

# U. S. Government Passenger Transportation Handbook



BILL CHARGES TO: Department/agency, bureau/office, address including ZIP code		FISCAL DATA (Appropriation, authorization, etc.)	
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FORM AND TICKET NUMBER	AGENT'S VALUE	TO ATL	EXCESS BAGGAGE AUTHORIZED None
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TOTAL			
DO NOT USE, voidable or voidable 7500-00-000-000		U.S. GOVERNMENT TRANSPORTATION REQUEST Prescribed by GSA, FPMR (41 CFR) 101-11.2	



June 7, 2000

# **FOREWARD**

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

In accordance with Public Law 105-264, October 19, 1998, and the Travel and Transportation Reform Act of 1998, the U.S. Government travel charge card is the required method used by the Government to procure passenger transportation and related services from commercial transportation service providers (TSPs). However, the U.S. Government Transportation Request (GTR), Optional Form 1169 may only be used in certain travel situations. This guide replaces the 1994 edition entitled, "GTRs How to Prepare and Process U.S. Government Transportation Requests." It was developed in conjunction with the revision of 41 CFR 101-41.2 (now 41 CFR 102-118) and the Federal Travel Regulations. It was developed to assist administrative and fiscal personnel who prepare and process travel documents as well as individual Government travelers. Careful application of the principles and instructions in this guide will result in greater efficiency in the procurement of transportation services for the Government, improved TSP services, and conservation of travel funds.

The General Services Administration prescribes regulations governing the use of travel documents that are published in 41 CFR 102-118. This handbook is published to aid in the implementation of these regulations.

**This handbook prepared by**

**Audit Division  
Federal Supply Service (FBA)  
General Services Administration  
1800 F Street, NW  
Washington, DC 20405**

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# CHAPTER 1. INTRODUCTION

## ***Passenger Transportation Services Furnished for the Account of the United States Government in accordance with 41 CFR 102-118.200(b)***

### **Selection of the method of transportation**

Federal Travel Regulation (FTR), 41 CFR 301-10.4 requires agencies to select the method of transportation most advantageous to the Government, when cost and other factors are considered. Under 5 U.S.C. 5733, travel must be by the most expeditious means of transportation practicable and commensurate with the nature and purpose of official duties.

### **Methods of common TSP transportation an agency may authorize**

- Airline
- Train
- Ship
- Bus

### **Methods of procuring passenger transportation services**

The required method of payment for authorized official travel is the Government Travel Card. In accordance with Public Law 105-264, Section 2, Government Transportation Requests (GTRs) should only be used when a waiver has been granted (see Chapter 3). Cash should be used only to pay for those expenses which, as a general rule, cannot be charged in accordance with FTR, 301-51.100, 51.101, and 72.200.

Such services, regardless of the procurement method specified by the agency, must be procured directly from either a <sup>1</sup>Travel Management Center (TMC) or a travel agent. A travel agent may be used only as prescribed in the FTR or applicable regulations of the Department of Defense (DOD).

Government agencies should encourage travelers to use TMCs for all common TSP arrangements.

**NOTE:** *Effective January 1, 2001, Government travelers are required to use TMCs selected by their agency.*

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<sup>1</sup> For the purposes of this handbook the term “Travel Management Center” refers to both TMCs and Commercial Travel Offices (CTOs).

## ***REQUIRED METHODS:***

- (1) Government Contractor-issued Travel Card (GCTC)
  - a. Individually billed
  - b. Centrally billed account
- (2) Government Transportation Request (use only when waiver has been granted)

## ***ALTERNATIVE METHODS:***

- Government contractor-issued travelers check
- Cash obtained from an advance
- Frequent traveler credits
- Personal funds, including cash or a personal charge card

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.

## **Use of Contract City-Pair Fares**

Contract City-Pair fares must always be used if such fares are available, except as stated in 41 CFR 301-10.107.

**NOTE: *City-pair contractors are not required to accept payment other than by methods (1) and (2) above (41 CFR 301-51.1).***

## **Restrictions**

- Issuing officers and travelers must adhere to the regulations requiring the use of U.S. flag TSPs, when available, for travel on official business. The Comptroller General of the United States prescribes guidelines (4 CFR 52) for the use of U.S. flag vessels and certificated U.S. flag air TSPs. Expenditures for service furnished by a foreign flag TSP generally will be allowed only when service by a U.S. flag certificated TSP is “unavailable”. See Chapter 7 for details.
- It is the policy of the Government that lowest cost coach accommodations will be used for all modes of passenger transportation. Special train accommodations i.e., sleeping car, club car, reserved coach, and extra-fare trains, steam ship travel, and other than lowest cost air coach travel may only be used if authorized and approved due to special circumstances. See 41 CFR 301-10.4 and 301-72.1.

**Mandatory Terms and Conditions governing the use of U. S. Government passenger transportation documents**

The U.S. Government will not be responsible for charges exceeding those applicable to the transportation or accommodations of the type, class, or character authorized in passenger transportation documents.

The issuing official, by his signature, certifies that the requested transportation is for official business.

TSP shall not honor requests showing erasures or alterations not validated by initials of the issuing official.

TSP shall insert date on which travel commenced, if known.

Interest shall accrue from the voucher payment date on overcharges made hereunder and shall be paid at the same rate in effect on that date as published by the Secretary of the Treasury pursuant to the Debt Collection Act of 1982.

Government travel must be via the lowest cost available which meets travel requirements; e.g. Government contract fare, through, group, excursion, or reduced one-way or round-trip fare. This should be done by entering the term "lowest coach" on the U.S. Government travel document if the specific fare basis is not known.

U.S. Government passenger transportation documents must be use as method of payment for all official travel expenses.

U.S. Government passenger transportation documents should be in accordance with FTR Chapter 300 and 301, FMR 102-117 (40 CFR 102-117), and the "U.S. Government Passenger Transportation" handbook.

Additional mandatory terms and conditions are in this part, FMR 102-117 (40 CFR 102-117) and the "U.S. Government Passenger Transportation" handbook.

Interest on overcharges using a charge card shall accrue from the "Run Date" on the Notice of Overcharge and shall be paid at the same rate in effect on that date as published by the Secretary of Treasury pursuant to the Dept Collection Act of 1982.



## CHAPTER 2. GOVERNMENT CONTRACTOR-ISSUED TRAVEL CARD (GCTC)

On November 30, 1998, the United States Government implemented a new charge card program, which replaced the American Express travel card. This new program is called "GSA SmartPay." This new program issues Government Travel Cards (GTCs) as VISA or MasterCard cards. These Government contractor-issued travel cards (GCTC) when authorized should be used to the maximum extent possible for official travel expenses (41 CFR 301-51.100).

GTCs are issued with unique prefixes and account numbers. Each card displays the GSA SmartPay logo in the upper right corner and includes the phrases, "United States of America" and "For Official Government Use Only CPP" centered at the top. Official travel can be purchased using the Travel Card or the Integrated Card as shown below:



**TRAVEL CARD**



**INTEGRATED CARD**

For additional information on the SmartPay program visit the SmartPay website at: <http://www.fss.gsa.gov/services/gsa-smartpay> or contact the General Services Administration, Federal Supply Service, Services Acquisition Center (FCX), 1941 Jefferson Davis Highway, Arlington, VA 22202, (703) 305-6658.

# **CHAPTER 3. U.S. GOVERNMENT TRANSPORTATION REQUEST (GTR)**

## **When to Use Optional Form 1169**

Optional Form 1169, U.S. Government Transportation Request (GTR) is used to procure passenger transportation services for the account of the United States only when an exemption has been granted by (see 41 CFR 301-51.100):

**General Services Administration  
Office of Governmentwide Policy  
Office of Transportation and Personal Property (MT)  
1800 F Street, NW  
Washington, DC 20405  
<http://policyworks.gov/org/main/mt/homepage/mtt/trans/>**

## **Purpose of the GTR**

The GTR is designed to meet the requirements of the Government and the transportation industry and serves as:

- Control - a standard accountable document.
- Certification - official travel only.
- Procurement authorization - listing of transportation services requested.
- Contract of carriage - between the Government and the TSP upon which it is drawn.
- Notice of conditions - governing the transaction.
- Billing support document - provides evidence of actual services furnished.
- Accounting and fiscal document - for obligation and liquidation of funds payable to TSPs.
- Audit document - records passenger transportation services requested and furnished.

## **Description**

The GTR is available in bound books of 10 sets. Each set consists of OF 1169 (Original) and OF 1169-A (Memorandum Copy) on punched card stock, or in 4-part carbon-interleaved snapout assemblies consisting of an original, memorandum card copy, and two paper copies, OF 1169-B (Duplicate) and OF 1169-C (Triplicate). Each form measures 7 3/8 by 3 1/4 inches. The optional form number, title, and color of each form are listed in figure 1:

### **BOOKS OF 10 SETS**

<b>FORM NO.</b>	<b>MEDIUM</b>	<b>FORM TITLE</b>	<b>COLOR</b>
OF 1169	Card Stock	U.S. Government Transportation Request (Original)	Blue
OF 1169-A	Card Stock	U.S. Government Transportation Request (Memorandum Copy)	Buff

### **INDIVIDUAL SNAPOUT ASSEMBLIES**

<b>FORM NO.</b>	<b>MEDIUM</b>	<b>FORM TITLE</b>	<b>COLOR</b>
OF 1169	Card Stock	U.S. Government Transportation Request (Original)	Blue
OF 1169-B	Tissue	U.S. Government Transportation Request (Duplicate)	White
OF 1169-C	Tissue	U.S. Government Transportation Request (Triplicate)	White
OF 1169-A	Card Stock	U.S. Government Transportation Request (Memorandum Copy)	Buff

**Figure 1. U.S. Government Transportation Request Sets and Assemblies**

## **Numbering system**

At the time of printing, GTR sets and individual snapout assemblies are numbered serially with seven digits and an alphabetical prefix to distinguish civilian from military agencies as follows:

***CIVILIAN AGENCIES:***

- Books of ten - the prefix begins with a letter and number and advances through the entire alphabet; e.g., A-0,000,001 through A-9,999,999, then B-0,000,001 through B-9,999,999, etc.
- Individual snapout assemblies - the prefix begins with the letter L and changes in reverse order to the beginning of the alphabet; e.g., K-0,000,001 through K-9,999,999, then J, etc.

***MILITARY AGENCIES:***

- Individual snapout assemblies - the prefix begins with the letter M, and advances through the remainder of the alphabet.

**Overprinting**

Deviations from the standard GTR forms are not permitted. However, when it is economical and advantageous to do so, an agency may order preprinted on its GTRs the name of the department, bureau, or office, and the complete address to which charges are to be billed. No other overprinting is permitted unless specifically approved in writing by the:

**Director, Audit Division (FBA)  
General Services Administration  
1800 F Street NW  
Washington, DC 20405**

To order overprinting on GTRs, the requesting agency may use commercial printing facilities or submit a printing requisition (GPO Form 1026-A) to the United States Government Printing Office.

## **Obtaining GTRs**

Government agencies and activities should order supplies of GTRs by submitting a requisition in FEDSTRIP/MILSTRIP format to the GSA, Federal Supply Service, General Products Commodity Center (7FXM-WS), 819 Taylor Street, Room 6A24, Fort Worth, TX 76102. Agencies may also use their Government Purchase Card or an Activity Address Code and order by telephone at 1(800) 488-3111 or online at <http://www.gsaadvantage.gov>.

The National Stock Numbers for the OF 1169 sets are as follows:

### **GTR, OF 1169**

### **NATIONAL STOCK NUMBERS**

Ten two-part sets per book

7540-00-634-4363

Four-part snapout

7540-00-985-7038

## **Distribution and use**

The individual GTR forms are distributed as follows:

- OF 1169, the original GTR (blue) confirms the services or accommodation requested and is given to the traveler for presentation to the ticket agent of the TSP. The OF 1169 contains conditions and instructions for the contract of transportation; a description of services authorized; and the signature, which is the certification, of the issuing officer. The OF 1169 is used as the document to support the TSP's bill for transportation charges.
- OF 1169-A, the memorandum copy (buff), and OF 1169-B and OF 1169-C, the duplicate and triplicate copies (white), are used for internal fiscal accounting purposes and are distributed as directed by the regulations of the user agency.

### ***The GTR may be used for Government travel:***

- Via air, rail, or bus.
- Via inland water and ocean TSPs only if special circumstances justify.
- Between points within the U.S. and any other country.
- Between points outside the United States.

***The GTR may be used to purchase:***

- Tickets and/or transportation for individual or group travel.
- Quantities of tickets or tokens under the bulk purchase plan.
- Tickets issued under blanket arrangements covering definite periods of time.
- Charter, contract, tender, or quotation services.
- Excess baggage service only.

**Quantity (bulk) ticket purchases**

At the discretion of an agency head or his designee, an issuing officer may issue a single GTR, identified as “Bulk Purchase” (see figure 2, block 8) to procure quantities of transportation tickets, as well as tickets or tokens for intracity transportation involving local or short-haul transit service.

These bulk purchases are restricted to the following situations:

- A continuing substantial volume of individual travel via the same mode and class of transportation is required between one origin and one destination; and
- Each one-way single fare for such transportation does not exceed \$250 for the round-trip, exclusive of Federal transportation tax; and
- Each group of tickets or tokens is to be used within any one 60-day period of a fiscal year.

Tickets so procured must be annotated: **“GOVERNMENT”** and **“NOT REDEEMABLE FOR CASH EXCEPT BY THE U.S. GOVERNMENT.”** All stocks of tickets and tokens must be subjected to specific accountability controls.

**Agency responsibility**

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.

**Multiple ticket purchases under single (blanket) GTRs**

Federal agencies must sign agreements with TMCs (see NOTE below) in order to use blanket GTRs. Under the provisions of these agreements, a blanket GTR is issued at the beginning of each calendar week or other payment period, mutually agreed upon by the agency and the TMC, to cover all tickets issued during the period, not to exceed one month. A listing must be maintained to show the number and value of each ticket issued under the blanket GTR, as well as other information essential to agency and TSP fiscal requirements. TMCs, being agents of the TSPs, must follow TSP ticket issuing and billing procedures (see Chapter 9).

Completely unused tickets procured on a previously paid blanket GTR and all partially unused tickets shall be redeemed under the procedures utilizing SF 1170 (see Chapter 5).

NOTE: GSA, National Aeronautics and Space Administration (NASA), and DOD have entered into contracts with certain travel agencies for the issuance of TSP tickets for Government travel and for other transportation services. Travel agencies that have contracts with GSA (on behalf of all civilian Government agencies except NASA) and NASA are referred to as Travel Management Centers (TMCs), and those having contracts with DOD are referred to as Commercial Travel Offices (CTOs).

## **Prohibitions**

### ***The GTR shall NOT be issued:***

- To procure individual passenger transportation services costing \$10 or less, exclusive of transportation tax (unless justified by special circumstances).
- To procure air excess baggage service costing \$15 or less for each leg of a trip (unless justified by special circumstances).
- To procure individual taxicab, airport limousine, intracity transit, rental vehicle, or other for-hire vehicle service.
- To pay for toll road or toll bridge charges.
- To obtain transportation services or privileges desired but not required for official business, including extra-fare trains or planes, stopovers, and indirect routings. The GTR shall be issued only for the portion of the transportation expenses properly chargeable to the Government. Charges for services other than those authorized must be borne by the traveler and collected from him/her by the TSP or TMC.

**THE ISSUANCE OF A GTR AFTER A SERVICE HAS BEEN PERFORMED OR THE ISSUANCE OF A DUPLICATE GTR IS PROHIBITED.**

## **Control and accountability**

Agencies shall maintain accountability records and physical control of GTR stock. Effective physical control should include storage of GTR stock in a locked container or locked storage room. Employees responsible for the issuance and use of GTR forms shall be held accountable for their disposition. Travelers or those who are accountable are responsible for the custody of TSP tickets and other transportation documents received in exchange for GTRs or other procuring instruments. Failure to safeguard such documents may result in personal liability; of the traveler or those who are accountable, if unauthorized persons use tickets or documents.

## **Lost or stolen GTRs**

The person that is accountable must report a lost or stolen GTR promptly, in writing, to the appropriate agency office. If the lost or stolen GTR shows the TSP or agent tendered to, service desired, and point of origin, then the named TSP or agent and other local TSPs must also be notified promptly in writing. **A GTR reported as lost or stolen but subsequently recovered must not be used under any circumstances.** The word “**CANCELLED**” should be marked on the face of the GTR and it should be forwarded immediately through the issuing office to the office maintaining accountability records.

## **Cancelled GTRs**

A GTR that is spoiled during preparation, cancelled, or prepared for issuance but not used should be marked “**CANCELLED**” across the face and forwarded at once through the issuing office to the office maintaining accountability records.

## **Disposing of obsolete, spoiled, cancelled, or unused GTRs**

Obsolete GTRs, as well as GTRs spoiled in preparation, cancelled, or otherwise unused, should be returned to the office in each agency that maintains accountability of those forms.

The accountable office must provide a list of the GTR numbers which are obsolete, spoiled, cancelled, or otherwise unused to the GSA Federal Supply Service, General Products Commodity Center (7FXM-WS), 819 Taylor Street, Room 6A24, Fort Worth, TX. 76102. After the General Products Commodity Center has notified the sender that the GTR numbers have been received, the GTRs may be destroyed in accordance with applicable regulations.

The National Archives and Records Administration provides instructions for the retention and disposal of GTRs in General Records Schedule 9 and 36 CFR 1228. These instructions can be viewed online under Resources at <http://www.nara.gov/records/>.



## **TSP validation of GTRs**

### ***TSPs or their agents (TMCs) must:***

- **Not** honor a GTR that is incomplete, unsigned, or shows erasures or alterations that have not been initialed by the issuing officer.
- Require that the GTRs 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.
- Require the person presenting a valid GTR to establish his identity as the traveler or the party authorized to receive the ticket, exchange order, refund slip, or other transportation document. In the absence of satisfactory identification, the TSP will not honor the GTR.
- Not accept the memorandum card copy (OF 1169-A) of the GTR in lieu of the original (OF 1169).

## **GTR identification on tickets and coupons**

TSPs 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.

# ***PREPARING THE GTR***

## **Issuing office responsibilities**

- A GTR must be completely and properly filled out and signed by the issuing officer because:
  - a) TSPs or their agents will not honor a GTR which is incomplete, unsigned, or shows erasures or alterations that are not initialed by the issuing officer.
  - b) An improperly executed GTR compromises an agency's ability to perform a technical audit of the paid GTR and pursue any overcharge claims on behalf of the Government.

Entries other than signatures should be typed whenever possible or printed in ink. It is essential that the carbon impressions of entries be clear and easily readable on all copies.

