

1170. If a carrier is unable to determine which agency submitted the SF 1170, the payment and refund information shall be sent directly to the General Services Administration (BWCA). Any refunds sent directly to GSA will be subject to the following procedures:

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

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

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

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

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

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

[50 FR 49847, Dec. 5, 1985]

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

(a) *Partial tickets.* A partial ticket is one in which one or more (but not all) coupons have been used. If, within 90 calendar days from the date of issuance of SF 1170, the carrier has failed to make refund for the unused portion of a partially used ticket or to furnish a satisfactory explanation as to why no refund is due, the agency shall transmit the triplicate copy of the SF 1170 and all related correspondence to the General Services Administration (BWCA), Washington, DC 20405, for appropriate action. An agency may remove from its active accounts those debts referred to GSA under this sec-

tion. This shall be recorded in a manner sufficient to support its removal from agency accounting records. Should a refund or response be received from the carrier after referring the claim to GSA, the agency shall, within 30 calendar days of receipt thereof, forward the original SF 1170, together with any advice from the carrier regarding the basis of the refund, to the General Services Administration (BWCA) in accordance with § 101-41.210-4.

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

[50 FR 49847, Dec. 5, 1985]

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

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

[50 FR 939, Jan. 8, 1985]

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

If, following the initial refund to GSA by the carrier of the value of an unused ticket which has expired, the ticket should subsequently be used for transportation or be refunded a second time through the use of an SF 1170, then either the value of the transportation or the amount of the second refund shall be paid to the carrier upon presentation of an SF 1113, Public Voucher for Transportation Charges.

Federal Property Management Regulations

§ 101-41.211-2

The SF 1113 shall be submitted for payment to GSA (BWCA), Washington, DC 20405. The billing carrier shall note on the face of the SF 1113 the fact that it relates to a previously refunded expired ticket which was subsequently used for transportation, or was refunded a second time through the use of an SF 1170. The carrier shall submit with the SF 1113 copies of those documents pertinent to the previous refund and the current transportation charge when applicable.

[50 FR 939, Jan. 8, 1985]

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

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

[50 FR 939, Jan. 8, 1985]

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

To recover carrier refunds sent directly to GSA (BWCA), agencies must forward either an SF 1080, Voucher for Transfer Between Appropriations and/or Funds, or SF 1081, Voucher and Schedule of Withdrawals and Credits, to the General Services Administration (BWCA). Included on these forms must be the name of the carrier, carrier check number, date, and amount of check, (obtained from carrier), as well as the GTR number and the appropriation number to be credited. Agency refund requests should be sent promptly to GSA (BWCA). Refunds from carriers which are not identified and claimed by agencies within 300 days after receipt by GSA (BWCA) will be returned to the U.S. Treasury as miscellaneous receipts.

[50 FR 939, Jan. 8, 1985]

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

(a) Standard Form 1170 and related procedures shall not be used or considered applicable when unused passenger

transportation services billed by foreign-flag carriers are involved, except for:

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

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

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

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

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

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

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

A GTR that has been reported as lost or stolen but that is subsequently recovered shall not be used to obtain transportation or accommodations. The recovered GTR, whether it is blank