

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

or partially or completely filled out, shall be returned promptly to the issuing officer who shall mark it "CANCELLED" and forward it through appropriate channels to the office keeping the accountability records. The GSA General Records Schedule 9, Travel and Transportation Records, provides instructions for disposition of cancelled GTR's (see § 101-11.404-2.)

§ 101-41.211-3 Billing charges for GTR's lost by carrier.

(a) When a carrier has lost or misplaced a GTR, it shall bill the charges for the services furnished on a SF 1113, Public Voucher for Transportation Charges, annotated with the following signed certification:

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

Copy/copies of ticket coupon(s), with the GTR number visible, 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 shall be billed on a separate SF 1113 to be distinguished from charges applicable to other GTR's. (See § 101-41.214 for billing of transportation charges.)

(b) 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 carrier may transmit its bill (SF 1113 with certification) to the General Services Administration (BWCA), Washington, DC 20405, if the paying agency is unknown.

[49 FR 44471, Nov. 7, 1984]

§ 101-41.211-4 Disposition of GTR's previously certified lost by carrier.

An original GTR that is located after payment has been made under § 101-41.211-3 shall be forwarded promptly to the General Services Administration (BWAA/C), Washington, DC 20405, together with a reference to the carrier's bill on which charges for the lost GTR were paid.

[49 FR 44471, Nov. 7, 1984]

§ 101-41.211-5 Billing charges for air excess baggage coupons lost by carrier.

(a) When a carrier has lost or misplaced its flight coupon copy of the GEBAT covering the air carriage of excess baggage, it shall bill the charges on an SF 1113 annotated with the following signed certification: "I certify that all GEBATS honored by the above-named carrier or travel agent pass into my office; that the authorizing GTR(s) (number(s)), applicable passenger ticket(s) (number(s)), name of traveler(s), 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 carrier has not received payment for services rendered thereunder; and that, if the said GEBAT is later found, it will be marked 'Canceled-Certification in Lieu Issued' and transmitted to the General Services Administration (BWAA/C), Washington, DC 20405, and no claim made thereon." The disbursing officer shall certify on the SF 1113 that the services specified therein have been furnished, that payment has not been made to any claimant, and that the record has been annotated to prevent duplicate payment.

(b) Excess baggage charges supported by a certified statement instead of a lost GEBAT shall be billed separately from other types of transportation charges. Where the paying agency cannot be determined, the carrier may submit its bill to the General Services Administration (BWCA), Washington,