

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

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

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

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

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

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

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

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

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

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

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

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

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

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

[54 FR 15941, Apr. 20, 1989]

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

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

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

**§ 101-41.201 [Reserved]**

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

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

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

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

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

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

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

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

(g) SF 1170, Redemption of Unused Tickets.

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

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

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

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

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

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

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

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

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

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

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

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

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

(b) The SF 1170 is pre-printed (three to the page) on 8<sup>3</sup>/<sub>8</sub>- by 9<sup>3</sup>/<sub>4</sub>-inch, four part carbon-interleaved, marginally punched paper. There are perforations between each form.

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

[54 FR 15943, Apr. 20, 1989]

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

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