- A GTR must be prepared and given to the TSP/TMC in exchange for each ticket. If a blanket GTR is used to purchase multiple tickets issued during a designated payment period, the GTR must be given to the TSP/TMC prior to issuance of the first ticket. Since the GTR is both a procurement document and a contract document, issuing officers are prohibited from giving only a GTR number to the TSP/TMC in lieu of an actual GTR. The memorandum card copy (OF 1169-A) must be prepared simultaneously with the original (OF 1169) and must clearly show all information other than signatures that appear on the original at the time of surrender for service.
- Government travel must be via the lowest cost fare available, which meets travel requirements; e.g., Government contract fare, through, group, excursion, or reduced one-way or round-trip fare. The lowest cost fare available is the one for which the traveler meets all conditions. The issuing officer must assure that a request is conveyed to the TSP or its agent; for the lowest cost, fully refundable coach fare available, by entering the term "lowest coach" in "CARRIER (TSP) AND CLASS OF SERVICE" (block 12) on the GTR. If the specific fare basis is known, it should also be entered in the "CARRIER (TSP) AND CLASS OF SERVICE" block of the GTR.

BULK CHARGES TO Government Agency transportation charges including ZIP codes		FISCAL DATA (transportation administration use)	
1		2	
4		3	
ISSUING GOVERNMENT OFFICER (Signature and office)		PLACE AND DATE OF ISSUE	
5		6	
TRAVELER (Type or name)		OTHERS (Name and office)	
9		7	
CARRIER OR AGENT TENDERED TO		DEPENDENT TRAVEL CHILDREN (Name and age) <input type="checkbox"/> SPOUSE	
14		8	
FOR CARRIER USE ONLY		SPECIAL ACCOMMODATIONS AND REQUIREMENTS	
FORM AND TICKET NUMBER		CITIES	
11		10	
AGENT'S VALUE		CARRIER AND CLASS OF SERVICE (First class, coach, tourist, etc.)	
14		12	
TAXI DRIVER'S VALUE		EXCESS BAGGAGE AUTHORIZED	
14		13	
TOTAL		(Continue service required on the reverse)	
DO NOT FILL, stamp, or return		U.S. GOVERNMENT TRANSPORTATION REQUEST	
7540-00-634-4363		STANDARD FORM 1169 (REV. 4-88)	
1169-130		PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.2	

CONDITIONS		DATE TRAVEL COMMENCED	
<ol style="list-style-type: none"> <li>1. This transportation request complies with the regulations published in Title 41, Part 101-11 of the Code of Federal Regulations.</li> <li>2. The U.S. Government will not be responsible for charges exceeding those stipulated in the transportation or accommodations of the type, class, or character authorized in this request. If a service during travel that is not authorized is furnished, the traveler must not be held by the Government but by the traveler. In circumstances requiring a transfer of a different type or of a higher value than that authorized, the traveler must sign on the right, over his signature, the actual carrier furnished and the reason for the change.</li> <li>3. The issuing official, by his signature on the face hereof, certifies that the requested transportation is for official business.</li> <li>4. Carrier shall not receive payment for services or accommodations not authorized by the issuing official.</li> <li>5. Carrier shall submit bills on which travel expenses, if known.</li> <li>6. The transportation request authorized in section 101-11.2 of Executive Order 12812, as amended, relates to equal employment opportunity for all persons without regard to race, color, religion, sex, or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor are incorporated herein.</li> <li>7. Interest shall accrue from the receipt of this request from an employee's main transmitter and shall be paid at the same date in effect on that date as published by the Secretary of the Treasury pursuant to the Debt Collection Act of 1982.</li> </ol>		14A	
INSTRUCTIONS		FOR CARRIER USE ONLY (See section 10)	
<ol style="list-style-type: none"> <li>1. Money must not be furnished or payment for transportation requests nor may transportation requests be passed through carrier for collection.</li> <li>2. Instructions for filling charges on Standard Form 1169, Public Voucher for Transportation Charges, are found in GSA's Book of Property Management Regulations, 41 CFR 101-11.2 which may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20540. SF 1169 may be purchased from the Superintendent of Documents or reproduced in accordance with 41 CFR 101-11.2-6.</li> <li>3. When charges are stipulated in travel orders, charges covering in the same total "Special Accommodations and Requirements".</li> <li>4. Travelers shall not submit charges as presented by 41 USC 101-11 and 41 USC 101-11, as amended. Expenses by authorizing official or traveler purifying use of traveling carrier must accompany appropriate number. Each of authorized publication may contain travel documents. See General Accounting Office regulations in 41 CFR 101-11.2.</li> </ol>		8A	
<p style="text-align: center; font-weight: bold;">SERVICE FURNISHED, IF OTHER THAN REQUESTED</p>		15	
1169-130		STANDARD FORM 1169 BACK (REV. 4-88)	

Figure 2. Standard Form 1169, U.S. Government Transportation Request, Original (front and back), keyed to instructions



**NOTE:** Each circled number corresponds with each circled number shown in figures 2 and 3.

**① BILL CHARGES TO (Department/agency, bureau/office, address, ZIP code)**

Enter the exact name and postal address of the Government office to be billed by the TSP. Departments and agencies should have this information preprinted on GTR stock or should enter this information on individual GTRs or books of GTRs before they are delivered to the issuing office or traveler.

**② FISCAL DATA (Appropriation, authorization, etc.)**

Enter the complete Government appropriation against which the cost of transportation is to be charged and any other necessary fiscal accounting information. When payment is to be made in a currency other than U.S. dollars, enter the type of currency in "SPECIAL ACCOMMODATIONS AND REQUIREMENTS" block 8; e.g., "To be paid in French francs."

**③ PLACE AND DATE OF ISSUE**

Enter the City, point, installation; State or Country; and date of issue of the GTR.

**DO NOT ENTER THE DATE AND PLACE OF TICKET ISSUE OR THE DATE WHEN TRANSPORTATION IS TO BEGIN.**

**④ ISSUING GOVERNMENT OFFICER (Signature and office)**

The issuing officer must sign his name in this block to certify that the requested transportation is for official business. Also, enter the name of the issuing office, division or branch, and department or agency (abbreviations may be used).

**⑤ TRAVELER (Type or print)**

Enter the name of the traveler. Include any title or military rank when such designation is necessary to obtain special fares.

6

## **OTHERS (Number)**

Enter the word "NO" when the GTR is to cover only the person named as the traveler. Enter the number of persons in addition to the traveler named in block 5 for whom transportation and/or accommodations are being requested. Include infants regardless of whether seating or other accommodations are authorized.

7

## **DEPENDENT TRAVEL-SPOUSE/CHILDREN (Names and ages)**

If the spouse accompanies the traveler, check the box and enter the name of the spouse. When dependent children accompany the traveler, enter their names and ages; e.g., "Dick-8; Jane-5; Sally-10; Ed-1 (Free)." For children less than 2 years of age, indicate whether a seat is authorized; annotate either "free or seat." Use the ages the children were on the date of departure from the first point of travel.

Line through this block if none of the travelers numbered in block 6 are dependents of the traveler named in block 5.

8

## **SPECIAL ACCOMMODATIONS AND REQUIREMENTS (Front)**

Enter the number and type of any special accommodations to be furnished and the locations between which each type of accommodation applies. If space is insufficient, use the "SERVICE REQUIRED, CONTINUED" on the back (block 8A).

Following is a list of information to be entered in block 8 depending on the mode of transportation:

- **AIR** – Enter any special fares and/or charges, such as, bulk purchase, checkage, stretcher, military recruit, excursion fare, group fare, or charter, followed by any pertinent charter or contract number.

When a separate GTR is issued for the U.S. domestic portion of any international journey, enter "Conj./Int'l travel" to show that it is issued in conjunction with international travel. In these instances, the serial number of each GTR, if known, should be cross-referenced to the other; such as, "In connection with GTR (insert serial number)."

- **RAIL** – Enter first class, custom class, club service, roomette, bedroom or other accommodation as appropriate.

- **STEAMSHIP** – Enter the name of the vessel, sailing date, and number of the assigned stateroom (bed or berth where less than room capacity is involved), when known.

When a separate charge is made for the use of a stateroom on a lake, river, or coastwise steamship, include the charge for the authorized room in this block.

If it is not known whether the desired accommodation is available; at the time the GTR is issued, enter the phrase “Lowest fare available in class of service requested.” See block 8A below for further instructions.

Line through this block if special services or accommodations are not requested.

**8A**

### **SERVICE REQUIRED, CONTINUED (Back)**

Enter any information relating to block 8 that require additional space.

When the phrase “Lowest available accommodation” is shown in block 8 and a stateroom is used for steamship travel, the following statement should be entered in block 8A:

**“I certify that berth \_\_\_\_\_, stateroom  
No. \_\_\_\_\_, on SS \_\_\_\_\_,  
date of sailing \_\_\_\_\_, was  
furnished as the lowest available accommodation at the  
time the reservation was made.”**

\_\_\_\_\_  
**(Signature of traveler)**

This certification must not be construed as authorizing travelers to obligate the U.S. Government to pay for accommodations in excess of those allowed by law or by pertinent administrative regulations.

**9 CARRIER (TSP) OR AGENT TENDERED TO**

Enter the full name of the TSP (or its agent (TMC)) that is to honor the GTR.

Enter the name of the TMC when blanket GTRs are issued.

When it is necessary to present the GTR to a TSP or agent other than the one shown in block 9, the issuing officer or traveler must endorse the GTR to that TSP or agent by including and signing the following statement in "SERVICES FURNISHED, IF OTHER THAN REQUESTED" (block 15) on the back: "Endorsed to (TSP/agent) for ticket issuance."

**10 CITIES (FROM AND TO)**

After the word "FROM", enter the origin City and State (or specific point as appropriate) from which transportation and/or accommodations are to be furnished. After the word "TO", enter the city and State (or specific point) to which each TSP (shown in block 12) is to furnish service.

Line through any "TO" space not used.

For air travel - use the city/airport code shown in the Official Airline Guide, if available.

For other modes of travel and when the Official Airline Guide is not available - use the city and the Postal Service two-letter State and Province abbreviations.

For example, a round-trip authorized from Denver, Colorado, to Honolulu, Hawaii, via Los Angeles, California, and return, should be entered as follows:

<u>CITY/AIRPORT CODE</u>	<u>POSTAL SERVICE STYLE</u>
FROM DEN	FROM DENVER, CO
TO LAX	TO LOS ANGELES, CA
TO HNL	TO HONOLULU, HI
TO LAX	TO LOS ANGELES, CA
TO DEN	TO DENVER, CO



11

## **STOPOVER AUTHORIZED**

Enter "YES" opposite the appropriate city or point listed in block 10 where a stopover is authorized for official business and "NO" opposite cities or points where a stopover is not authorized.

Stopover includes a rest stop during international travel as specified by agency regulations.

Stopover does not include a stop to transfer to another TSP or aircraft.

Put a dash after the final destination for a round-trip.

12

## **CARRIER (TSP) AND CLASS OF SERVICE (First class, business class, coach, etc.)**

Enter the name, initials, or code identification of each TSP, followed by "lowest coach" (unless travel orders authorize other than lowest cost travel) and the specific fare basis if known to each city or point listed in block 10. If other than lowest cost travel is authorized, enter the prefix "lowest" followed by the class of service authorized (e.g., "lowest first class", "lowest business class", etc.).

13

## **EXCESS BAGGAGE AUTHORIZED**

When excess baggage is authorized, enter the exact number of pieces of the excess baggage authorized to be transported for each leg of the trip. If the exact number is unknown, show the maximum pieces authorized. When excess baggage is not authorized, enter the word "NONE" across the "WEIGHT" and "PIECES" columns opposite the respective city or point shown in the "TO" space in block 10. For transportation via foreign-flag TSPs (see Chapter 7), show the weight of the excess baggage because foreign-flag TSP tariff charges are base on the weight rather than on the number of pieces carried.

When a GTR covers excess baggage service for two or more travelers flying on the same aircraft, show the total number of pieces or total weight authorized. In such instances, the travelers should present their baggage to the ticket agent at the same time so that it may be "pooled" to prevent extra charges. If the travelers are to fly on separate airplanes, show the number of pieces or the weight authorized for each traveler; or the words "see back" in "EXCESS BAGGAGE AUTHORIZED" (block 13) and show on the back (block 8A) the number of pieces or weight of excess baggage for each traveler.

When a GTR is issued to authorize excess baggage only, complete the GTR according to the preceding instructions but enter the phrase "Excess baggage only" in "SPECIAL ACCOMMODATIONS AND REQUIREMENTS" (block 8) and the serial number of the GTR previously issued for the passenger transportation service. (See also Chapter 10 concerning air excess baggage.)

**14 FOR CARRIER (TSP) USE ONLY (Front)**

This block is reserved for use by the billing TSP/TMC to record information pertaining to the services furnished.

The following information is to be entered by the TSP/TMC:

**a. Form and Ticket Number Column**

The TSP's ticket agent will enter the type and number of ticket exchanged for the GTR.

**b. Agent's Value Column**

The TSP's ticket agent will enter the cost of services in this column.

**c. Auditor's Value Column**

The TSP's auditor or finance office will enter the applicable charges in his column.

The TSP should list charges for special accommodations or other supplementary services separately if they are not included in its regular tariff charges.

**14A FOR CARRIER (TSP) USE ONLY (Back)**

The TSP should enter the date travel began, if known, so that proper tariff rates and charges may be determined.

**15 SERVICE FURNISHED, IF OTHER THAN REQUESTED (Back)**

When the ticket furnished in exchange for the GTR is for a service of a lesser value or different from that requested, the traveler or TSP's agent must enter in block 15 the type or class of service furnished, the name of the TSP providing the service if other than the TSP honoring the GTR, and the reason for the change. This notation must be signed and dated by the TSP's agent and the traveler.

**16 TRANSPORTATION AMOUNT (OF 1169-A front)**

The traveler or GTR issuing officer must ascertain the total cost of the transportation, exclusive of excess baggage, and enter it in this block on the memorandum copy of the GTR. This information may be obtained from the traveler's copy of the ticket.

**17 SERVICE FURNISHED, IF OTHER THAN REQUESTED  
(OF 1169-A back)**

The traveler must enter a notation similar to the information entered in block 17 on the memorandum card copy. If neither the GTR nor the memorandum card copy is available, the traveler must promptly forward written notification of the circumstances to the issuing office.

## CONDITIONS

The contractual conditions between the TSP and the United States, parties to the GTR, are published in the Code of Federal Regulations (CFR). These provisions are incorporated by a reference which appears on the reverse side of the original GTR. (Appendix C)

### CONDITIONS

1. This transportation request incorporates the regulations published in Title 41, Part 101-41 of the Code of Federal Regulations.
2. The U.S. Government will not be responsible for charges exceeding those applicable to the transportation or accommodations of the type, class, or character authorized in this request. If a service costing more than that authorized is furnished, the difference must not be billed to the Government but be borne by the traveler. If circumstances require a service of a different type or of a lesser value than that authorized, the traveler shall state on the right, over his signature, the actual service furnished and the reason for the change.
3. The issuing official, by his signature on the face hereof, certifies that the requested transportation is for official business.
4. Carrier (TSP) shall not honor request showing erasures or alterations not validated by initials or the issuing official.
5. TSP shall insert date on which travel commenced, if known.
6. The nondiscrimination clause contained in section 202 of Executive Order 11246, as amended, relative to equal employment opportunity for all persons without regard to race, color, religion, sex, or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor are incorporated herein.
7. Interest shall accrue from the voucher payment date on overcharges made hereunder and shall be paid at the same rate in effect on that date as published by the Secretary of the Treasury pursuant to the Debt Collection Act of 1982.

## INSTRUCTIONS

The GTR is not a negotiable commercial instrument and cannot be processed through the banking system. TSPs are not to furnish money in exchange for a GTR and cannot present a GTR to a bank in exchange for money.

### INSTRUCTIONS

1. Money must not be furnished in exchange for transportation requests nor may transportation requests be passed through banks for collection.
2. Instructions for billing charges on Standard Form 1113, Public Voucher for Transportation Charges are found in GSA's Federal Property Management Regulations 101-41 (41 CFR) which may be purchased from the Superintendent of Documents. U.S. Government Printing Office, Washington, DC 20402. SF 1113 may be purchased from the Superintendent of Documents or reproduced in accordance with 41 CFR 101-41 202-5. (See chapter 8 and 9 of this handbook)
3. When charges are payable in foreign funds, designate currency in the block titled, "Special Accommodations and Requirements."
4. Travelers must use American-flag TSPs as prescribed by 46 USC 1241 and 49 USC 1517, as amended. Statement by authorizing official or traveler justifying use of foreign-flag TSP must accompany appropriate voucher. Lack of acceptable justification may render traveler financially liable. See General Accounting Office standards in 4 CFR 52.2.

## ***HONORING OF THE GTR***

The GTR shall be drawn on the TSP that is expected to furnish the service. However, a TSP other than the one named may honor the GTR provided the substitute TSP furnishes comparable service. When a different service or a service of lesser value is furnished, the type of service and the name of the TSP, if other than that shown on the GTR, shall be entered on the back of the GTR in "SERVICE FURNISHED, IF OTHER THAN REQUESTED" (block 15). That record shall be signed and dated by the TSP 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 (OF 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 TSP shall bill charges for the changed or lesser cost service to avoid subsequent adjustments with the Government.

### **Lowest cost available fare**

The annotation "lowest coach" placed on the GTR means lowest cost fully refundable coach fare. Unless the GTR expressly specifies otherwise, TSPs and their agents must provide the Government traveler with the lowest cost fully refundable coach fare available which meets traveler requirements when issuing a ticket in exchange for a GTR.

### **GTRs for rail service**

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.

#### **En route honoring of GTRs or 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.

#### **En route honoring of GTRs 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.

#### **Rail service accommodation charges**

When rail transportation and sleeping or club car accommodations are authorized, a single GTR should be issued for both services. However, if the accommodations are authorized after the rail transportation GTR has been issued, a separate GTR may be issued to the TSP furnishing the sleeping or club car ticket. In these instances, the issuing officer or the traveler must cross-reference the original or memorandum card copy of each GTR, whichever is available, to the other by serial number; such as, "In connection with GTR (insert serial number)" (block 8).

### **Honoring of GTRs by bus driver**

- (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 must be endorsed on the back in "SERVICE REQUIRED, Continued" (block 8A) 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. The bus driver and the traveler normally will sign this endorsement.

### **Where to get help**

Question concerning preparation and processing of GTRs may be directed to GSA's Program Support & Business Division (FBC), Program Promotion & Education Branch, Washington, DC at (703) 305-7211 or to the following field representatives:

- **Southern and Southeastern States and Texas – regional representative, Atlanta, GA, (404) 331-0559**
- **Western States, Alaska, and Hawaii - regional representative, Denver, CO, (303) 236-7071**

Department of Defense (DOD) transportation officers and travelers should direct questions to Headquarters, Military Traffic Management Command, or to the cognizant area command having jurisdiction.

