

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,

DC 20405, for forwarding to the responsible agency.

(c) An original GEBAT that is located after issuance of the certified statement instead of the lost GEBAT, together with a reference to the carrier's bill on which charges for the lost GEBAT were paid, shall be forwarded promptly to GSA (BWAA/C).

(31 U.S.C. 952, 31 U.S.C. 3726; 40 U.S.C. 486(c))

[42 FR 36672, July 15, 1977, as amended at 46 FR 42663, Aug. 24, 1981; 48 FR 27726, June 17, 1983; 49 FR 44471, Nov. 7, 1984]

§ 101-41.212 Accountability for tickets or coupons.

Federal agencies shall maintain adequate accounting and administrative control, including individual accountability, of tickets and other transportation documents received in exchange for GTR's or other procuring instruments. Agency regulations should caution travelers and other accountable persons that failure to account for these documents may result in personal liability.

[48 FR 46789, Oct. 14, 1983]

§ 101-41.213 Carrier entries on GTR's.

(a) The boxed section on the face of the GTR captioned "For Carrier Use Only" is reserved for the recording of proper data by the ticket agent and auditor of the billing carrier.

(1) In the "Form and Ticket NO." space, the ticket agent shall enter the ticket number and type of ticket furnished in exchange for the GTR.

(2) In the "Agent's Value" space, the ticket agent shall enter the cost of the transportation services furnished. Any accommodation charge or other supplementary service such as extra fare or excess baggage shall be listed separately and not included in the amount of the regular transportation charge.

(3) In the "Auditor's Value" space, the carrier audit officer shall enter the charges as specified in paragraph (a)(2) of § 101-41.213 for the "Agent's Value."

(b) On the reverse side of the GTR, the carrier's ticket agent shall show the date travel commenced so that tariff applicability may be determined.

§ 101-41.214 Billing and payment of passenger transportation charges.

§ 101-41.214-1 Carrier billing form.

Carrier charges for transportation services furnished for the account of the United States shall be billed on SF 1113. The bill, plus one memorandum copy (SF 1113-A), shall be submitted to the billing office specified on the GTR. Carrier bills for transportation charges shall be subject to the standards for payment prescribed in subpart 101-41.4. Charges for passenger transportation services shall be billed separately from freight transportation charges.

§ 101-41.214-2 Factual support of charges billed.

(a) Documentary evidence of facts other than those shown on the GTR or other authorized procurement document, necessary to support or explain charges billed shall refer to the number of the GTR or other document involved, be associated therewith, and made a part of the billing record. Certifications or affidavits, section 10721 quotations, charter orders, air ferry or live mileage supports, bus deadhead mileage supports, transfer checks, and authorizations are examples of such documents.

(b) The pertinent excess baggage coupon from the GEBAT set shall be furnished in support of charges billed for the air excess baggage service furnished for each portion of a journey.

(c) Each bill submitted by a carrier for the payment of charges for Government-financed passenger transportation services involving, in whole or in part, the use of a foreign-flag air carrier or vessel shall be supported by a certification explaining the nonavailability of U.S.-flag service, which shall be signed by the traveler or other responsible official of the agency authorizing such use. (See 4 CFR 52.2.)

[42 FR 36672, July 15, 1977; 42 FR 41128, Aug. 15, 1977, as amended at 46 FR 42663, Aug. 24, 1981]

§ 101-41.214-3 Carrier machine punching on GTR's.

Carriers using 80-column tabulating equipment have the option of keypunching certain information in the GTR's. Carriers electing to punch