _____	Flight: _____
Departure Date/Time: _____	Arrival Date/Time: _____
Price Code: _____	Price: _____
Routing: _____	

Refer to **14 FAM 543, Contract Carriers** for exceptions to the mandatory use of contract carriers and provide the specifics of your case in the space provided:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Traveler

# 14 FAM EXHIBIT 544A FORM DS-2076, PURCHASE ORDER, RECEIVING REPORT AND VOUCHER

(CT:LOG-1; 05-27-2005)

U.S. Department of State <b>PURCHASE ORDER, RECEIVING REPORT AND VOUCHER</b>		PURCHASE ORDER NO.		DATE (mm-dd-yyyy)	
		DS-2092		D.O. VOU. NO.	
PURCHASER: THE UNITED STATES GOVERNMENT, DR. - THIS DOCUMENT PREPARED AT		CONTRACT NO.		BU. VOU. NO.	
VENDOR:		DATE (mm-dd-yyyy)		PAID BY	
		ACCOUNT			
ORDER IS HEREBY PLACED WITH THE ABOVE-NAMED VENDOR FOR THE ARTICLES DESCRIBED BELOW, TO BE FURNISHED TO -					
ITEM NO.	ARTICLES OR SERVICES	QTY	UNIT PRICE		AMOUNT
			COST	PER	
SIGNATURE OF ORDERING OFFICER		TITLE		TOTAL AMOUNT	
I CERTIFY THAT THE ORDERED ITEMS LISTED WERE RECEIVED ON _____ (DATE (mm-dd-yyyy)) EXCEPT AS FOLLOWS:		AVAILABILITY OF FUNDS			
		PAYMENT COMPLETE <input checked="" type="checkbox"/>		AMOUNT BILLED, AS PER ATTACHED BILL(S)... DIFFERENCES	
Signature of Receiving Officer		PARTIAL <input checked="" type="checkbox"/>			
TITLE		FINAL <input checked="" type="checkbox"/>		AMOUNT VERIFIED CORRECT FOR...	
APPROVED FOR		PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THAT THIS VOUCHER IS CORRECT AND PROPER FOR PAYMENT.			
EXCHANGE RATE TO \$1.00		Date (mm-dd-yyyy)		Authorized Certifying Officer Title	
ACCOUNTING CLASSIFICATION					
CHECK NO. _____ DATED (mm-dd-yyyy) _____ FOR _____ ON TREASURER OF U.S.				PAYEE (SIGNATURE AND TITLE)	
CHECK NO. _____ DATED (mm-dd-yyyy) _____ FOR _____ ON _____					
CASH _____ ON (mm-dd-yyyy) _____					

DS-2076 (Formerly OF 206)  
03-2004

ORIGINAL - D.O. VOUCHER

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U.S. Department of State <b>PURCHASE ORDER, RECEIVING REPORT AND VOUCHER</b>		PURCHASE ORDER NO.		DATE (mm-dd-yyyy)	
		DS-2092		D.O. VOU. NO.	
PURCHASER: THE UNITED STATES GOVERNMENT, DR. - THIS DOCUMENT PREPARED AT		CONTRACT NO.		BU. VOU. NO.	
		DATE (mm-dd-yyyy)		PAID BY	
VENDOR:		ACCOUNT			
		ORDER IS HEREBY PLACED WITH THE ABOVE-NAMED VENDOR FOR THE ARTICLES DESCRIBED BELOW, TO BE FURNISHED TO -			
ITEM NO.	ARTICLES OR SERVICES	QTY	UNIT PRICE		AMOUNT
			COST	PER	
SIGNATURE OF ORDERING OFFICER		TITLE		TOTAL AMOUNT	
<p>(1) Articles Nos / Numero / Laufende Nummer / Articulos Nos.                  (2) Articles ou Services / Descrizione / Ware oder Dienstleistung / Articulos o servicios                  (3) Quantite / Quantita / Menge / Cantidad                  (4) Prix par unite / Prezzo Unitario / Einzelpreis / Precio pro Unidad                  (5) Montant total / Totale / Gesamtpreis / Importe</p> <p style="text-align: center;"><b>PLEASE TURN-OVER FOR AN IMPORTANT NOTICE TO THE VENDOR</b>  <b>TOURNEZ S.V.P. POUR UN AVIS IMPORTANT CONCERNANT LE FOURNISSEUR</b>  <b>BITTE WENDEN SIE EINEN WICHTIGEN HINWEIS FÜR DEN LIEFERANTEN</b>  <b>VEDI RETRO PER UNA AVVERTENZA IMPORTANTE PER IL FORNITORE</b>  <b>VER AL DORSO POR AVISO IMPORTANTE AL VENDEDOR</b></p> <p style="text-align: center;"><b>THE INVOICES MUST BE SUBMITTED IN QUADRUPLICATE.</b>  <b>LES FACTURES DOIVENT ETRE SOUMISES EN QUATRE EXEMPLAIRES.</b>  <b>RECHNUNGEN SIND IN VIERFACHER AUSFERTIGUNG EINZUREICHEN.</b>  <b>LE FATTURE DEVONO ESSERE PRESENTATE IN ORIGINALE E TRE COPIE.</b>  <b>LAS FACTURAS HAY QUE PRESENTARLAS POR QUADRUPLICADO.</b></p>					