## Examples of GTRs Covering Specific Travel Situations

BILL CHARGES TO (Department/agency, bureau/office, address including AIP code)			FISCAL DATA (Appropriation, authorization, etc.)			PLACE AND DATE OF ISSUE		
General Services Administration 1500 E. Bannister Rd. Kansas City, MO 64131-2898						Washington, DC 20405 04-15-00		
ISSUING GOVERNMENT OFFICER (Signature and office) <i>M.C. Gates</i> M.C. Gates, Transportation Office			Period covering 04-18-00 thru 04-22-00					
TRAVELER (Type or rating)		OTHER (Number)	DEPENDENT TRAVEL CHILDREN (Names and ages): <input type="checkbox"/> SPOUSE		SPECIAL ACCOMMODATIONS AND REQUIREMENTS			
Various								
CARRIER OR AGENT TENDERED TO ABC Travel Agency		STOP OVER AUTH.	CITIES		CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)		EXCESS BAGGAGE AUTHORIZED	
FOR CARRIER USE ONLY			FROM: Various				WEIGHT PIECES	
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE	TO: Various		Various		Various	
			TO: -----		Lowest fare available			
			TO: -----		in class of service			
			TO: -----		requested.			
			TO: -----					
TOTAL ▶			(Continue service required on the reverse)					
DO NOT fold, staple, or mutilate 7540-00-534-4363			1169-130			U.S. GOVERNMENT TRANSPORTATION REQUEST Nontransferable—Penalty for fraudulent or private use		
						STANDARD FORM 1169 (REV. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2		

Figure 4. “Blanket” GTR purchase of airline tickets issued by a Government Travel Management Center for a one-week period.

**Note:** Use of travel agents for Government travel is restricted (see the Federal Travel Regulation, 41 CFR 301-50-2).

BILL CHARGES TO (Department/agency, bureau/office, address including AIP code)			FISCAL DATA (Appropriation, authorization, etc.)			PLACE AND DATE OF ISSUE		
General Services Administration 1500 E. Bannister Rd. Kansas City, MO 64131-2898			123.4 D06Y1234 94 12 DD9 123			Washington, DC 20405 04-20-00		
ISSUING GOVERNMENT OFFICER (Signature and office) <i>M.C. Gates</i> M.C. Gates, Transportation Office								
TRAVELER (Type or rating)		OTHER (Number)	DEPENDENT TRAVEL CHILDREN (Names and ages): <input type="checkbox"/> SPOUSE		SPECIAL ACCOMMODATIONS AND REQUIREMENTS			
Joan Cross		No						
CARRIER OR AGENT TENDERED TO East West Airlines		STOP OVER AUTH.	CITIES		CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)		EXCESS BAGGAGE AUTHORIZED	
FOR CARRIER USE ONLY			FROM: WAS (DCA)				WEIGHT PIECES	
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE	TO: DEN		EW QCA Lowest coach		None	
			TO: WAS (DCA)		EW QCA Lowest coach		None	
			TO: -----					
			TO: -----					
			TO: -----					
TOTAL ▶			(Continue service required on the reverse)					
DO NOT fold, staple, or mutilate 7540-00-534-4363			1169-130			U.S. GOVERNMENT TRANSPORTATION REQUEST Nontransferable—Penalty for fraudulent or private use		
						STANDARD FORM 1169 (REV. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2		

Figure 5. Individual GTR for round-trip air service at the negotiated Government contract city pair fare (where the specific fare basis is known).



BILL CHARGES TO (Department/agency, bureau/office, address including ZIP code)			FISCAL DATA (Appropriation, authorization, etc.)		PLACE AND DATE OF ISSUE	
General Services Administration 1500 E. Bannister Rd. Kansas City, MO 64131-2898			123.4 D06Y1234 94 12 DD9 123		Washington, DC 20405	
ISSUING GOVERNMENT OFFICER (Signature and office) <i>M.C. Gates</i> M.C. Gates, Transportation Office					04-22-00	
TRAVELER (Type or print) Thomas Miller		OTHER (Number) No	DEPENDENT TRAVEL CHILDREN (Names and ages): <input type="checkbox"/> SPOUSE		SPECIAL ACCOMMODATIONS AND REQUIREMENTS	
CARRIER OR AGENT TENDERED TO East West Airlines		STOP OVER AUTH.	CITIES		CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)	
FOR CARRIER USE ONLY			FROM: WAS (IAD)		EXCESS BAGGAGE AUTHORIZED	
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE	TO: SFO		EWBQ 14NR	WEIGHT None
			TO: WAS (IAD)		EWBQ 14NR	PIECES None
			TO: -----			
			TO: -----			
			TO: -----			
TOTAL ▶			(Continue service required on the reverse)			
DO NOT fold, staple, or mutilate 7540-00-834-4363			1169-130		U.S. GOVERNMENT TRANSPORTATION REQUEST Nontransferable—Penalty for fraudulent or private use	
					STANDARD FORM 1169 (REV. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2	

Figure 6. Round-trip air service at restricted nonrefundable excursion fare.

**Note:** Use of discount fares for Government travel in lieu of Government contract (contract city pair) fares is generally prohibited (see 41 CFR 301-10.107). See also 41 CFR 301-10.109 for traveler liability and 41 CFR 301-10.108 for restrictions on the use of nonrefundable fares.

BILL CHARGES TO (Department/agency, bureau/office, address including ZIP code)			FISCAL DATA (Appropriation, authorization, etc.)		PLACE AND DATE OF ISSUE	
General Services Administration 1500 E. Bannister Rd. Kansas City, MO 64131-2898			123.4 D06Y1234 94 12 DD9 123		Washington, DC 20405	
ISSUING GOVERNMENT OFFICER (Signature and office) <i>M.C. Gates</i> M.C. Gates, Transportation Office					04-20-00	
TRAVELER (Type or print) Julia Webster		OTHER (Number) No	DEPENDENT TRAVEL CHILDREN (Names and ages): <input type="checkbox"/> SPOUSE		SPECIAL ACCOMMODATIONS AND REQUIREMENTS	
CARRIER OR AGENT TENDERED TO North South Airlines		STOP OVER AUTH.	CITIES		CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)	
FOR CARRIER USE ONLY			FROM: WAS (DCA)		EXCESS BAGGAGE AUTHORIZED	
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE	TO: DEN		NS QCA Lowest coach	WEIGHT None
			TO: COS		Surface	PIECES None
			TO: ABQ		EW BDG Lowest coach	None
			TO: SFO		EW YDG Lowest coach	None
			TO: WAS (DCA)		NS YCA Lowest coach	None
TOTAL ▶			(Continue service required on the reverse)			
DO NOT fold, staple, or mutilate 7540-00-834-4363			1169-130		U.S. GOVERNMENT TRANSPORTATION REQUEST Nontransferable—Penalty for fraudulent or private use	
					STANDARD FORM 1169 (REV. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2	

Figure 7. Round-trip air service using a Government contract TSP ( \_CA or YCA fare) and a noncontract TSP at a Government discount fare (BDG, HDG, KDG, QDG, TDG, VDG, or YDG) (where the specific fare basis is known). Surface transportation is for the convenience of the traveler at no cost to the Government.

BILL CHARGES TO (Department/agency, bureau/office, address including AIP code) <b>General Services Administration</b> <b>1500 E. Bannister Rd.</b> <b>Kansas City, MO 64131-2898</b>			FISCAL DATA (Appropriation, authorization, etc.) 123.3 ZZ7Y3412 94 12 ZZO 123			PLACE AND DATE OF ISSUE <b>Denver, CO</b> <b>80225</b> 04-19-00	
ISSUING GOVERNMENT OFFICER (Signature and office) <i>Dave Johnson</i> <b>Dave Johnson, Administrative Svcs.</b>							
TRAVELER (Type or print) <b>Robert L. Owen</b>			OTHER (Number) <b>5</b>	DEPENDENT TRAVEL CHILDREN (Name and age): <input checked="" type="checkbox"/> SPOUSE <b>Christy-13 Suzie</b> <b>Bill-11; Bob-5; Amy-7</b>	SPECIAL ACCOMMODATIONS AND REQUIREMENTS <b>Excess baggage authorized</b>		
CARRIER OR AGENT TENDERED TO <b>North South Airlines</b>			CITIES FROM: <b>DEN</b>			CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.) <b>NS KDG Lowest coach</b>	
FOR CARRIER USE ONLY FORM AND TICKET NUMBER    AGENT'S VALUE    AUDITOR'S VALUE			STOP OVER AUTH. <b>Yes</b>	TO: <b>SFO</b>	EXCESS BAGGAGE AUTHORIZED WEIGHT    PIECES --- <b>6</b>		
			<b>Yes</b>	TO: <b>HNL</b>	<b>EW KDG Lowest coach</b> --- <b>6</b>		
				TO: -----			
				TO: -----			
				TO: -----			
TOTAL ►			(Continue service required on the reverse)				
DO NOT fold, staple, or mutilate 7540-00-034-1303			1169-130 <b>U.S. GOVERNMENT TRANSPORTATION REQUEST</b> Non-transferable—Penalty for fraudulent or private use			STANDARD FORM 1189 (REV. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2	

Figure 8. Domestic one-way Government contract air service via two Government contract TSPs with an authorized stopover and excess baggage, permanent change or station, for a family of six traveling on the same airplane (where the specific fare basis is not known).

BILL CHARGES TO (Department/agency, bureau/office, address including AIP code) <b>Transportation Operations</b> <b>Defense Finance and Accounting Ctr.</b> <b>Indianapolis, IN 46249-0611</b>			FISCAL DATA (Appropriation, authorization, etc.) 5783500 328 5781.OH 0080 503725 TAC:F87E			PLACE AND DATE OF ISSUE <b>Bayonne, NJ</b> <b>07002-5301</b> 04-16-00	
ISSUING GOVERNMENT OFFICER (Signature and office) <i>J.W. Smith</i> <b>J.W. Smith, LCDR, SC USN Chief, TMD</b>							
TRAVELER (Type or print) <b>Joseph Anthony</b>			OTHER (Number) <b>2</b>	DEPENDENT TRAVEL CHILDREN (Name and age): <input checked="" type="checkbox"/> SPOUSE <b>Jane-1 (free)</b>	SPECIAL ACCOMMODATIONS AND REQUIREMENTS <b>Excess baggage authorized</b>		
CARRIER OR AGENT TENDERED TO <b>OTAS Travel, Inc.</b>			CITIES FROM: <b>London (LGW)</b>			CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.) <b>EW Lowest coach</b>	
FOR CARRIER USE ONLY FORM AND TICKET NUMBER    AGENT'S VALUE    AUDITOR'S VALUE			STOP OVER AUTH. <b>Yes</b>	TO: <b>NYC (JFK)</b>	EXCESS BAGGAGE AUTHORIZED WEIGHT    PIECES --- <b>2 ea.</b>		
			<b>Yes</b>	TO: <b>WAS (DCA)</b>	<b>NS Lowest coach</b> --- <b>2 ea.</b>		
			<b>---</b>	TO: <b>London (LGW)</b>	<b>EW Lowest coach</b> --- <b>2 ea.</b>		
				TO: -----			
				TO: -----			
TOTAL ►			(Continue service required on the reverse)				
DO NOT fold, staple, or mutilate 7540-00-034-1303			1169-130 <b>U.S. GOVERNMENT TRANSPORTATION REQUEST</b> Non-transferable—Penalty for fraudulent or private use			STANDARD FORM 1189 (REV. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2	

Figure 9. International air service with authorized stopovers and excess baggage for family of three on "home leave"; child to be carried free; spouse and dependent child traveling on a different airplane (where the specific fare basis is not known). See Chapter 7 for restrictions on the use of foreign-flag TSPs.)

Note: Use of unauthorized travel agents for Government travel is restricted (See 41 CFR 301-50.2).

BILL CHARGES TO (Department/Agency, bureau/office, address including AIP code) <b>Transportation Operations</b> <b>Defense Finance and Accounting Ctr.</b> <b>Indianapolis, IN 46249-0611</b>			FISCAL DATA (Appropriation, authorization, etc.) 5783500 328 5781.OH 0080 503725 TAC:F87E			PLACE AND DATE OF ISSUE <b>Bayonne, NJ</b> <b>07002-5301</b> 04-01-00	
ISSUING GOVERNMENT OFFICER (Signature and office) <i>J.W. Smith</i> <b>J.W. Smith, LCDR, SC USN Chief, TMD</b>							
TRAVELER (Type or print) <b>George L. Jones</b>			OTHER (Number) <b>No</b>	DEPENDENT TRAVEL CHILDREN (Names and ages): <input type="checkbox"/> SPOUSE -----		SPECIAL ACCOMMODATIONS AND REQUIREMENTS -----	
CARRIER OR AGENT TENDERED TO <b>East West Airlines</b>			STOP OVER AUTH. <b>No</b>	CITIES FROM: <b>NYC (JFK)</b>		CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.) <b>EW Lowest coach</b>	
FOR CARRIER USE ONLY FORM AND TICKET NUMBER    AGENT'S VALUE    AUDITOR'S VALUE				TO: <b>ROM</b>		EXCESS BAGGAGE AUTHORIZED WEIGHT    PIECES <b>None</b>	
			<b>Yes</b>	TO: <b>NAP</b>		<b>ZZ Lowest coach</b> <b>None</b>	
				TO: -----			
				TO: -----			
				TO: -----			
TOTAL ►				(Continue service required on the reverse)			

DO NOT fold, staple, or mutilate 7540-00-834-4363 1109-130 U.S. GOVERNMENT TRANSPORTATION REQUEST Nontransferable—Penalty for fraudulent or private use STANDARD FORM 1189 (REV. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2

Figure 10. International one-way air service with a change of TSPs in Rome; no stopover authorized in Rome (where the specific fare basis is not known). (See Chapter 7 for restrictions on the use of foreign-flag TSPs.)

BILL CHARGES TO (Department/Agency, bureau/office, address including AIP code) <b>Transportation Operations</b> <b>Defense Finance and Accounting Ctr.</b> <b>Indianapolis, IN 46249-0611</b>			FISCAL DATA (Appropriation, authorization, etc.) 5783500 328 5781.OH 0080 503725 TAC:F87E			PLACE AND DATE OF ISSUE <b>Bayonne, NJ</b> <b>07002-5301</b> 04-15-00	
ISSUING GOVERNMENT OFFICER (Signature and office) <i>J.W. Smith</i> <b>J.W. Smith, LCDR, SC USN Chief, TMD</b>							
TRAVELER (Type or print) <b>George L. Jones</b>			OTHER (Number) <b>No</b>	DEPENDENT TRAVEL CHILDREN (Names and ages): <input type="checkbox"/> SPOUSE -----		SPECIAL ACCOMMODATIONS AND REQUIREMENTS <b>Unaccompanied excess baggage</b>	
CARRIER OR AGENT TENDERED TO <b>East West Airlines</b>			STOP OVER AUTH. <b>No</b>	CITIES FROM: <b>NYC (JFK)</b>		CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.) <b>EW Lowest coach</b>	
FOR CARRIER USE ONLY FORM AND TICKET NUMBER    AGENT'S VALUE    AUDITOR'S VALUE				TO: <b>ROM</b>		EXCESS BAGGAGE AUTHORIZED WEIGHT    PIECES <b>---</b> <b>4</b>	
			<b>Yes</b>	TO: <b>NAP</b>		<b>ZZ Lowest coach</b> <b>125 lbs.</b>	
				TO: -----			
				TO: -----			
				TO: -----			
TOTAL ►				(Continue service required on the reverse)			

DO NOT fold, staple, or mutilate 7540-00-834-4363 1109-130 U.S. GOVERNMENT TRANSPORTATION REQUEST Nontransferable—Penalty for fraudulent or private use STANDARD FORM 1189 (REV. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2

Figure 11. Air transportation for unaccompanied excess baggage (where the fare basis is not known); show the total number of pieces for U.S. Flag-TSPs and the total weight for foreign-flag TSPs. (See Chapter 7 for restrictions on the use of foreign-flag TSPs.)

BILL CHARGES TO (Department/agency, bureau/office, address including AIP code)			FISCAL DATA (Appropriation, authorization, etc.)		PLACE AND DATE OF ISSUE	
General Services Administration 1500 E. Bannister Rd. Kansas City, MO 64131-2898			123.4 DO6Y1234 94 12 DD9 123		Washington, DC 20405 4-20-00	
ISSUING GOVERNMENT OFFICER (Signature and office) <i>M.C. Gates</i> M.C. Gates, Transportation Office						
TRAVELER (Type or print) Kent Hunt		OTHER (Number) No	DEPENDENT TRAVEL CHILDREN (Names and ages): <input type="checkbox"/> SPOUSE		SPECIAL ACCOMMODATIONS AND REQUIREMENTS Dog, "Trooper", 39 lbs., large kennel. Caution, may bite!	
CARRIER OR AGENT TENDERED TO North South Airlines		STOP OVER AUTH.	CITIES		CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)	
FOR CARRIER USE ONLY			FROM: WAS (IAD)		EXCESS BAGGAGE AUTHORIZED	
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE	TO: ATL		WEIGHT	
			TO: WAS (IAD)		PIECES	
			TO: -----		None	
			TO: -----		None	
			TO: -----			
			TO: -----			
TOTAL ▶			(Continue service required on the reverse)			
DO NOT fold, staple, or mutilate 7540-00-834-4385			1100-130		U.S. GOVERNMENT TRANSPORTATION REQUEST Non-transferable—Penalty for fraudulent or private use	
					STANDARD FORM 1189 (REV. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2	

Figure 12. Round-trip Government contract air service (where the specific fare basis is not known). One Government traveler with a Government dog on official business.

**Note:** Contact the airlines in advance to determine their rules and restrictions for the transportation of live animals. A Government Bill of Lading (SF 1103) rather than a GTR should be used for the transportation of unaccompanied animals.

BILL CHARGES TO (Department/agency, bureau/office, address including AIP code)			FISCAL DATA (Appropriation, authorization, etc.)		PLACE AND DATE OF ISSUE	
Transportation Operations Defense Finance and Accounting Ctr. Indianapolis, IN 46249-0611			6782400 832 5871.OK 0981 305		Los Angeles, CA 90007 04-12-00	
ISSUING GOVERNMENT OFFICER (Signature and office) <i>Arthur Brown</i> Arthur Brown, Administrative Svcs.						
TRAVELER (Type or print) Michael M. Mathews		OTHER (Number) No	DEPENDENT TRAVEL CHILDREN (Names and ages): <input type="checkbox"/> SPOUSE		SPECIAL ACCOMMODATIONS AND REQUIREMENTS	
CARRIER OR AGENT TENDERED TO RAILPAX		STOP OVER AUTH.	CITIES		CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)	
FOR CARRIER USE ONLY			FROM: Los Angeles, CA		EXCESS BAGGAGE AUTHORIZED	
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE	TO: San Diego, CA		WEIGHT	
			TO: Los Angeles, CA		PIECES	
			TO: -----		None	
			TO: -----		None	
			TO: -----			
			TO: -----			
TOTAL ▶			(Continue service required on the reverse)			
DO NOT fold, staple, or mutilate 7540-00-834-4385			1100-130		U.S. GOVERNMENT TRANSPORTATION REQUEST Non-transferable—Penalty for fraudulent or private use	
					STANDARD FORM 1189 (REV. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2	

Figure 13. Round-trip rail service using Government contract TSP (where the specific fare basis is not known.)

