

(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 8³/₈- by 9³/₄-inch, four part carbon-interleaved, marginally punched paper. There are perforations between each form.

(c) SF 1170-EDP (computer-generated) must be printed on standard 8¹/₂- by 11-inch, four part carbon-interleaved, marginally punched paper. SF 1170-EDP must be positioned so that the name and address of the carrier begin at line 13, column 9, and must be no longer than 31 characters and 5 lines. The name and address of the agency to which the refund is to be made must begin at line 13, column 48, and must be no longer than 31 characters and 5 lines. Fold marks must be located at line 22 and line 45. The SF 1170-EDP must conform to the exact wording as the approved Standard form and must contain the form number and edition date.

[54 FR 15943, Apr. 20, 1989]

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

SF 1113, which shall be used to bill passenger transportation charges is printed on white paper, 8¹/₂ by 14³/₁₆ inches overall, including an 8¹/₂ by 3³/₁₆-inch tear-off slip which generally is returned to the payee with the check in payment of charges. (See § 101-41.803(b) for exception.) The memorandum copy, SF 1113-A, is printed on yellow paper of the same size as the SF 1113 but without the tear-off slip.