<b>U.S. Department of State</b> <b>PURCHASE ORDER, RECEIVING REPORT AND VOUCHER</b>		PURCHASE ORDER NO.		DATE (mm-dd-yyyy)	
		DS-2092		D.O. VOU. NO.	
PURCHASER: THE UNITED STATES GOVERNMENT, DR. - THIS DOCUMENT PREPARED AT		CONTRACT NO.		BU. VOU. NO.	
VENDOR:		DATE (mm-dd-yyyy)		PAID BY	
		ACCOUNT			
ORDER IS HEREBY PLACED WITH THE ABOVE-NAMED VENDOR FOR THE ARTICLES DESCRIBED BELOW, TO BE FURNISHED TO -					
ITEM NO.	ARTICLES OR SERVICES	QTY	UNIT PRICE		AMOUNT
			COST	PER	
SIGNATURE OF ORDERING OFFICER		TITLE		TOTAL AMOUNT	
I CERTIFY THAT THE ORDERED ITEMS LISTED WERE RECEIVED ON _____ DATE (mm-dd-yyyy) EXCEPT AS FOLLOWS:		AVAILABILITY OF FUNDS			
_____ Signature of Receiving Officer		PAYMENT COMPLETE <input checked="" type="checkbox"/>		AMOUNT BILLED, AS PER ATTACHED BILL(S)...	
		PARTIAL <input checked="" type="checkbox"/>		DIFFERENCES	
		FINAL <input checked="" type="checkbox"/>		AMOUNT VERIFIED CORRECT FOR...	
TITLE		PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THAT THIS VOUCHER IS CORRECT AND PROPER FOR PAYMENT.			
EXCHANGE RATE TO \$1.00		Date (mm-dd-yyyy)		Authorized Certifying Officer Title	
ACCOUNTING CLASSIFICATION					
CHECK NO. _____ DATED (mm-dd-yyyy) _____ FOR _____ ON TREASURER OF U.S.				PAYEE (SIGNATURE AND TITLE)	
CHECK NO. _____ DATED (mm-dd-yyyy) _____ FOR _____ ON _____					
CASH _____ ON (mm-dd-yyyy) _____					

<b>PURCHASE ORDER, RECEIVING REPORT AND VOUCHER</b> U.S. Department of State		PURCHASE ORDER NO.		DATE (mm-dd-yyyy)	
		DS-2092		D.O. VOU. NO.	
PURCHASER: THE UNITED STATES GOVERNMENT, DR. - THIS DOCUMENT PREPARED AT		CONTRACT NO.		BU. VOU. NO.	
VENDOR:		DATE (mm-dd-yyyy)		PAID BY	
		ACCOUNT			
ORDER IS HEREBY PLACED WITH THE ABOVE-NAMED VENDOR FOR THE ARTICLES DESCRIBED BELOW, TO BE FURNISHED TO -					
ITEM NO.	ARTICLES OR SERVICES	QTY	UNIT PRICE		AMOUNT
			COST	PER	
SIGNATURE OF ORDERING OFFICER		TITLE		TOTAL AMOUNT	
I CERTIFY THAT THE ORDERED ITEMS LISTED WERE RECEIVED ON _____ DATE (mm-dd-yyyy) EXCEPT AS FOLLOWS:		AVAILABILITY OF FUNDS			
(Signature of Receiving Officer)		PAYMENT COMPLETE <input checked="" type="checkbox"/>		AMOUNT BILLED, AS PER ATTACHED BILL(S)... DIFFERENCES	
		PARTIAL <input checked="" type="checkbox"/>			
		FINAL <input checked="" type="checkbox"/>		AMOUNT VERIFIED CORRECT FOR...	
TITLE		PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THAT THIS VOUCHER IS CORRECT AND PROPER FOR PAYMENT.			
APPROVED FOR		Date (mm-dd-yyyy)		(Authorized Certifying Officer) (Title)	
EXCHANGE RATE TO \$1.00		ACCOUNTING CLASSIFICATION			
CHECK NO. _____ DATED (mm-dd-yyyy) _____ FOR _____ ON TREASURER OF U.S.					PAYEE (SIGNATURE AND TITLE)
CHECK NO. _____ DATED (mm-dd-yyyy) _____ FOR _____ ON _____					
CASH _____ ON (mm-dd-yyyy) _____					