BILL CHARGES TO (Department/Agency, bureau/office, address including AIP code)			FISCAL DATA (Appropriation, authorization, etc.)			PLACE AND DATE OF ISSUE		
<b>Transportation Operations</b> <b>Defense Finance and Accounting Ctr.</b> <b>Indianapolis, IN 46249-0611</b>			5783500 328 5781.OH 0080 503725 TAC:F87E			<b>Bayonne, NJ</b> <b>07002-5301</b> 04-18-00		
ISSUING GOVERNMENT OFFICER (Signature and office)			OTHER (Number)			DEPENDENT TRAVEL CHILDREN (Names and ages): <input type="checkbox"/> SPOUSE		
<i>J.W. Smith</i> J.W. Smith, LCDR, SC USN Chief, TMD			No			SPECIAL ACCOMMODATIONS AND REQUIREMENTS		
TRAVELER (Type or print)			STOP OVER AUTH.			CITIES		
Ruth E. Ryder			Yes			FROM: Washington, DC		
CARRIER OR AGENT TENDERED TO			TO: New York, NY			CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)		
RAILPAX			TO: Washington, DC			RAILPAX MOGF		
FOR CARRIER USE ONLY			TO: -----			EXCESS BAGGAGE AUTHORIZED		
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE	TO: -----			WEIGHT	PIECES	
			TO: -----				None	
			TO: -----					
			TO: -----					
			TO: -----					
TOTAL ▶			(Continue service required on the reverse)					
DO NOT fold, spindle, or mutilate 7540-00-534-4283 1169-130			U.S. GOVERNMENT TRANSPORTATION REQUEST Nontransferable—Penalty for fraudulent or private use			STANDARD FORM 1189 (REV. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2		

Figure 14. Round-trip rail service using Government contract TSP Metroliner coach (where the specific fare basis is known).

BILL CHARGES TO (Department/Agency, bureau/office, address including AIP code)			FISCAL DATA (Appropriation, authorization, etc.)			PLACE AND DATE OF ISSUE		
<b>General Services Administration</b> <b>1500 E. Bannister Rd.</b> <b>Kansas City, MO 64131-2898</b>			123.4 D06Y1234 94 12 DD9 123			<b>Washington, DC</b> <b>20405</b> 04-20-00		
ISSUING GOVERNMENT OFFICER (Signature and office)			OTHER (Number)			DEPENDENT TRAVEL CHILDREN (Names and ages): <input type="checkbox"/> SPOUSE		
<i>M.C. Gates</i> M.C. Gates, Transportation Office			No			SPECIAL ACCOMMODATIONS AND REQUIREMENTS		
TRAVELER (Type or print)			STOP OVER AUTH.			CITIES		
Henry Stapleton			Yes			FROM: Washington, DC		
CARRIER OR AGENT TENDERED TO			TO: Chicago, IL			CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)		
RAILPAX			TO: Washington, DC			RAILPAX		
FOR CARRIER USE ONLY			TO: -----			EXCESS BAGGAGE AUTHORIZED		
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE	TO: -----			WEIGHT	PIECES	
			TO: -----				None	
			TO: -----					
			TO: -----					
			TO: -----					
TOTAL ▶			(Continue service required on the reverse)					
DO NOT fold, spindle, or mutilate 7540-00-534-4283 1169-130			U.S. GOVERNMENT TRANSPORTATION REQUEST Nontransferable—Penalty for fraudulent or private use			STANDARD FORM 1189 (REV. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2		

Figure 15. Round-trip rail service with authorized sleeping car accommodations (where the specific fare basis is not known).

BILL CHARGES TO (Department/agency, bureau/office, address including AIP code)			FISCAL DATA (Appropriation, authorization, etc.)		PLACE AND DATE OF ISSUE	
Transportation Operations Defense Finance and Accounting Ctr. Indianapolis, IN 46249-0611 ISSUING GOVERNMENT OFFICER (Signature and office) <i>Buster Hill</i> Buster Hill, Travel Office			13579.24680.ACE.999		Knoxville, TN 37917 4-19-00	
TRAVELER (Type or print)		OTHER (Number)	DEPENDENT TRAVEL CHILDREN (Names and ages):	<input type="checkbox"/> SPOUSE	SPECIAL ACCOMMODATIONS AND REQUIREMENTS	
Wayne Reynolds		No				
CARRIER OR AGENT TENDERED TO		STOP OVER AUTH.	CITIES		CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)	
East West Bus Lines			FROM: Knoxville, TN		EXCESS BAGGAGE AUTHORIZED	
FOR CARRIER USE ONLY			TO: Ft. Bragg, NC		WEIGHT	
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE	TO: -----		PIECES	
			TO: -----			
			TO: -----			
			TO: -----			
			TO: -----			
TOTAL ▶			(Continue service required on the reverse)			
DO NOT fold, spindle, or mutilate 7540-00-034-4383			1109-130		U.S. GOVERNMENT TRANSPORTATION REQUEST Nontransferable—Penalty for fraudulent or private use	
					STANDARD FORM 1189 (REV. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2	

Figure 16. One-way bus service (where the fare basis is not known).

BILL CHARGES TO (Department/agency, bureau/office, address including AIP code)			FISCAL DATA (Appropriation, authorization, etc.)		PLACE AND DATE OF ISSUE	
Transportation Operations Defense Finance and Accounting Ctr. Indianapolis, IN 46249-0611 ISSUING GOVERNMENT OFFICER (Signature and office) <i>Antony Garcia</i> Antony Garcia, TMO			1234.09876.KMZ.123		Anchorage, AK 99501 4-15-00	
TRAVELER (Type or print)		OTHER (Number)	DEPENDENT TRAVEL CHILDREN (Names and ages):	<input checked="" type="checkbox"/> SPOUSE	SPECIAL ACCOMMODATIONS AND REQUIREMENTS	
Raymond E. Green		2	Randy-14	Janet	Itinerary #1234567	
CARRIER OR AGENT TENDERED TO		STOP OVER AUTH.	CITIES		CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)	
North South Ferry Service			FROM: Bellingham, AK		EXCESS BAGGAGE AUTHORIZED	
FOR CARRIER USE ONLY			TO: Haynes, AK		WEIGHT	
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE	TO: -----		PIECES	
			TO: -----			
			TO: -----			
			TO: -----			
			TO: -----			
TOTAL ▶			(Continue service required on the reverse)			
DO NOT fold, spindle, or mutilate 7540-00-034-4383			1109-130		U.S. GOVERNMENT TRANSPORTATION REQUEST Nontransferable—Penalty for fraudulent or private use	
					STANDARD FORM 1189 (REV. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2	

Figure 17. One-way ferry service, with an authorized stateroom, for a family of three on an official permanent change of station. Transportation of their privately owned vehicle (POV) is authorized (a fare basis is not used for Alaska ferry service).

BILL CHARGES TO (Department/agency, bureau/office, address including AIP code)			FISCAL DATA (Appropriation, authorization, etc.)		PLACE AND DATE OF ISSUE	
General Services Administration 1500 E. Bannister Rd. Kansas City, MO 64131-2898			123.4 TO6Y4321 94 TT9 123		Atlanta, GA 30305 4-05-00	
ISSUING GOVERNMENT OFFICER (Signature and office) <i>William Owen</i> William Owen, Traffic Management			Estimate \$4,000			
TRAVELER (Type or print) Curt Doyle		OTHER (Number) 3	DEPENDENT TRAVEL CHILDREN (Names and ages): <input type="checkbox"/> SPOUSE		SPECIAL ACCOMMODATIONS AND REQUIREMENTS Air charter	
CARRIER OR AGENT TENDERED TO Charter Flights Unlimited		STOP OVER AUTH.	CITIES		CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)	
FOR CARRIER USE ONLY			FROM: Atlanta, GA		EXCESS BAGGAGE AUTHORIZED	
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE			WEIGHT	PIECES
			TO: Birmingham, AL		None	
			TO: Huntsville, AL		None	
			TO: Atlanta, GA		None	
			TO: -----			
			TO: -----			
TOTAL ▶						
(Continue service required on the reverse)			U.S. GOVERNMENT TRANSPORTATION REQUEST			
DO NOT fold, spindle, or mutilate 7540-00-034-4383			STANDARD FORM 1189 (REV. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2			

Figure 18. Air charter service for four passengers.

BILL CHARGES TO (Department/agency, bureau/office, address including AIP code)			FISCAL DATA (Appropriation, authorization, etc.)		PLACE AND DATE OF ISSUE	
Transportation Operations Defense Finance and Accounting Ctr. Indianapolis, IN 46249-0611			5783500 328 5781.OH 0080 503725 TAC:F87E		Bayonne, NJ 07002-5301 4-01-00	
ISSUING GOVERNMENT OFFICER (Signature and office) <i>J.W. Smith</i> J.W. Smith, LCDR, SC USN Chief, TMD						
TRAVELER (Type or print) Mary L. Jones		OTHER (Number) 49	DEPENDENT TRAVEL CHILDREN (Names and ages): <input type="checkbox"/> SPOUSE		SPECIAL ACCOMMODATIONS AND REQUIREMENTS Bus charter	
CARRIER OR AGENT TENDERED TO North South Bus Lines		STOP OVER AUTH.	CITIES		CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)	
FOR CARRIER USE ONLY			FROM: Bayonne, NJ		EXCESS BAGGAGE AUTHORIZED	
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE			WEIGHT	PIECES
			TO: New Castle, DE		None	
			TO: Bayonne, NJ		None	
			TO: -----			
			TO: -----			
			TO: -----			
TOTAL ▶						
(Continue service required on the reverse)			U.S. GOVERNMENT TRANSPORTATION REQUEST			
DO NOT fold, spindle, or mutilate 7540-00-034-4383			STANDARD FORM 1189 (REV. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2			

Figure 19. Bus charter service for 50 passengers.

ISSUANCE CHARGES TO (Department/Agency; Bureau/Office; address including ZIP code)			FISCAL DATA (Appropriation, authorization, etc.)		PLACE AND DATE OF ISSUE	
Transportation Operations Defense Finance and Accounting Ctr. Indianapolis, IN 46249-0611			672400.217.4670-1  0091 502614 TAC: F94E		Denver, CO 80225 04-12-00	
ISSUING GOVERNMENT OFFICER (Signature and office) <i>Joseph Clark</i> Joseph Clark, TMO						
TRAVELER (Type or print) Jonathan Duffey			OTHER (Number) 49	DEPENDENT TRAVEL CHILDREN (Names and ages): <input type="checkbox"/> SPOUSE -----	SPECIAL ACCOMMODATIONS AND REQUIREMENTS Bulk ticket purchase	
CARRIER OR AGENT TENDERED TO North South Airlines			CITIES FROM: DEN		CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.) NS Lowest coach	
FOR CARRIER USE ONLY FORM AND TICKET NUMBER      AGENT'S VALUE      AUDITOR'S VALUE			STOP OVER AUTH.	TO: PIR	EXCESS BAGGAGE AUTHORIZED WEIGHT      PIECES None	
				TO: -----		
				TO: -----		
				TO: -----		
				TO: -----		
TOTAL ▶						
(Continue service required on the reverse)						
DO NOT fold, staple, or mutilate 1169-120 U.S. GOVERNMENT TRANSPORTATION REQUEST STANDARD FORM 1169 (REV. 4-78) PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.2 7540-00-834-4363 Nontransferable—Penalty for fraudulent or private use						

BILP CHARGES TO (Department/agency, bureau/office, address including AIP code)			FISCAL DATA (Appropriation, authorization, etc.)		
Transportation Operations Defense Finance and Accounting Ctr. Indianapolis, IN 46249-0611			5783500 328 5781.OH  0080 503725 TAC:F87E		
ISSUING GOVERNMENT OFFICER (Signature and office) <i>J.W. Smith</i> J.W. Smith, LCDR, SC USN Chief, TMD			PLACE AND DATE OF ISSUE Bayonne, NJ 07002-5301  04-01-00		
TRAVELER (Type or print) Larry Taylor			OTHER (Number) 199		DEPENDENT TRAVEL CHILDREN (Names and ages): <input type="checkbox"/> SPOUSE
CARRIER OR AGENT TENDERED TO East West Bus Lines			Bulk ticket purchase		SPECIAL ACCOMMODATIONS AND REQUIREMENTS
FOR CARRIER USE ONLY			CITIES		CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE	FROM: Newark, NJ		EXCESS BAGGAGE AUTHORIZED
			TO: Pittsburgh, PA		WEIGHT    POUNDS
			TO:		None
			TO:		
			TO:		
			TO:		
TOTAL ▶			(Continue service required on the reverse)		
DO NOT fold, staple, or mutilate 7540-00-834-4263					
U.S. GOVERNMENT TRANSPORTATION REQUEST Non-transferable—Penalty for fraudulent or private use					
STANDARD FORM 7189 (REV. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2					



## **CHAPTER 4. ALTERNATIVE METHODS OF PROCURING PASSENGER TRANSPORTATION**

### **Use of cash**

Travelers must comply with the rules in 41 CFR 301-72, Subpart C that limit the use of cash. One of the following payment methods to procure common TSP transportation is considered the equivalent of cash (41 CFR 301-51.101):

- (a) Personal credit cards;
- (b) Cash withdrawals obtained from an ATM using a Government contractor-issued individually billed travel card;
- (c) Checks, both personal and travelers (including those obtained through a travel payment system services program).

For passenger transportation services costing:

- (a) \$10 or less, and air excess baggage charge of \$15 or less for each leg of a trip
- (b) more than \$10, but not more \$100

Travelers are required to use a Government contractor-issued travel card (GCTC) or GTR to procure common TSP transportation services. Cash may only be used under emergency circumstances or when use of GCTCs or GTRs is impracticable or not accepted. Also, cash may only be used when the travelers' agency authorizes the use of group, charter, or excursion arrangements. (See 41 CFR 301-51.100 and 41 CFR 301-51.101).

### **Unauthorized Cash Purchase of Common TSP Transportation**

If you are a new employee or an invitational or infrequent traveler who is unaware of proper procedures for purchasing common TSP transportation, your agency may allow reimbursement for the full cost of the transportation. In all other instances, your reimbursement will be limited to the cost of such transportation using the authorized method of payment (41 CFR 301-51.102).

## CHAPTER 5. REFUNDS

### General

The following circumstances result in unused passenger transportation documents:

- (a) Tickets are purchased for Government travel but are never used;
- (b) Travel is terminated short of the authorized destination;
- (c) The return portion of a round-trip ticket is not used; or
- (d) Services actually furnished are different or of a lesser value than those authorized and the GTR cannot be so endorsed.

All adjustments in connection with official passenger transportation must be promptly processed to prevent losses to the Government. Therefore, as soon as possible, the Government traveler must submit all unused tickets, including portions thereof, Miscellaneous Charge Orders (MCOs), Ticket Refund Applications, notices of fare adjustments, etc., and a full report of the circumstances to your agency in accordance with your agency's procedures for recovery of refunds due the Government. (See NOTE below.) That office is usually the one that paid the TSP or Travel Management Center (TMC) for the tickets issued to the traveler, the office that processes the traveler's travel reimbursement voucher, or the office that issued the GTR. If a traveler is uncertain as to where to submit unused tickets, either the traveler's ordering issuing authority, or GSA's Program Support and Business Division should be consulted (see page 30).

**UNUSED TICKETS HAVE MONETARY VALUE GOVERNMENT TRAVELERS SHOULD ALWAYS BE INSTRUCTED TO RETURN ALL UNUSED OR PARTIALLY UNUSED TICKETS TO THEIR AGENCY FOR PROCESSING AS A REFUND DUE THE GOVERNMENT. UNDER NO CIRCUMSTANCES SHOULD UNUSED OR PARTIALLY UNUSED TICKETS BE FILED, DESTROYED, OR THROWN AWAY!**

**NOTE:** Excess baggage coupons do not have a redemption value. If a traveler does not use all of the excess baggage coupons prepared by the issuing TSP, the traveler must surrender them with his travel reimbursement voucher for cancellation.

## **Time Limitation**

Time limitations for redemption of unused tickets is controlled by specific legislation enacted by Congress. In American Airlines Inc. v. the United States, Court of Appeals for Federal Circuit (CAFC) docket No. 95-1218, (1/24/96), the Court found that unused tickets (or portions of unused tickets) paid for by the Government can be recovered up to ten years from the date of purchase, based upon existing law. This preempts any time limitations indicated on issued tickets. Application of interest on the amount above, is calculated from thirty (30) days after the original mailing of the SF 1170 "Notice of Indebtedness."

## **Unused Tickets or Coupons Unavailable**

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 TSP's representative for submission with their report. If transportation and/or accommodations are furnished for a lesser number of persons than specified on a party ticket, the TSP'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.

## **Agency Responsibility**

An agency must establish administrative procedures for collecting unused, partially used, and exchange tickets. The procedures must provide:

- (a) Written instructions explaining traveler liability for the value of tickets issued until all ticket coupons are used or properly accounted for on the travel voucher;
- (b) Instructions for submitting payments received from TSPs for failure to provide confirmed reserved space;
- (c) The traveler with a "bill charges to" address, so that the traveler can provide this information to the TSP for returned or exchange tickets.
- (d) Procedures for promptly identifying any unused tickets, coupons, or other evidence of refund due the Government.

### **Refund or credit for unused transportation on an individually billed Government charge card**

Any charges billed directly to an individually billed Government charge card should be credited back to that account (41 CFR 301-10.115).

- (a) If a traveler purchases a ticket against an individual charge card, any airline ticket refund due will be the traveler's responsibility. In this case, a traveler should return the unused or partially unused ticket to the issuer and obtain a credit card refund notice (CCRN) receipt. The amount will be subsequently credited to the cardholder's account.
- (b) The traveler should then deduct the amount of the charge from the amount claimed on the travel voucher. A note should be placed on the face of the travel voucher explaining that the ticket, or portion of it, was unused and a refund has been requested.
- (c) The traveler should inform the finance office when a trip has been cancelled. This notice will enable the finance office to cancel any obligation established for the transportation charge. In this instance, the traveler must not submit a claim on a travel voucher for the ticket because the refund will be subsequently credited to his or her account.
- (d) When accepting exchanged or returned tickets purchased with an individual charge card, the TSP or TMC must issue a CCRN receipt to the traveler showing the credit is due the traveler.
- (e) The traveler should keep the CCRN receipt until the credit appears on his charge card.

**Agency processing of refunds for unused tickets purchased with Centrally Billed Account (Government travel accounts (GTAs))**

- (a) Downgraded/exchanged ticket coupons
  - (1) Obtain TSP receipt from traveler showing credit is due agency.
  - (2) Confirm that unused portion of downgraded/exchanged ticket coupon has been credited to agency GTA.
- (b) Partially unused tickets
  - (1) Obtain partially unused ticket from traveler and return it to the TMC that furnished the TSP ticket.
  - (2) Obtain a receipt from the TMC showing a credit is due the agency.
  - (3) Confirm that the value of the partially unused ticket has been credited to agency GTA.
- (c) Unused tickets
  - (1) Obtain unused ticket from traveler and return it to the Federal agency office or TMC that furnished the TSP ticket.
  - (2) Obtain a receipt from the TMC showing a credit is due the agency.
  - (3) Confirm that the value of the unused ticket has been credited to the agency GTA.
  - (4) If the TMC has failed to credit the agency GTA or offer a satisfactory explanation within 30 days, take action against the TMC to collect the debt under the Federal Claims Collection Standards including administrative offset, if necessary.

## **Agency processing of refunds for unused tickets purchased with GTRs**

- Downgraded/exchanged ticket coupons (***Ticket coupons in a TSP's possession for which the TSP has issued a lesser valued ticket, receipt, or refund application.***)
  - (1) Obtain TSP refund applications or receipts from traveler.
  - (2) Maintain a suspense file to monitor receipt of refund.
  - (3) Record and deposit refund upon receipt.
  - (4) If refund is not received within 90 days, forward TSP refund applications or receipts to General Services Administration, Audit Division (FBAA), 1800 F Street, NW, Washington, DC 20405.
- Partially unused tickets (***Tickets in which some, but not all, coupons have been used.***)
  - (1) Obtain partially unused ticket from traveler.
  - (2) Issue an SF 1170 to the TSP or TMC that issued the ticket.
  - (3) Maintain a suspense file to monitor receipt of refund.
  - (4) Record and deposit refund upon receipt.
  - (5) If TSP has failed to refund or offer a satisfactory explanation within 90 days, send triplicate copy of the SF 1170 and all related correspondence to General Services Administration, Audit Division (FBAA), 1800 F Street, NW, Washington, DC 20405.
  - (6) Remove debts referred to GSA from active account
  - (7) If a refund or response is received from the TSP after referral to GSA, within 30 days forward original SF 1170 with any advice from the TSP regarding the refund to GSA.
- Unused tickets (***Tickets in which no coupons have been used***)
  - (1) Obtain unused ticket from traveler.
  - (2) Issue an SF 1170 to the TSP or TMC that issued the ticket.
  - (3) Maintain a suspense file to monitor receipt of refund.
  - (4) Record and deposit TSP or TMC refund upon receipt.
  - (5) If the TSP or TMC has failed to refund or offer a satisfactory explanation within 30 days, take action against the TSP or TMC to collect the debt under the Federal Claims Collection Standards including administrative offset, if necessary.

## **Prepaid Tickets/PTAs**

A prepaid ticket, commonly referred to as prepaid ticket advice (PTA), is a ticket that is purchased in one location for a traveler to pick up at another location. A prepaid ticket is usually ordered by telephone from a Travel Management Center (TMC) or air TSP. The ticket itself is actually issued by the originating TSP at the airport in the city where the travel commences. When prepaid tickets are issued the tariffs of certain scheduled air TSPs require the payment of a nonrefundable service charge, which is automatically added to the price of the ticket. The provisions contained in some TSP's tariffs waive the service charge for official travel. If a prepaid ticket is ordered and subsequently not used, the following procedures apply:

- (a) As soon as it is known that the ticket was not claimed, immediately notify the airline or TMC, which arranged the transaction that the ticket was not claimed, and will not be used.
- (b) If the ticket was prepaid through a TMC, the TMC must obtain authority from the airline to process a refund. Once that authority is received (usually within a few days), a credit or refund will be issued according to the original form of payment. If a cancellation penalty applies to the fare, both the nonrefundable service charge and the applicable penalty will be deducted from the refund.
- (c) If the ticket was purchased directly from the airline, authority to refund will be made immediately. Either a credit card refund notice or a check will be sent, depending on the original form of payment.
- (d) Prepaid tickets, regardless of whether they were purchased through a TMC or an airline, are refundable only to the "billed to" office, never the Government traveler. While awaiting the refund or credit, agencies should keep a record of the unclaimed ticket in their suspense file to ensure that they are correctly billed for the ticket. If a refund or credit is not received within a reasonable time (2 weeks), agencies should contact the airline or TMC.
- (e) If a prepaid ticket is claimed by the traveler but is unused or partially unused, the unused coupons must be returned to the "billed charges to" office and processed the same as any other unused ticket.

**NOTE \*\*** TMCs are not automatically notified by the airline when a prepaid ticket has not been claimed. The traveler or appropriate agency official must notify the TMC.

### **Miscellaneous Charges Order (MCOs)**

TSPs **should not** issue MCOs for exchanged, downgraded, or unused tickets purchased with GTRs. Some TSPs occasionally issue MCOs erroneously. The following procedures apply if an airline inadvertently issues an MCO to a Government traveler on official business:

- (a) An MCO issued against an original ticket purchased with a GTR should be returned to the fiscal office or designated agency official responsible for handling unused tickets.
- (b) MCOs submitted with travel vouchers should be attached to the front of the vouchers. The traveler should annotate on the voucher that an MCO is attached.
- (c) Agencies shall issue a SF 1170 for an MCO and process it in the same manner that the SF 1170 is processed for an unused ticket purchased with a GTR (see instructions on page 50).
- (d) If an MCO is issued for a cash purchase or for a ticket purchased with a Government employee charge card, the traveler is responsible for obtaining the refund. The MCO should be returned to the issuer of the original ticket and processed for refund in the same way that an unused ticket is processed for a refund.



### **Refunds From Foreign Flag TSPs**

- (a) Standard Form 1170 and related procedures do not apply when unused passenger transportation services billed by foreign flag TSPs are involved except for:
  - (1) Canadian or Mexican TSPs; or
  - (2) Foreign flag TSPs 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 TSP's unpaid bills. Both agencies and travelers in foreign areas shall be kept informed of local regulations and requirements to ensure that the interests of the United States will be protected.
- (c) Adjustments for unfurnished transportation services not reported on the 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.
- (d) In addition, the deduction voucher shall be annotated with the GTR number, 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.
- (e) The unused ticket or portion thereof shall be forwarded to the TSP and a copy of the transmittal letter shall be attached to the deduction voucher involved.

### **Unused Coupons For a Flight Between Two Common Rated Cities**

A common rated fare is a fare that applies from either of two geographically close or adjacent cities to a single destination. When the fare is the same from two different points of origin, a coupon for a flight between these cities has no refundable value. For example, a fare from San Francisco to Honolulu may be the same as the fare from Los Angeles to Honolulu. Because of scheduling, some airlines will allow passengers to fly between San Francisco and Los Angeles at no extra cost when enroute to Honolulu. Thus the fare from San Francisco to Los Angeles to Honolulu is the same as Los Angeles to Honolulu. When this circumstance occurs, the flight segment between San Francisco and Los Angeles is good for passage, but has no refundable value. Another example is Colorado Springs to Chicago and Denver to Chicago. In some instances, the fares are the same, and because of scheduling, a routing through Denver is sometimes allowed. When such routing happens, the flight coupon between Colorado Springs and Denver has no refundable value. (See illustrations below)

## **Tickets That Are Only Partially Refundable**

### ***Tickets Carrying Cancellation Penalties***

Certain types of fares carry penalties for change or cancellation, once the ticket is issued. If penalties apply, an indication that the tickets are subject to penalties: must be written in the endorsements box at the top of each ticket. Advance purchase fares (those requiring purchase a specified number of days prior to departure) may be subject to penalties ranging anywhere from 10% to 50% of the total fare paid. Tickets carrying such penalties will be refunded, minus whatever cancellation fee applies.

### ***Round Trip Excursion Fare Tickets Used Only One Way***

If unrestricted round trip fare tickets are used only one way, the unused portion of the ticket should be refunded in an amount equal to one half of the round trip fare. However, this refund equation may not always be true for unused round trip excursion fare tickets. The refund amount due for these tickets is governed by each TSP's tariff rules concerning voluntary and involuntary refunds, denied boarding compensation, TSP penalties, and surcharges. The refund amount due on unused excursion fare coupons must be calculated on a case-by-case basis. Unused ticket coupon pricing assistance is available from the General Services Administration, Audit Division (FBA), 1800 F Street, NW, Washington, DC 20405.

## ***SF 1170, Redemption of Unused Tickets***

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

### **Procurement of SF 1170 by agencies**

Agencies may obtain supplies of SF 1170 assemblies from GSA by submitting a requisition in Fedstrip/Milstrip format to GSA's Federal Supply Service, Federal Commodities Center (FCNI), Washington, DC 20406. Where feasible, agencies should request that the name and address of the office to receive the refund be preprinted on each SF 1170. No other overprinting on

SF 1170 is permitted unless specifically approved in writing by the General Services Administration, Director, Audit Division (FBA), 1800 F Street, NW, Washington DC 20405.

### **Redemption of Unused Tickets, SF 1170**

Agencies shall not revise TSP bills or require TSPs to rebill items.

Agencies shall demand the refund value of unused tickets from TSPs through the use of a 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.

### **Agency processing of SF 1170 Claims**

Timely processing of SF 1170 is essential to facilitate prompt refunds from TSPs. 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 TSP; and
- (c) All other copies are retained by the agency for accounting control.

# Instructions for Preparing Redemption of Unused Tickets

REDEMPTION OF UNUSED TICKETS — Original						GOVERNMENT TRANSPORTATION REQUEST (GTR)				
1	DATE	5/17/99	3	APPROPRIATION	19-3012303672491-2025-2111	4	DATE ISSUED	3/10/99	5	No. L-1,234,987
2	FILE REFERENCE		7	ORIGIN	Denver, Colorado	6	PLACE ISSUED	Denver, Colorado	8	DESTINATION
9	FORM NO.	016 7647	10	TICKET NO.	920 711	11	NO. OF PASSENGERS OR NO. & TYPE OF MODIFICATIONS	4	12	UNUSED FROM
									13	UNUSED TO
										14
										15
REMARKS										
Mr. Robert Jones & family (Permanent Change of Station)										
16						17				
United Airlines, Inc. P.O. Box 66100 EXOAC Chicago, Illinois 60666						GSA (Finance Division) PO Box 1901 Kansas City, MO 64141				
<small>Attention: Refund is requested for unfurnished passenger transportation services indicated above, any unused tickets involved are attached.</small>										

## 1 DATE

Insert date SF 1170 is prepared.

## 2 FILE REFERENCE

Agency information

## 3 APPROPRIATION

Enter the complete Agency appropriation number against which the cost of transportation is to be charged and any other fiscal accounting information.

**4 DATE GTR ISSUED**

Enter the date the GTR was issued.

**5 GOVERNMENT TRANSPORTATION REQUEST (GTR)/No.**

Insert the number shown on the GTR that was used to purchase the unused ticket(s)

**6 PLACE ISSUED**

Enter City and State, and/or Country (if other than US) where the ticket was issued.

**7 ORIGIN**

Enter the origin City and State and/or Country (if other than US) shown on the unused ticket or ticket coupon(s).

**8 DESTINATION**

Enter the destination City and State and/or Country (if other than US) shown on the unused ticket or ticket coupon(s).

**9 FORM NO./TICKET NUMBER**

Include the three-digit airline code.

In the column marked "Ticket Number," enter the form/serial number or document number, and/or ticket number.

For airline tickets, the three-digit airline code is printed on the ticket followed by a space than the 10 or more digits. These 10 digits are the form/serial number or document number.

**Block 10** (blank rows in block 9) can be used to list additional "FORM NO./TICKET NUMBER" if more than one ticket is issued per GTR. If additional space is needed to list all unused tickets, block 15 may be used or a separate listing may be attached to the SF 1170.

**11 NO. OF PASSENGERS OR NO. & TYPE OF ACCOMMODATIONS**

Enter the number of passengers listed on the ticket.

**12 UNUSED FROM**

Enter the City, State, and/or Country (if not US) unused travel would have been from – per ticket.

**13 UNUSED TO:**

Enter the City, State, and/or Country (if not US) unused travel would have been To – per ticket.

**14 AMOUNT OF REFUND**

To be completed by TSP.

**15 REMARKS**

To be used or additional pertinent information.

**16 *(Name and address of TSP)***

Enter the complete name and address of the TSP that issued the ticket.

**17 *(Name and address of agency to which refund is to be made)***

Enter the name of Agency, office, and address (including zip code)

**NOTE – MAKE SURE ALL INFORMATION IS TYPED OR LEGIBLY WRITTEN AND THAT ALL UNUSED TICKET COUPONS ARE ATTACHED TO THE SF 1170.**

## CHAPTER 6. COMPENSATION FOR DENIED BOARDING AND VACATING SEAT VOLUNTARILY

### Denied boarding

The U.S. Department of Transportation (DOT) requires that, with a few exceptions, airline passengers “bumped” against their will (involuntary denied boarding) be compensated by the airline. The amount depends on the price of the ticket and the length of the delay:

<b><u>Substitute transportation scheduled arrival time compared to original scheduled arrival time</u></b>	<b><u>Amount of compensation 1/</u></b>
Within 1 hour	No compensation
More than 1 hour later, but less than 2 hours later (4 hours on international flights)	100% of one way fare to final destination (not to exceed \$200)
More than 2 hours later (4 hours later for international), or no substitute travel arrangements	200% of one way fare to final destination (not to exceed \$400)

In addition to the above compensation, travelers always get to keep their original ticket and Government travelers or their agency can use it for official travel on another flight or have it refunded.

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**1/** Subject to confirmed reservation and check-in requirements; does not apply to charter flights or scheduled flights with 60 passenger or less airplanes, or when “bumping” occurs because the airline substituted a smaller plane for the one it originally planned to use, or between foreign cities, and may not apply to international flights inbound to the U.S. Airlines may offer free transportation on future flights in place of a check, but travelers have the right to insist on a check if that is the choice of the Government agency paying for the travel.

## **Service delays and cancellations**

If requested by the traveler, many airlines will, under certain circumstances, provide a free telephone call, free overnight lodging, and/or free ground transportation to and from a local hotel when their flights are delayed or cancelled (see applicable TSP Tariff Rule 240). DOT requires that airlines make sure passengers receive an explanation of their contract of carriage, and airline agents must answer questions about information in the airline's tariffs and must help travelers locate specific tariff rules, if necessary.

Travelers needing assistance or wishing to put a complaint about an airline on record with the DOT may call the Aviation Consumer Protection Division at (202) 366-2220 or write:

**Aviation Consumer Protection Division  
C-75  
U.S. Department of Transportation  
400 7th Street, SW  
Washington, DC 20590**

Regulations governing airline overbooking, notice of terms of contract of carriage, domestic baggage liability, and airline computer reservation systems are contained in 14 CFR 250, 253, 254, and 255 respectively. See also DOT pamphlet "Fly-Rights, A Guide to Air", available either from DOT or from the Consumer Information Center, Pueblo, Co 81009. This pamphlet may also be viewed on line at: <http://www.dot.gov/airconsumer/flyrights.htm>.

**Since the individual's travel on official business is for the account of the United States, the Government would be damaged by involuntary denied boarding, or other delay or failure as defined by DOT regulations or the TSP's tariff, and is entitled to reimbursement. The Government traveler who has been denied confirmed reserved space must ensure that the TSP shows "Treasurer of the United States" as the payee on the compensation check (and any ticket refund check). Government travelers must give the TSP a receipt for the check(s), retain a copy of the receipt, and forward the check(s), the copy of the receipt, and any unused ticket to the agency for deposit or reuse. (41 CFR 301-10.116)**



### **Voluntarily Surrendering Seat**

When travelers voluntarily surrender their seat; at the request of scheduled airlines, they may only be compensated when:

- (a) Surrendering their seat does not interfere their performing official duties;
- (b) When voluntarily surrendering their seat results in additional expense from personal funds and the traveler is not reimbursed; or
- (c) As a result of volunteering the traveler is delayed during duty hours and is charged leave for the additional hours.

(See 41 CFR 310-10.117)

## **CHAPTER 7. USE OF FOREIGN-FLAG AIR OR FOREIGN-FLAG OCEAN TSPs**

### **Background**

Travelers are required by 49 U.S.C 40118 (Fly America Act), to use U.S. flag air TSP service for all air travel funded by the U.S. Government. The Comptroller General of the United States prescribes guidelines (4 CFR 52) for the use of U.S. flag vessels for travel on official business and of U.S. flag air TSPs holding certificates under section 401 of the Federal Aviation Act of 1958, 49 U.S.C. 1371(1970), for Government-financed passenger transportation (including but not limited to Government dependents, consultants, grantees, contractors, and subcontractors), when such vessels and air TSPs are available. Such use is required by 46 U.S.C. 1241 and 49 U.S.C. 40118 whether the United States pays the transportation charges to the TSP or reimburses the traveler or other entity for that expense.

The use of foreign-flag air TSPs may be authorized or approved only when U.S. flag air TSP service is unavailable as determined by the Comptroller General of the United States. Each voucher covering expenditures involving foreign-flag ocean or foreign-flag air passenger transportation in whole or in part, whether payable to the TSP or to the traveler or other entity, must be supported by a certificate or memorandum (figure 22) as to the unavailability of U.S. flag service, signed by a responsible official of the agency that authorized the travel or transportation or by the traveler who has knowledge of the facts concerning usage.

### **U.S. flag certificated service - “available”/ “unavailable”**

Generally, passenger service by a U.S. flag air TSP is “available” if the TSP can perform the commercial foreign air transportation needed by the agency and if the service will accomplish the agency’s mission. Expenditures for service furnished by a foreign-flag air TSP generally will be allowed only when service by an U.S. flag air TSP is considered “unavailable”. For a full explanation see the Federal Travel Regulation (FTR), (41 CFR 301-10.135 through 10.138) and Comptroller General Decision B-138942.

### Certification statement

The certificate supporting a voucher involving foreign flag ocean or foreign flag air service shall read substantially as shown in the following:

I certify that it is/was necessary for \_\_\_\_\_ to use, or to  
(Name of traveler or agency)

**transport personal effects/freight on, \_\_\_\_\_**  
(Foreign-flag vessel(s) or air TSP(s)) (Flight Identification No(s).)

between \_\_\_\_\_ and \_\_\_\_\_

en route from \_\_\_\_\_ to \_\_\_\_\_

on \_\_\_\_\_ for the following reasons: \_\_\_\_\_  
(Date)

---

**(Date)**

**Signature of traveler or authorizing officer**

Title or position
-------------------

## Organization

**Figure 22.**

**Employee liability for disallowed expenditures**

Where the travel is by indirect route or the traveler otherwise fails to use available U.S.-flag air TSP service, the amount to be disallowed against the traveler is based on the loss of revenues suffered by U.S. flag air TSPs (FTR 301-10.143, 10.181).

Sum of U.S.-flag TSP segment mileage authorized		
<hr/>	X	Fare for official travel portion of trip
Sum of total segment mileage authorized		
	MINUS	
Sum of U.S.-flag TSP Segment mileage traveled		
<hr/>	X	Through (actual) fare paid
Sum of total segment mileage traveled		

The traveler is liable only if the difference is greater than zero. For a full explanation of the formula for determining traveler liability see 56 Comptroller General 209 (1977).