**IMPORTANT NOTICE TO SELLER**

1. The invoice must be submitted in quadruplicate.
2. The Purchase Order No. must be quoted on your invoices and in all communications concerning this order.
3. The following certificate must be duly signed on the invoice original: "I certify that the above bill is correct, just and that payment therefore has not been received".
4. Discount terms, if any, must be shown on all invoices.

**AVIS IMPORTANT AU FOURNISSEUR**

1. Les factures doivent être soumises en quatre exemplaires.
2. Prière de mentionner, dans les factures et toutes communications au sujet de la présente commande, le numéro de commande (Purchase Order No.).
3. Chaque facture devra porter le certificat suivant, dont l'original seulement devra être signé: "Je certifie que la présente facture est correcte et juste, et que paiement n'en pas été reçu".
4. Prière d'indiquer, le cas échéant, les conditions de'escompte dans toutes les factures présentées.

**WICHTIGER HINWEIS FÜR DEN LIEFERANTEN**

1. Rechnungen sind in vierfacher Ausfertigung einzureichen.
2. Die Purchase Order No. ist auf Ihren Rechnungen, sowie in allen übrigen Zuschriften, anzugeben.
3. Das Original Ihrer Rechnung ist mit folgendem rechtsgültig unterschriebenen Passus zu versehen: "Ich bestätige, daß obige Rechnung richtig und korrekt ist und daß Zahlung hierfür nicht erhalten wurde".
4. Zahlungsbedingungen (Skonti) sind in allen Rechnungen anzugeben.

**AVVERTENZA IMPORTANTE PER IL FORNITORE**

1. Le fatture devono essere presentate in originale e tre copie.
2. Le vostre fatture e tutte le comunicazioni dovranno recare il numero del presente ordinativo (Purchase Order No.).
3. L'originale deve contenere la seguente dichiarazione, debitamente firmata: "Dichiaro che la presente fattura è esatta ed equa e che non è stata ancora pagata".
4. Le eventuali condizioni di sconto dovranno essere riportate su tutte le fatture.


**AVISO IMPORTANTE AL VENDEDOR**

1. Las facturas hay que presentarias por cuadruplicado.
2. Las facturas y todas las comunicaciones referentes a este pedido deben mencionar el numero de orden al reverso (Purchase Order No.) de este pedido.
3. Las facturas deben llevar el siguiente certificado firmado en el original solamente.
4. Se ruega indicar en todas las facturas presentadas los descuentos concedidos.

# 14 FAM EXHIBIT 544B

## FORM DS-2077, PURCHASE ORDER, RECEIVING REPORT AND VOUCHER (CONTINUATION SHEET)

*(CT:LOG-1; 05-27-2005)*

 <b>U.S. Department of State</b> <b>PURCHASE ORDER, RECEIVING REPORT AND VOUCHER</b> <b>(CONTINUATION SHEET)</b>	PURCHASE ORDER NO.	PAGE NO. <small>DATE (mm-dd-yyyy)</small>			
PURCHASER: THE UNITED STATES GOVERNMENT, DR. - THIS DOCUMENT PREPARED AT					
VENDOR:					
ITEM NO.	ARTICLES OR SERVICES	QTY	UNIT PRICE COST	PER	AMOUNT

DS-2077 (Formerly OF-206a)  
09-2002