## CHAPTER 8. PAYMENT AND SUBMISSION OF TRANSPORTATION BILLS FOR AUDIT

### **Payment of transportation bills**

All transportation bills are subject to the provisions of the Prompt Payment Act (31 U.S.C. 3901-3907 (OMB Circular A-125)).

All agencies must establish a prepayment audit program, unless the Administrator of General Services Administration has granted a waiver. All correct and properly documented bills must be paid upon completion of transportation service.

Prior to payment, agencies must examine TSP's bills to ensure that:

- The Standard Carrier Alpha Code (SCAC) and the Taxpayer Identification Number (TIN) is entered on each SF 1113 and SF 1113-A. If the SCAC and TIN is omitted, the forms and all supporting papers shall be returned to the TSP unpaid with a request that the SCAC and TIN be added to the forms.
- The transportation services for which payment is claimed were duly authorized, that such services represent a legal obligation under the appropriation or fund involved, that the TSP's bill is complete and supported with required documentation, and that all extensions and computation of charges are correct.
- No duplicate payments are made. (Procedures and controls must be established to prevent duplicate payments, to recover any duplicate payments that may be made, and to perform an annual review of effectiveness of those procedures.)
- The TSP is provided with notice of an apparent error, defect, or impropriety within 7 days of receipt of an invoice.

### **Submission of paid transportation bills for Postpayment audit**

Agencies must forward their original paid transportation bills and all supporting documents to the General Services Administration's Audit Division each month for postpayment audit (41 CFR 102-118).

***The following forms are used:***

SF 1186 (Transmittal for Transportation Schedules and Related Basic Documents)

SF 1166 OCR (Voucher and Schedule of Payments (Optical Character Recognition))

SF 1113 (Public Voucher for Transportation Charges)

OF 1169 (Government Transportation Request)

***Submissions should be made in the following manner:***

- Assemble complete packages - include SF 1186, SF 1166 OCR, SF 1113, and OF 1169. Attach copies of ticket coupons (or a complete ticket itinerary for any ticket coupon(s) not provided), GEBAT's, and other supporting documents to each OF 1169. Ensure that original documents and not copies are submitted.

- Mail to GSA - Send assembled packages to:

General Services Administration  
Sheltered Occupational Center (SOC)  
Paid Document Receiving Unit  
13882 Redskin Drive  
Herndon, VA 20171

- Submit paid bills at the end of each account month: avoid multiple account month submissions - Paid bills should be submitted to GSA at the end of each account month. If, due to an administrative oversight, this is not done, and it becomes necessary to submit multiple account months at the same time,

- a) the most recent account month should be forwarded in a separate package,
- b) all prior account months should be bundled by month, each with an accompanying SF 1186 and SF 1166-OCR, and should be forwarded in one package clearly marked as to its contents.

Ensure that each SF 1113 contains the paid date and schedule number stated on the respective SF 1166 OCR.

- Identify delayed/withheld vouchers - Any transportation vouchers that have not been paid because they are doubtful claims must be identified on a separate SF 1186 and forwarded to Audit Division (FBA).
- Submit negative reports - If no SF 1113s are paid during the month, check the block in the lower left corner of the SF 1186 and submit to Audit Division, FBA.
- Report new or discontinued certifying offices - When a new or existing station is authorized to prepare SF 1166-OCRs, or when authorization has been discontinued at a station, notify the following office in writing:

General Services Administration  
Audit Division (FBA)  
Attn: Document Submission Control Clerk  
1800 F Street, NW  
Washington, DC 20405

**(NOTE: The Audit Division issues computerized letters of receipt each month for paid transportation bill submissions that it receives.)**

## **CHAPTER 9. TSP BILLING PROCEDURES AND INSTRUCTIONS FOR PREPARATION OF SF 1113**

### **Form for billing transportation charges**

GSA has prescribed Standard Form 1113, Public Voucher for Transportation Charges (Appendix A), and Standard Form 1113A, Memorandum Copy, (Appendix B) for use by TSPs or TSP agents (TMCs) in billing charges for passenger transportation services furnished for the account of the U.S. Government. Departments or agencies may not require TSPs to furnish more than one memorandum copy (SF 1113A) with each voucher unless so authorized by the General Services Administration.

### **Obtaining Standard Form 1113**

TSPs may purchase SF 1113 and SF 1113A from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, or have them printed commercially. When printing these forms commercially, TSPs must 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, TSPs must provide a reasonable grade of paperstock. TSPs may have SF 1113 and SF 1113A 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 8 1/2 by 3 3/16 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 deviation must be approved in writing by the Director, Audit Division (FBA), General Services Administration.

### **Preparation of billing form**

The billing TSP or TMC must list on SF 1113 the serial number of the GTRs being billed, the charges applicable to each GTR, and the total amount claimed. When billing numerous charges to the same Government paying office, the TSP or TMC should include on each voucher as many GTRs as may be listed in a single column, not to exceed 25. Attach ticket coupon(s) (or a complete ticket itinerary for any ticket coupon(s) not provided).

In completing the "Payee Certificate" portion of the SF 1113, the TSP or TMC may use a facsimile signature of its certifying official or, for mechanically prepared bills, a machine-typed name of the official. A duly authorized person must, however, initial the facsimile signature or machine-typed name. The TSP or TMC must also complete the tear-off portion of the SF 1113. The SF 1113-A must not be substituted for the tear-off portion.

### **Billing for GEBAT'S**

The TSP furnishing air excess baggage service must remove or “lift” the applicable GOVERNMENT EXCESS BAGGAGE AUTHORIZATION/TICKETS (GEBAT) flight coupon for use as a supporting document for the charges billed on the SF 1113. The “lifting” TSP generally will bill the Government direct; however, if that is not possible or if the TSP cannot bill in the currency required, the “lifting” TSP may invoice the issuing TSP who should bill the coupons to the Government office and make appropriate interline settlement of charges. It is essential to the payment process that the GTR number, the name of the traveler, as shown on the GTR and the name of the office to be billed for the services furnished be completely and accurately entered on the GEBAT. Vouchers pertaining to air excess baggage charges should cover services authorized by no more than three GTRs.



PUBLIC VOUCHER FOR TRANSPORTATION CHARGES		See FPMR (41 CFR) 101-11 for instructions on completing this form.	VOUCHER OR SCHEDULE NO. T-0123 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">9</span>										
DEPARTMENT OR AGENCY, BUREAU OR SERVICE, AND LOCATION SHOWN ON SUBVOUCHERS		PAID DATE											
U.S. General Services Administration 1500 E. Bannister Rd. Kansas City, MO 64131-2898 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">1</span>		GSA Kansas City, MO 8/18/99											
THE UNITED STATES, OR, TO: Payee's name and address		CARRIER'S BILL NUMBER	10										
North South Airlines <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2</span> 1234 Jefferson Davis Hwy. Arlington, VA 22202		123456 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">3</span>											
		NSAL <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">4</span>											
		<input type="checkbox"/> FREIGHT <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">5</span> <input checked="" type="checkbox"/> PASSENGER											
Do NOT enter GSA and GTR charges on this form.		For payment of services rendered as evidenced by attached subvoucher.											
ALPHA PREFIX AND SERIAL NO. OF SUBVOUCHER	AMOUNT	<b>PAYEE'S CERTIFICATE</b> I certify that the account stated herein, as evidenced by the attached subvoucher, is correct and just; that services have been rendered or tickets furnished as indicated; that payment has not been received; and that the charges are not in excess of those applicable thereto under (1) tariff lawfully on file with any Federal or State transportation regulatory agency or (2) rates, fares, and charges established pursuant to section 10721 of the Interstate Commerce Act, as amended, or other equivalent contract arrangement, or exemption from regulation.  <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">7</span> DATE <u>7-18-99</u>  PAYEE <u>North South Airlines</u>  FOR <u>Ron Young</u> <u>Ron Young</u> (Signature) <u>Controller</u> (Capacity)  <small>*When a voucher is signed in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which the person signs, must appear. For example: "A.B.C. Railway Co., per John Doe, Controller," or "Auditor," as the case may be.</small>											
GTR B-0,000,000	362 00												
GTR B-0,000,001	470 00												
GTR B-0,000,002	198 00												
GTR B-0,000,003	250 00												
6		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="font-size: x-small;">DIFFERENCES</th> <th style="font-size: x-small;">AMOUNT</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		DIFFERENCES	AMOUNT								
DIFFERENCES	AMOUNT												
TOTAL CLAIMED <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">6</span>		1,280 00											
ACCOUNTING CLASSIFICATION <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">12</span>													
The enclosed check settles voucher submitted for payment of the account described in the memorandum hereon. (No acknowledgment of receipt of the check is necessary.)		STANDARD FORM 1113 (REV. 11-66) PRESCRIBED BY GSA, FPMR (41 CFR) 101-11 1113-116											
NAME:		8											
ADDRESS:		MEMORANDUM											
North South Airlines 1234 Jefferson Davis Hwy. Arlington, VA 22202		NOTE: If the payee named in the enclosed voucher is a company, firm, or individual, the payee must sign the check in payment of the account in its own name, and the name must be the same as the name of the payee.											
		General Services Admin Department Bureau of Transportation BILL NO. <u>123456</u> AMOUNT: <u>1,280.00</u>											

Figure 23. Example of a completed Standard Form 1113

# **PREPARING THE SF 1113, PUBLIC VOUCHER FOR TRANSPORTATION CHARGES**

## **Instructions to TSPs**

### **1 DEPARTMENT OR AGENCY, BUREAU OR SERVICE, AND LOCATION SHOWN ON SUBVOUCHERS:**

Enter the complete name and address of the department or agency, bureau or Service shown on the subvouchers (GTRs). This information is shown in "BILL CHARGES TO" (block 1) on the GTR.

### **2 THE UNITED STATES, DR., TO: (Payee's name and address):**

Enter the complete name and address of the TSP or travel management center (TMC) authorized to receive payment.

### **3 CARRIER'S (TSP's) BILL NUMBER**

The billing TSP should enter a number that will readily identify the transaction. This number is important in any subsequent correspondence regarding the billing.

### **4 CARRIER'S (TSP's) SCAC NUMBER**

Enter the Standard Carrier Alpha Code (SCAC) identifier of the TSP or TMC and the Taxpayer Identification Number (TIN). If the SCAC and TIN is omitted, the forms and all supporting papers shall be returned to the TSP or TMC unpaid with a request that the SCAC and TIN be added to the forms.

TSPs and TMCs may request the assignment of a SCAC by writing to the National Motor Freight Association, Inc., 2200 Mill Rd., Alexandria, VA 22314.

### **5 SERVICES FURNISHED (Check on)**

☐ Freight

☐ Passenger

Indicate by checking in the appropriate block whether passenger or freight transportation service was furnished. (GTRs, U.S. Government Bills of Lading (GBLs), and U.S. Government Bills of Lading - Privately Owned Personal Property (PPGBLs) **must not** be billed on the same SF 1113.)

## **ALPHA PREFIX AND SERIAL NO. OF SUBVOUCHER/AMOUNT (TOTAL CLAIMED)**

The complete serial number of the GTR including the alpha prefix should be shown in this block. TSPs should include as many subvouchers (GTRs), covering charges to be billed to the same office, as can be listed in a single column, not to exceed 25. However, vouchers pertaining to air excess baggage charges should cover services authorized by no more than three GTRs.

Only the GTR numbers should be shown. It is not necessary to include descriptive details of the services rendered.

The amounts of individual GTRs should be totaled. This is the total amount the TSP is billing the Government.

**NOTE: GTRs, GBLs and PPGBLs must not be combined on the same SF 1113.**

7

### **PAYEE'S CERTIFICATE:**

Enter the date, complete name of the billing TSP or TMC, and the name of the TSP's or TMC's agent responsible for billing the Government.

TSPs may use a machine-typed name of the TSP's certifying official, provided the machine-typed official's name is initialed by a duly authorized person; or TSPs may use a facsimile signature of the TSP's certifying official, as authorized by that official.

8

### **THE ENCLOSED CHECK SETTLES VOUCHER SUBMITTED FOR PAYMENT OF THE ACCOUNT DESCRIBED IN THE MEMORANDUM HEREON. (NO ACKNOWLEDGEMENT OF RECEIPT OF THE CHECK IS NECESSARY.):**

Enter the name and complete address of the TSP in the inset block. Beneath the section captioned "MEMORANDUM," enter the Department or Agency or Service being billed for the services, the number from the "CARRIER'S (TSP's) BILL NUMBER" block above, and the total claimed.

**Instructions to Agencies**

**9 VOUCHER OR SCHEDULE NO.:**

DOD finance offices should enter the disbursing office (D.O.) voucher no. Civilian finance offices should enter the OF 1166 OCR Voucher and Schedule of Payments "T" number (schedule no.), or the D.O. voucher no., whichever is appropriate.

**10 PAID DATE:**

Enter the date the Government paid the TSP. It is essential that this block be completed because the paid date governs the liability of the Government.

**11 DIFFERENCES/AMOUNT:  
AMOUNT VERIFIED-CORRECT FOR>  
VERIFIED BY (Signature or initials)**

Enter the net amount due the TSP, signed or initialed by the certifying official.

**12 ACCOUNTING CLASSIFICATION:  
STANDARD FORM 1113 (REV.11-86)  
PRESCRIBED BY GSA, FPMR (41CFR) 101-41**

Use of this block is optional. It may be used to enter the accounting classification fund cite(s) to which the transportation bill is chargeable.

**NOTE:** Agencies submitting payment data on magnetic tape to a Department of the Treasury disbursing facility in lieu of an SF 1113 may arrange with the facility for preparation of the enclosures (TFS Form 3039, Notice to Check Recipient) bearing all information shown on the SF 1113 tear-off slips. TFS Form 3039 will then be sent to the TSP or TMC with the payment checks instead of the SF 1113 tear-off slips.

## **Billing Procedures When GTRs Or GEBAT's Have Been Lost**

A TSP losing or misplacing a GTR or GEBAT will bill charges for the services furnished to the Government on SF 1113 (appendix A), annotated with the following signed certifications:

### **GTR Certification:**

***"I certify that all U.S. Government Transportation Requests (GTRs) honored by the above named TSP 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) 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 TSP has not received payment for services rendered thereunder; and that, if the said GTR is later found, it will be marked 'Cancelled-Certification in Lieu Issued' and transmitted to the General Services Administration (FBA), Washington, DC 20405, and no claim made thereon."***

Copy/copies of the ticket coupon(s) with the GTR number visible (or a complete ticket itinerary for any ticket coupon(s) not provided) will be attached in support of the SF 1113.

### **GEBAT Certification:**

***"I certify that all GEBATS honored by the above named TSP or travel agent pass into my office; that the authorizing GTR(s) number(s)), applicable passenger ticket(s), number(s), name(s) of travelers, 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 TSP has not received payment for services rendered thereunder; and that, if the said GEBAT is later found, it will be marked 'Cancelled-Certification in Lieu Issued' and transmitted to the General Services Administration (FBA), Washington, DC 20405, and no claim made thereon."***

Copy/copies of the ticket coupon(s) with the GTR number visible (or a complete ticket itinerary for any ticket coupon(s) not provided) 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 or GEBAT shall be billed on a separate SF 1113.

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 TSP may submit its bill (SF 1113 with certification) to the General Services Administration (FBA), Washington, DC 20405, if the paying agency is unknown.

An original GTR or GEBAT that has been located after payment is made shall be forwarded to the General Services Administration, Audit Division (FBAA), 1800 F Street, NW, Washington, DC 20405, together with a reference to the TSP's bill on which charges on the lost GTR or GEBAT were paid.

## CHAPTER 10. SPECIAL SITUATIONS

### **Substitute TSP**

The Government Transportation Request (GTR) should be honored by the TSP expected to furnish the service; however, the GTR may be honored by another TSP provided the TSP furnishes service comparable to that authorized. If another TSP is used, the issuing officer or the traveler must endorse the GTR to that TSP in "SERVICE FURNISHED, IF OTHER THAN REQUESTED" on the back of the GTR (block 5).

### **Different or lesser value services received than requested**

When the service furnished is different or of a lesser value than that authorized, the GTR must be annotated by the traveler (or person in charge of a group of travelers) on the back in the "SERVICE FURNISHED, IF OTHER THAN REQUESTED" block to indicate the type of service furnished, the name of the TSP providing the service, if other than the TSP honoring the GTR, and the reason for the change. This notation must be signed and dated by the TSP representative and countersigned by the traveler. If transportation and/or accommodations are furnished for a lesser number of persons than specified on a group ticket, the TSP's conductor or ticket collector shall note on the pertinent ticket or coupon the number of persons actually transported and the number and type of accommodations furnished. In these situations, the traveler or person in charge must similarly endorse the back of the memorandum card copy of the GTR in the corresponding block (17). Lacking the original and memorandum card copy, the traveler or person in charge must promptly forward written notification of such change to the office that issued the GTR.

### **Air excess baggage**

The TSP honoring a GTR that authorizes the carriage of air excess baggage will issue a Government Excess Baggage Authorization/Ticket (GEBAT) to the traveler. The traveler must present the GEBAT to each TSP furnishing the service so that the TSP may remove or "lift" the coupon applicable to that portion of the journey.

### **Defaulted air TSP Protection**

All Air Traffic Conference of America (ATC) TSPs (except United Airlines) and all Regional Airline Association (RAA) TSPs have entered into a defaulted air TSP agreement with the General Services Administration (GSA) which assures that no Government traveler need be stranded en route because of the bankruptcy of an airline. Airline ticket coupons issued by a defaulted TSP on its own ticket stock for air transportation on that defaulted TSP will be honored by participating TSPs.

The agreement applies to GTR purchased tickets validated on or before the TSP's default date and is effective for 90 days from ticket validation date. Honoring TSPs are not required to provide different service than specified on the defaulted TSP ticket coupon. Any additional service requested by the traveler must be purchased by the traveler.

The honoring TSP is compensated at the lower of either the fare for the service performed or

the stated fare on the defaulted TSP ticket coupon. Honoring TSPs submit bills to GSA, Audit Division (FBA), Washington, DC 20405 supported by priced copies of the defaulted TSP ticket coupons "lifted" by the honoring TSP for forwarding to the proper "bill charges to" office.

Government travelers who have not commenced travel but who hold GTR purchased tickets for travel on a defaulted TSP should return them for replacement tickets if purchased from a Government Travel Management Center. If GTR purchased tickets were obtained directly from the defaulted TSP, the tickets should be forwarded to GSA, Audit Division (FBA), Washington, DC 20405 for processing as a Government claim.

The default protection agreement is contained in the Federal Register as a public notice (48 FR 7503), February 22, 1983; (49 FR 8678), March 8, 1984; (49 FR 40099) October 12, 1984; and as ATC Resolution 5.59, as amended.

### **Rail service accommodation charges**

When rail transportation and sleeping or club car accommodations are authorized, a single GTR should be issued for both services. However, if the accommodations are authorized after the rail transportation GTR has been issued, a separate GTR may be issued to the TSP furnishing the sleeping or club car ticket. In these instances, the issuing officer or the traveler must cross-reference the original or memorandum card copy of each GTR, whichever is available, to the other by serial number; such as, "In connection with GTR (insert serial number)" (block 8).



# GLOSSARY OF TERMS

**Agency:** Any department or establishment of the Federal Government defined by 5 U.S.C. 305 whose payment for transportation services are subject to the transportation audit provisions of section 322 of the Transportation Act of 1940, as amended (31 U.S.C. 3726).

**Airline Ticket:** A negotiable document issued by an air TSP or their agents for passage on a flight or flights by designated TSPs.

**ARC (Airline Reporting Corporation):** Members of the Air Transport Association are the stockholders of ARC. The purpose of ARC is to provide a method of approving authorized agency locations for the sale of transportation. ARC is responsible for the domestic airline and travel agency area settlement plan.

**Automated Teller Machine (ATM):** A machine provided by a participating bank which allow cash withdrawals within established dollar limits to be charged to an issued card

**Authorization:** The process of verifying that a purchase being made is within the authorization controls at the point of sale.

**Baggage:** Government property and personal property of the traveler necessary for the purposes of official travel.

**Centrally Billed Account:** A card/account established by the Contractor at the request of a participating agency. These may be card/cardless accounts. Payments are made directly to the Contractor by the agency.

**Charge card:** A contractor-issued charge card to be used by travelers of a participating agency to pay for passenger transportation services, subsistence expenses, and other allowable travel and transportation expenses incurred in connecting with official travel.

**City Pair Contractors:** GSA has entered into contracts with TSPs flying between certain cities where frequent Government travel is performed.

**Commercial Travel Office (CTO):** A Department of Defense (DOD) travel arranger. This office provides a full range of travel services for the DOD traveler. The CTO may be staffed with DOD personnel or may be a commercial travel agency.

**Common carrier:** See Transportation Service Provider.

**Contract carriers:** U.S. certificated air TSPs that are under contract with the Government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

**Electronic Data Interchange (EDI):** Electronic techniques for accomplishing transportation transactions by means of electronic transmission of the information in lieu of the creation of a

paper document.

**Excess Baggage:** Baggage in excess of the weight or size that is carried without incurring an extra charge by transportation companies.

**Federal Travel Directory:** A monthly publication issued by GSA and the Department of Defense to provide up-to-date information on charge cards, contract fares, lodging rates, car rental, per diem rates, travel management centers, and other travel and transportation matters. Federal agencies and employees should order copies of the FTD through their appropriate headquarters administrative offices. The FTD also is available from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. The publication stock number is 722-006-00000-3.

**Foreign Flag Vessel:** A vessel of foreign registry including vessels owned by U.S. citizens but registered in a nation other than the U.S.

**Foreign Flag Air TSP:** An air TSP who is not holding a certificate issued by the United States under 49 U.S.C. 41102.

**Government contractor-issued individually billed charge card:** A Government contractor-issued charge card used by authorized individuals to pay for official travel and transportation related expenses for which the contractor bills the employee.

**Government Contractor-issued Travel Card (GCTC):** An individually billed travel card or centrally billed account.

**Government Transportation Document:** Any executed agreement for government transportation service, such as Government Transportation Request or transportation ticket..

**Government Transportation Request (GTR) (Optional Form 1169):** A Government document used to purchase transportation services. The document obligates the Government to pay for transportation services provided.

**Government Travel Regulation:** Rules governing the travel and relocation allowances and entitlement of Federal employees performing official travel or relocating for the Government. For Federal civilian employees, see the Federal Travel Regulation (FTR) (41 CFR Chapters 301-304). For members of the Uniformed Services, see volume 1 of the Joint Federal Travel Regulations (JFTR). The FTR and the JFTR are available from the Superintendent of Documents, Government Printing Office, Washington, DC 20402. For members of the Foreign Service of the United States, see Chapter 100 Volume 6 of the Foreign Affairs Manual (6FAM100). 6 FAM 100 is available from the Department of State, Publishing Services, Washington, DC 20520-0854.

**Individually Billed Travel Card:** A Contractor issued card used by travelers of a participating agency/organization to pay for passenger transportation service, subsistence expenses, and other travel expenses incurred in connection with official travel.

**Miscellaneous Charge Order (MCO):** A document issued by TSPs for denied boarding compensation, unused tickets, or for refunds due because of rerouting, downgrading, or

change in class of service. MCOs are a negotiable document.

**Official Travel:** Travel performed at the direction of a Federal agency under an official travel authorization.

**Overcharges:** Charges for transportation services in excess of those applicable under contract for carriage. Charges in excess of those applicable under rates, fares, and charges established pursuant to section 13712 of the Revised Interstate Commerce Act, as amended (49 U.S.C. 10721 & 13712), or other equivalent contract, arrangement or exemption from regulation.

**Passenger Transportation Document (PTD):** GTR, Tickets, GEBATs, MCO, or any fully executed agreement for transportation services.

**Prepayment audit:** Examination of Government transportation billing documents prior to payment to determine their validity, propriety, and conformity with tariffs, quotations, agreements or tenders and make adjustment to protect the interest of the United States.

**Post payment audit:** Examination of Government transportation billing documents after payment to determine their validity, propriety, and conformity with tariffs, quotations, agreements or tenders and to make adjustments and action to protect the interest of the United States.

**Taxpayer Identification Number (TIN):** Taxpayer identification number assigned by the Department of Treasury.

**Ticket Refund Application:** A document or receipt issued by the TSP for a refund due as a result of a change of routing, class of service, or cancellation of a flight. (Also referred to as Transportation Refund Application or Transportation Credit.

**Transportation Service Provider (TSP):** Any party, person, agency or carrier who undertakes by contract or agreement to provide transportation services to the Federal Government.

**Transportation Service:** Services involving the physical movement of people, products, and any or all objects (from one location to another) by a TSP for the Federal Government.

**Travel Management Center (TMC):** A commercial travel firm authorized by or under contract to civilian agencies to provide reservations, ticketing and related travel management services for official travelers.

**Travel Management System (TMS):** A system to arrange travel services for Federal employees on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, commercial ticket office, electronic travel management system, or other commercial method of arranging travel.

**Travelers Check:** A Contractor issued check, issued for a preset amount, that may be cashed by countersigning in the presence of a payee and accepted domestically and internationally by financial and commercial firms. The checks shall be guaranteed by the Contractor against loss or theft, thus affording purchasers of the check's protection against financial loss when using the Contractor's product.

**U. S. flag air carrier (TSP):** An air TSP which holds a certificate under 49 U.S.C. 41102 but does not include a foreign air carrier operating under a permit.

**U. S. flag air carrier (TSP) service:** Service provided on an air TSP which holds a certificate under 49 U.S.C. 41102 and which service is authorized either by the carrier's certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

**U. S. flag vessel:** A Government vessel or a privately owned U.S. flag commercial vessel registered and operated under the laws of the U.S. used in commercial trade of the U.S., owned and operated by U.S. citizens including a vessel under voyage at time charter to Government and a Government owned vessel under bare boat charter to and operated by U.S. citizens.

<b>PUBLIC VOUCHER FOR TRANSPORTATION CHARGES</b>		SEE FPMR (41CFR) 101.41 FOR INSTRUCTION ON COMPLETING THIS FORM.	VOUCHER OR SCHEDULE NO. _____
DEPARTMENT OR AGENCY, BUREAU OR SERVICE AND LOCATION SHOWN ON SUBVOUCHERS		PAID DATE _____	
THE UNITED STATES, DR, TO: (PAYEE'S name and address)		CARRIERS BILL NUMBER _____	
		CARRIERS SCAC NUMBER _____	
		SERVICES FURNISHED (Check one) <input type="checkbox"/> <input type="checkbox"/> PASSENGER	
DO NOT bill GBL and GTR charges on the same form.			
ALPHA PREFIX AND SERIAL NO OF SUBVOUCHER	AMOUNT	FOR PAYMENT OF SERVICES RENDERED AS EVIDENCED BY ATTACHED SUBVOUCHERS	
		<b>PAYEE'S CERTIFICATE</b>	
		I certify that the account stated hereon, as evidenced by the attached subvouchers, is correct and just, that services have been rendered or tickets furnished as indicated, that payment has not been received, and that the charges are not in excess of those applicable thereto under (1) tariffs lawfully on file with any Federal or State transportation regulatory agency or (2) rates, fares and charges established pursuant to Section 10721 of the Interstate Commerce Act, as amended, or other equivalent contract arrangement or exemption from regulation.	
		DATE _____	
		PAYEE # _____	
		PER _____ <div style="text-align: center; font-size: x-small;">(Signature)</div> <div style="text-align: center; font-size: x-small;">(Capacity)</div>	
		* When a voucher is signed in the name of the company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which the person signs, must appear. For example: "A.B.C. Railway Co., per John Doe, Controller," or "Auditor," as the case may be.	
		DEFFERENCES	AMOUNT
		AMOUNT VERIFIED-CORRECT FOR ->	
		VERIFIED BY <div style="text-align: center; font-size: x-small;">(Signature or Initials)</div>	
TOTAL CLAIMED ->			
ACCOUNTING CLASSIFICATION			
STANDARD FORM 1113 (REV 11-86) PRESCRIBED BY GSA FPMR (41 CFR) 101-41 1113-113			
The enclosed checks settle voucher submitted for payment of the account described in the memorandum hereon. (No acknowledgment of receipt of check is necessary)			
Name: _____  Address: _____ <div style="border: 1px solid black; width: 250px; height: 60px; margin-top: 5px;"></div>		<b>MEMORANDUM</b> <small>NOTE: If the payee named in the attached voucher will supply below such data as will identify the check drawn in payment thereof with the account in his office, this data will be mailed with the check.</small>  <div style="text-align: center; font-size: x-small;">(Department, Bureau, or Establishment)</div> Bill No.: _____ Amount: \$ _____ _____ _____	

**SF 1113, PUBLIC VOUCHER FOR TRANSPORTATION CHARGES (ORIGINAL)**

PUBLIC VOUCHER FOR TRANSPORTATION CHARGES		See FPMR (41 CFR) 101-41 for Instructions on Completing this Form.	VOUCHER OR SCHEDULE NO.
DEPARTMENT OR AGENCY, BUREAU OR SERVICE, AND LOCATION SHOWN ON SUBVOUCHERS		PAID DATE	
U.S.			
THE UNITED STATES, OR, TO: (Payee's name and address)			
		CARRIER'S BILL NUMBER	
		CARRIER'S SCAC NUMBER	
		SERVICES FURNISHED (Check one)	
		<input type="checkbox"/> FREIGHT <input type="checkbox"/> PASSENGER	
Do NOT bill GBL and GTR charges on the same form			
ALPHA PREFIX AND SERIAL NO. OF SUBVOUCHER	AMOUNT	For payment of services rendered as evidenced by attached subvouchers.	
		DIFFERENCES	AMOUNT
		AMOUNT VERIFIED—CORRECT FOR ▶	
		VERIFIED BY (Signature or Initials) ▶	
TOTAL CLAIMED ▶			
ACCOUNTING CLASSIFICATION			
For sale by the Superintendent of Documents, U.S. Government Printing Office Washington, D.C. 20540			
© U.S. Government Printing Office: 1981-173-001		STANDARD FORM 1113-A (REV 11-66) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41 1113-206	

## SF 1113-A, PUBLIC VOUCHER FOR TRANSPORTATION CHARGES (MEMORANDUM COPY)

### APPENDIX B

ALL CHARGES TO Department/Agency must be for official business including SF 2800		FISCAL DATA (Appropriation, authorization, etc.)	
ISSUING GOVERNMENT OFFICER (Signature and office)		PLACE AND DATE OF ISSUE	
TRAVELER (Type or name)	OTHERS (Number)	DEPENDENT TRAVEL (Children (Names and ages) <input type="checkbox"/> SPOUSE	SPECIAL ACCOMMODATIONS AND REQUIREMENTS
CARRIER OR AGENT TENDERED TO		STOP OVER AUTH.	
FOR CARRIER USE ONLY FORM AND TICKET NUMBER    AGENT'S VALUE    AUDITOR'S VALUE		CITIES	
FROM:		CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)	
TO:		EXCESS BAGGAGE AUTHORIZED	
TO:		WEIGHT    PIECES	
TO:		TO:	
TO:		TO:	
TOTAL \$		(Continue service required on the reverse)	
U.S. GOVERNMENT TRANSPORTATION REQUEST			
DO NOT fold, staple, or mutilate    1169-130    STANDARD FORM 1169 (REV. 4-65)			
7540-00-4334-4363    Prescribed by GSA, FPMR (41 CFR) 101-41.2			

<b>CONDITIONS</b> <ol style="list-style-type: none"> <li>The transportation request incorporates the regulations published in Title 41, Part 101-41 of the Code of Federal Regulations.</li> <li>The U.S. Government will not be responsible for charges exceeding those applicable to the transportation accommodations of the type, class, or character authorized in this request. If a carrier offering more than that authorized is furnished, the difference shall not be added to the Government but be borne by the traveler. If circumstances require a service of a different type or of a higher class than that authorized, the traveler shall state on the right, over his signature, the actual service furnished and the reason for the change.</li> <li>The issuing official, by his signature on the face hereof, certifies that the requested transportation is for official business.</li> <li>Carrier shall not incur request showing expenses or situations not authorized by means of the issuing official.</li> <li>Carrier shall advise date on which travel commenced, if known.</li> <li>The transportation should be obtained on section 202 of Executive Order 11246, as amended, relative to equal employment opportunity for all persons without regard to race, color, religion, sex, or national origin, and the implementing rules and regulations promulgated by the Secretary of Labor are incorporated herein.</li> <li>Traveler shall advise form the whether payment due on enclosures made hereunder and shall be paid at the earliest date in effect on that date as published by the Secretary of the Treasury pursuant to the Debt Collection Act of 1962.</li> </ol>	<b>DATE TRAVEL COMMENCED</b> FOR CARRIER USE ONLY (See condition 4)
<b>INSTRUCTIONS</b> <ol style="list-style-type: none"> <li>Money must not be furnished in exchange for transportation requests nor may transportation requests be passed through banks for collection.</li> <li>Instructions for filling out this Standard Form 1169, Public Voucher for Transportation Charges, are found in GSA's Federal Property Management Regulations, 41 CFR 101-11.3 which may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. SF 1169 may be purchased from the Superintendent of Documents or reproduced in accordance with 41 CFR 101-11.302-6.</li> <li>When charges are payable in foreign funds, designate currency in the block titled "Special Accommodations and Requirements."</li> <li>Travelers must use transportation orders as prescribed by 45 USC 1911 and 49 USC 1911, as amended. Statement by authorizing official or traveler stating use of transportation order must accompany disbursement voucher. List of acceptable publications may number traveler requests forms. See General Accounting Office document in 4 CFR 122.</li> </ol>	SERVICE REQUIRED, (Continued)
SERVICE FURNISHED, IF OTHER THAN REQUESTED	1169-130
STANDARD FORM 1169 BACK (REV. 4-65)	1169-130

OF 1169, U.S. GOVERNMENT TRANSPORTATION REQUEST (ORIGINAL)

## APPENDIX C

THIS IS AN ACCOUNTABLE FORM

BILL CHARGES TO (Department, agency, bureau, office, address including ZIP code)		FISCAL DATA (Appropriation, authorization, etc.)		PLACE AND DATE OF ISSUE	
ISSUING GOVERNMENT OFFICER (Signature and office)					
TRAVELER (Type or print)	OTHERS (Number)	DEPENDENT TRAVEL CHILDREN (Names and ages): <input type="checkbox"/> SPOUSE	SPECIAL ACCOMMODATIONS AND REQUIREMENTS		
CARRIER OR AGENT TENDERED TO	STOP OVER AUTH.	CITIES	CARRIER AND CLASS OF SERVICE (First class coach, charter, etc.)	EXCESS BAGGAGE AUTHORIZED	
TRANSPORTATION AMOUNT (Traveler MUST ascertain cost of transportation and accommodations, if applicable, and record here)	FROM:			WEIGHT	PIECES
	TO:				
	TO:				
	TO:				
	TO:				
	TO:				
Ticket agent WILL NOT accept this copy in lieu of original request.		(Continue service required on the reverse)			
DO NOT fold, staple, or mutilate 1169-230		U.S. GOVERNMENT TRANSPORTATION REQUEST		STANDARD FORM 1169-A (REV. 4-63)	
		MEMORANDUM COPY		PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.2	

INSTRUCTIONS TO TRAVELER	
<p>1. This memorandum copy shall be forwarded in accordance with administrative instructions.</p> <p>2. Inasmuch as the memorandum copy of the transportation request serves as a very important administrative record, care must be exercised that such copy is legible and complete in all respects when forwarded.</p> <p>3. Record in the space on the right, the actual service furnished when same is of lesser value than or differs from that requested. Also include reason for the change and sign the statement.</p>	
SERVICE REQUIRED, (Continued)	
SERVICE FURNISHED, IF OTHER THAN REQUESTED	
1169-230	STANDARD FORM 1169-A BACK (REV. 4-63)

OF 1169-A, U.S. GOVERNMENT TRANSPORTATION REQUEST  
(MEMORANDUM COPY)

## APPENDIX D



THIS IS AN ACCOUNTABLE FORM

BILL CHARGES TO (Government agency, business office, address including ZIP code)		FISCAL DATA (Department, appropriation, etc.)		PLACE AND DATE OF ISSUE	
ISSUING GOVERNMENT OFFICER (Signature and office)					
TRAVELER (Type or grade)	OTHERS (Number)	DEPENDENT TRAVEL CHILDREN (Name and age) <input type="checkbox"/> SPOUSE	SPECIAL ACCOMMODATIONS AND REQUIREMENTS		
CARRIER OR AGENT TENDERED TO	STOP OVER AUTH.	CITIES	CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)	EXCESS BAGGAGE AUTHORIZED	
TRANSPORTATION AMOUNT (Traveler MUST ascertain cost of transportation and accommodations, if applicable, and record here)	FROM:	TO:		WEIGHT	PIECES
	TO:	TO:			
	TO:	TO:			
	TO:	TO:			
	TO:	TO:			
	(Continue service required on the reverse)				
Ticket agent WILL NOT accept this copy in lieu of original request. DO NOT fold, scribble, or mutilate 1169-322 U.S. GOVERNMENT TRANSPORTATION REQUEST DUPLICATE STANDARD FORM 1169-B (REV. 4-65) PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.7					

OF 1169-B, U.S. GOVERNMENT TRANSPORTATION REQUEST  
(DUPLICATE COPY)  
(SNAPOUT ASSEMBLY ONLY)

APPENDIX E

THIS IS AN ACCOUNTABLE FORM

BILL CHARGES TO Government agency, Bureau office, address including ZIP code		FISCAL DATA (photography, transportation, etc.)		PLACE AND DATE OF ISSUE	
ISSUING GOVERNMENT OFFICER (Signature and office)					
TRAVELER (Type or print)	OTHERS (Number)	DEPENDENT TRAVEL CHILDREN (Names and ages) <input type="checkbox"/> SPOUSE	SPECIAL ACCOMMODATIONS AND REQUIREMENTS		
CARRIER OR AGENT TENDERED TO	STOP OVER AUTH.	CITIES	CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)	EXCESS BAGGAGE AUTHORIZED	
TRANSPORTATION AMOUNT (Traveler MUST ascertain cost of transportation and accommodations, if applicable, and record here)	FROM:	TO:		WEIGHT	PIECES
	TO:	TO:			
	TO:	TO:			
	TO:	TO:			
	TO:	TO:			
\$	(Continue service required on the reverse)				
Ticket agent WILL NOT accept this copy in lieu of original request.					
DO NOT tear, splice, or mutilate 1169-232					
U.S. GOVERNMENT TRANSPORTATION REQUEST DUPLICATE					
STANDARD FORM 1169-2 (REV. 4-65) PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.2					

OF 1169-C, U.S. GOVERNMENT TRANSPORTATION REQUEST  
(TRIPLICATE)  
(SNAPOUT ASSEMBLY ONLY)

APPENDIX F

REDEMPTION OF UNUSED TICKETS—Original						GOVERNMENT TRANSPORTATION REQUEST (GTR)	
DATE		APPROPRIATION			DATE GTR ISSUED		NO. →
FILE REFERENCE					PLACE ISSUED		
ORIGIN				DESTINATION			
FORM NO.	TICKET NO.	NO. OF PASSENGERS OR NO. & TYPE OF ACCOMMODATIONS	UNUSED FROM	UNUSED TO	FOR CARRIER USE ONLY	AMOUNT OF REFUND	
REMARKS					TOTAL		
[ ]				[ ]			
(Name and address of carrier)				(Name and address of agency to which refund is to be made)			
<small>Attention: Refund is requested for unutilized passenger transportation services indicated above; any unused tickets involved are attached.</small>							
<small>1170-107      STANDARD FORM 1170 (REV. 3-69)          PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.2</small>							

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REDEMPTION OF UNUSED TICKETS—Original						GOVERNMENT TRANSPORTATION REQUEST (GTR)	
DATE		APPROPRIATION			DATE GTR ISSUED		NO. →
FILE REFERENCE					PLACE ISSUED		
ORIGIN				DESTINATION			
FORM NO.	TICKET NO.	NO. OF PASSENGERS OR NO. & TYPE OF ACCOMMODATIONS	UNUSED FROM	UNUSED TO	FOR CARRIER USE ONLY	AMOUNT OF REFUND	
REMARKS					TOTAL		
[ ]				[ ]			
(Name and address of carrier)				(Name and address of agency to which refund is to be made)			
<small>Attention: Refund is requested for unutilized passenger transportation services indicated above; any unused tickets involved are attached.</small>							
<small>1170-107      STANDARD FORM 1170 (REV. 3-69)          PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.2</small>							

---

REDEMPTION OF UNUSED TICKETS—Original						GOVERNMENT TRANSPORTATION REQUEST (GTR)	
DATE		APPROPRIATION			DATE GTR ISSUED		NO. →
FILE REFERENCE					PLACE ISSUED		
ORIGIN				DESTINATION			
FORM NO.	TICKET NO.	NO. OF PASSENGERS OR NO. & TYPE OF ACCOMMODATIONS	UNUSED FROM	UNUSED TO	FOR CARRIER USE ONLY	AMOUNT OF REFUND	
REMARKS					TOTAL		
[ ]				[ ]			
(Name and address of carrier)				(Name and address of agency to which refund is to be made)			
<small>Attention: Refund is requested for unutilized passenger transportation services indicated above; any unused tickets involved are attached.</small>							
<small>1170-107      STANDARD FORM 1170 (REV. 3-69)          PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.2</small>							

SF 1170, REDEMPTION OF UNUSED TICKETS (ORIGINAL)

## APPENDIX G

#### INSTRUCTIONS

1. Carriers should not effect adjustment by crediting the value of unused tickets in presenting charges on other bills.
2. Carriers should not request the agency to furnish any payment or billing identification of the bill which covered the charges on the U.S. Government Transportation Request involved.
3. The value of each unused ticket that appears in the listing should be inserted by the carrier on the face of the original copy of this form in the column captioned, "Amount of Refund."
4. The original copy should be returned to the agency specified on the face hereof with the check covering the refund due. Check may be made payable to the agency or the "Treasurer of the United States."

#### NOTICE

This debt is now due. Payment should be made promptly. Interest on this debt accrues from the date of this notice. Such interest becomes payable and this debt becomes subject to administrative costs and penalty charges, if it is not paid within 30 days of the date of this notice. In order to avoid such interest, administrative costs, and penalty charges, the amount due must be paid within 30 days of the date of this notice. If necessary, it is the intention of the agency to which refund is to be made to collect this claim by administrative effort. You may inspect and copy agency records pertinent to this debt, obtain an agency review of the decision related to the debt, and propose a written agreement with the agency for the repayment of the debt.

STANDARD FORM 1170 BACK (REV. 3-69)

#### INSTRUCTIONS

1. Carriers should not effect adjustment by crediting the value of unused tickets in presenting charges on other bills.
2. Carriers should not request the agency to furnish any payment or billing identification of the bill which covered the charges on the U.S. Government Transportation Request involved.
3. The value of each unused ticket that appears in the listing should be inserted by the carrier on the face of the original copy of this form in the column captioned, "Amount of Refund."
4. The original copy should be returned to the agency specified on the face hereof with the check covering the refund due. Check may be made payable to the agency or the "Treasurer of the United States."

#### NOTICE

This debt is now due. Payment should be made promptly. Interest on this debt accrues from the date of this notice. Such interest becomes payable and this debt becomes subject to administrative costs and penalty charges, if it is not paid within 30 days of the date of this notice. In order to avoid such interest, administrative costs, and penalty charges, the amount due must be paid within 30 days of the date of this notice. If necessary, it is the intention of the agency to which refund is to be made to collect this claim by administrative effort. You may inspect and copy agency records pertinent to this debt, obtain an agency review of the decision related to the debt, and propose a written agreement with the agency for the repayment of the debt.

STANDARD FORM 1170 BACK (REV. 3-69)

#### INSTRUCTIONS

1. Carriers should not effect adjustment by crediting the value of unused tickets in presenting charges on other bills.
2. Carriers should not request the agency to furnish any payment or billing identification of the bill which covered the charges on the U.S. Government Transportation Request involved.
3. The value of each unused ticket that appears in the listing should be inserted by the carrier on the face of the original copy of this form in the column captioned, "Amount of Refund."
4. The original copy should be returned to the agency specified on the face hereof with the check covering the refund due. Check may be made payable to the agency or the "Treasurer of the United States."

#### NOTICE

This debt is now due. Payment should be made promptly. Interest on this debt accrues from the date of this notice. Such interest becomes payable and this debt becomes subject to administrative costs and penalty charges, if it is not paid within 30 days of the date of this notice. In order to avoid such interest, administrative costs, and penalty charges, the amount due must be paid within 30 days of the date of this notice. If necessary, it is the intention of the agency to which refund is to be made to collect this claim by administrative effort. You may inspect and copy agency records pertinent to this debt, obtain an agency review of the decision related to the debt, and propose a written agreement with the agency for the repayment of the debt.

STANDARD FORM 1170 BACK (REV. 3-69)



REDEMPTION OF UNUSED TICKETS—Triplicate						GOVERNMENT TRANSPORTATION REQUEST (GTR)	
DATE		APPROPRIATION			DATE GTR ISSUED		NO. →
FILE REFERENCE					PLACE ISSUED		
ORIGIN		DESTINATION					
FORM NO.	TICKET NO.	NO. OF PASSENGERS OR NO. & TYPE OF ACCOMMODATIONS	UNUSED FROM	UNUSED TO	FOR CARRIER'S USE ONLY	AMOUNT OF REFUND	
REMARKS						TOTAL	
[ ] <small>(Name and address of carrier)</small>			[ ] <small>(Name and address of agency to which refund is to be made)</small>				
<small>Attention: Refund is requested for unutilized passenger transportation services indicated above; any unused tickets involved are attached.</small>							
<small>1170-107      STANDARD FORM 1170 (REV. 2-69) PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.2</small>							

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REDEMPTION OF UNUSED TICKETS—Triplicate						GOVERNMENT TRANSPORTATION REQUEST (GTR)	
DATE		APPROPRIATION			DATE GTR ISSUED		NO. →
FILE REFERENCE					PLACE ISSUED		
ORIGIN		DESTINATION					
FORM NO.	TICKET NO.	NO. OF PASSENGERS OR NO. & TYPE OF ACCOMMODATIONS	UNUSED FROM	UNUSED TO	FOR CARRIER'S USE ONLY	AMOUNT OF REFUND	
REMARKS						TOTAL	
[ ] <small>(Name and address of carrier)</small>			[ ] <small>(Name and address of agency to which refund is to be made)</small>				
<small>Attention: Refund is requested for unutilized passenger transportation services indicated above; any unused tickets involved are attached.</small>							
<small>1170-107      STANDARD FORM 1170 (REV. 2-69) PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.2</small>							

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REDEMPTION OF UNUSED TICKETS—Triplicate						GOVERNMENT TRANSPORTATION REQUEST (GTR)	
DATE		APPROPRIATION			DATE GTR ISSUED		NO. →
FILE REFERENCE					PLACE ISSUED		
ORIGIN		DESTINATION					
FORM NO.	TICKET NO.	NO. OF PASSENGERS OR NO. & TYPE OF ACCOMMODATIONS	UNUSED FROM	UNUSED TO	FOR CARRIER'S USE ONLY	AMOUNT OF REFUND	
REMARKS						TOTAL	
[ ] <small>(Name and address of carrier)</small>			[ ] <small>(Name and address of agency to which refund is to be made)</small>				
<small>Attention: Refund is requested for unutilized passenger transportation services indicated above; any unused tickets involved are attached.</small>							
<small>1170-107      STANDARD FORM 1170 (REV. 2-69) PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.2</small>							

SF 1170, REDEMPTION OF UNUSED TICKETS (TRIPLICATE)

APPENDIX G-2

REDEMPTION OF UNUSED TICKETS—Quadruplicate						GOVERNMENT TRANSPORTATION REQUEST (GTR)	
DATE		APPROPRIATION		DATE GTR ISSUED		NO. →	
FILE REFERENCE				PLACE ISSUED			
ORIGIN				DESTINATION			
FORM NO.	TICKET NO.	NO. OF PASSENGERS OR NO. & TYPE OF ACCOMMODATIONS	UNUSED FROM	UNUSED TO	FOR CARRIER'S USE ONLY	AMOUNT OF REFUND	
REMARKS						TOTAL	
[ ] <small>(Name and address of carrier)</small>				[ ] <small>(Name and address of agency to which refund is to be made)</small>			
<small>           Attention: Refund is requested for unutilized passenger transportation services indicated above; any unused tickets involved are attached.           <span style="margin-left: 100px;">• See detailed instructions on reverse, RM 7540-00-034-022</span> <span style="float: right;">1170-107      STANDARD FORM 1170 (REV. 2-69) PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.2</span> </small>							

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REDEMPTION OF UNUSED TICKETS—Quadruplicate						GOVERNMENT TRANSPORTATION REQUEST (GTR)	
DATE		APPROPRIATION		DATE GTR ISSUED		NO. →	
FILE REFERENCE				PLACE ISSUED			
ORIGIN				DESTINATION			
FORM NO.	TICKET NO.	NO. OF PASSENGERS OR NO. & TYPE OF ACCOMMODATIONS	UNUSED FROM	UNUSED TO	FOR CARRIER'S USE ONLY	AMOUNT OF REFUND	
REMARKS						TOTAL	
[ ] <small>(Name and address of carrier)</small>				[ ] <small>(Name and address of agency to which refund is to be made)</small>			
<small>           Attention: Refund is requested for unutilized passenger transportation services indicated above; any unused tickets involved are attached.           <span style="margin-left: 100px;">• See detailed instructions on reverse, RM 7540-00-034-022</span> <span style="float: right;">1170-107      STANDARD FORM 1170 (REV. 2-69) PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.2</span> </small>							

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REDEMPTION OF UNUSED TICKETS—Quadruplicate						GOVERNMENT TRANSPORTATION REQUEST (GTR)	
DATE		APPROPRIATION		DATE GTR ISSUED		NO. →	
FILE REFERENCE				PLACE ISSUED			
ORIGIN				DESTINATION			
FORM NO.	TICKET NO.	NO. OF PASSENGERS OR NO. & TYPE OF ACCOMMODATIONS	UNUSED FROM	UNUSED TO	FOR CARRIER'S USE ONLY	AMOUNT OF REFUND	
REMARKS						TOTAL	
[ ] <small>(Name and address of carrier)</small>				[ ] <small>(Name and address of agency to which refund is to be made)</small>			
<small>           Attention: Refund is requested for unutilized passenger transportation services indicated above; any unused tickets involved are attached.           <span style="margin-left: 100px;">• See detailed instructions on reverse, RM 7540-00-034-022</span> <span style="float: right;">1170-107      STANDARD FORM 1170 (REV. 2-69) PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.2</span> </small>							

SF 1170, REDEMPTION OF UNUSED TICKETS (QUADRUPLICATE)

APPENDIX G-3

REDEMPTION OF UNUSED TICKETS - ORIGINAL					
DATE	APPROPRIATION		CONTROL NO.		
FILE REFERENCE	GOVERNMENT REQUEST (GTR) TRANSPORTATION NO.	DATE GTR ISSUED	PLACE GTR ISSUED		
(NAME AND ADDRESS OF CARRIER)		(NAME AND ADDRESS OF AGENCY TO WHICH REFUND IS TO BE MADE)			
GENTLEMEN: REFUND IS REQUESTED FOR UNFURNISHED TRANSPORTATION SERVICES INDICATED BELOW: ANY UNUSED TICKETS INVOLVED ARE ATTACHED.					
ORIGIN	DESTI- NATION		FOR CARRIER'S USE ONLY		
FORM NO. REFUND	TICKET NO.	PAX/ACCOM.*	UNUSED FROM	UNUSED TO	AMOUNT OF REFUND
*NO. OF PASSENGERS OR NO. & TYPE OF ACCOMMODATION REMARKS					TOTAL \$
<p align="center"><b>INSTRUCTIONS</b></p> <p>1. CARRIERS SHOULD NOT EFFECT ADJUSTMENT BY CREDITING THE VALUE OF UNUSED TICKETS IN PRESENTING CHARGES ON OTHER BILLS. 2. CARRIERS SHOULD NOT REQUEST THE AGENCY TO FURNISH ANY PAYMENT OR BILLING IDENTIFICATION OF THE BILL WHICH COVERED THE CHARGES ON THE U.S. GOVERNMENT TRANSPORTATION REQUEST INVOLVED. 3. THE VALUE OF EACH UNUSED TICKET THAT APPEARS IN THE LISTING SHOULD BE INSERTED BY THE CARRIER ON THE ORIGINAL COPY OF THIS FORM IN THE COLUMN CAPTIONED "AMOUNT OF REFUND." 4. THE ORIGINAL COPY SHOULD BE RETURNED TO THE AGENCY SPECIFIED ABOVE WITH THE CHECK COVERING THE REFUND DUE. CHECK MAY BE MADE PAYABLE TO THE AGENCY OR THE "TREASURER OF THE UNITED STATES."</p> <p align="center"><b>NOTICE</b></p> <p>THIS DEBT IS NOW DUE. PAYMENT SHOULD BE MADE PROMPTLY. INTEREST ON THIS DEBT ACCRUES FROM THE DATE OF THIS NOTICE. SUCH INTEREST BECOMES PAYABLE AND THIS DEBT BECOMES SUBJECT TO ADMINISTRATIVE COSTS AND PENALTY CHARGES, IF IT IS NOT PAID WITHIN 30 DAYS OF THE DATE OF THIS NOTICE. IN ORDER TO AVOID SUCH INTEREST, ADMINISTRATIVE COSTS, AND PENALTY CHARGES, THE AMOUNT DUE MUST BE PAID WITHIN 30 DAYS OF THE DUE DATE OF THIS NOTICE. IF NECESSARY, IT IS THE INTENTION OF THE AGENCY TO WHICH REFUND IS TO BE MADE TO COLLECT THIS CLAIM BY ADMINISTRATIVE SETOFF. YOU MAY INSPECT AND COPY AGENCY RECORDS PERTINENT TO THIS DEBT, OBTAIN AN AGENCY REVIEW OF THE DECISION RELATED TO THE DEBT, AND PROPOSE A WRITTEN AGREEMENT WITH THE AGENCY FOR THE REPAYMENT OF THE DEBT.</p>					

STANDARD FORM 1170-EDP  
PRESCRIBED BY GSA, FPMR (41 CFR)101-41.2

**SF 1170 (ELECTRONIC DATA PROCESSING), REDEMPTION OF UNUSED TICKETS  
(COMPUTER-GENERATED)**

**APPENDIX H**



<b>TRANSMITTAL FOR TRANSPORTATION SCHEDULES AND RELATED BASIC DOCUMENTS</b>		DATE _____
FROM (Name of Bureau or Office) _____		
ADDRESS _____		DISBURSING OFFICE SYMBOL NUMBER _____
TO:		
<b>General Services Administration Sheltered Occupational Center (SOC) Paid Document Receiving Unit 13882 Redskin Drive Herndon, VA 20171</b>		
<input type="checkbox"/> TRANSMITTED HERewith ARE THE TRANSPORTATION ACCOUNTS FOR _____ (Month and year) . INCLUDED IN THIS SHIPMENT ARE _____ (Number) PACKAGES CONTAINING _____ (Number) TRANSPORTATION VOUCHERS (SF 1113 AND RELATED SUPPORTING DOCUMENTS). THE BEGINNING AND ENDING SCHEDULE NUMBERS* ARE _____ AND _____. ANY BREAKS IN THE SERIAL SEQUENCE OF SCHEDULE NUMBERS* ARE LISTED AND EXPLAINED BELOW.		
(Continue on plain white paper if necessary)		
<input type="checkbox"/> NO PAYMENT FOR TRANSPORTATION SERVICES HAS BEEN MADE BY THE ABOVE-NAMED OFFICE FOR THE PERIOD _____ (Month and year)		
SIGNATURE _____	TITLE _____	
* Agencies not using voucher-schedule (SF 1166) procedures should show the beginning and ending disbursing office voucher numbers.		
NSN 7540-00-682-6694 1186-106		STANDARD FORM 1186 (REV. 4-83) Prescribed by GSA FPMR 101-41.8

Figure 6. Standard Form 1186, Transmittal for Transportation Schedules and Related Basic Documents