

§ 101-41.307-5 Lost original GBL's recovered after settlement.

When a lost original GBL is recovered, after settlement is effected on the basis of the freight waybill, the original GBL shall be forwarded to the paying office of the agency concerned for cancellation. The original GBL shall be inscribed with the disbursing office (D.O.) symbol number, the D.O. voucher number (or the GSA certificate of settlement number), and the payment date of the freight waybill settlement voucher and shall be forwarded to GSA (BWAA/C).

(31 U.S.C. 952, 31 U.S.C. 3726; 40 U.S.C. 486(c))
[46 FR 42664, Aug. 24, 1981, as amended at 48 FR 27726, June 17, 1983]

§ 101-41.307-6 Lost GBL's and freight waybills (original).

When SF 1103 or SF 1203 and the original freight waybill (SF 1105 or SF 1205) are lost or destroyed, the carrier shall request from the issuing office a certified true copy of that office's memorandum copy (SF 1103-A or SF 1203-A) of the GBL. The issuing office shall make its certification regarding the services requested on the reverse of that copy and forward it to the carrier for certification of delivery and billing. The issuing office shall enter each certification of a substitute document in its GBL accountability record. Execution of the carrier's certificate of delivery on the substitute document is not required for charges billed under the exception procedures in § 101-41.312. If the lost GBL (original), personal property GBL (original), or freight waybill (original) is recovered, procedures in §§ 101-41.307-4 and 101-41.307-5, as applicable, shall be followed.

[49 FR 42933, Oct. 25, 1984]

§ 101-41.308 Accountability for GBL's.**§ 101-41.308-1 Agency control.**

Agencies shall maintain accountability records and physical control of GBL stock. Employees responsible for the issuance and use of GBL forms shall be held accountable for their disposition. GBL forms generally are serially numbered at the time of printing; no other numbering of the forms, including additions or changes to the

prefixes or additions of suffixes, is permitted.

(a) Regular GBL assemblies are sequentially numbered with seven digits and an alphabetical prefix; e.g., A-0,000,001 through A-9,999,999, progressing to B, then C, etc.

(b) The personal property GBL assemblies are sequentially numbered with six digits and a two-letter prefix, the second of which is always P; e.g., AP-000,001 through AP-999,999, then BP, CP, etc.

[42 FR 36672, July 15, 1977, as amended at 49 FR 14107, Apr. 10, 1984]

§ 101-41.308-2 Disposition of unused GBL's.

GBL forms spoiled in preparation, prepared for issuance but not used, or unusable for any other reason shall be canceled and returned to the accountable office. Those forms shall be disposed of in accordance with General Records Schedule 9, Travel and Transportation Records. (See § 101-11.404-2.)

§ 101-41.309 Factual support of charges.**§ 101-41.309-1 International shipments.**

(a) *International ocean shipments.* Each bill submitted by a freight or household goods forwarder for the payment of transportation charges for the overseas movement of personal property (including household goods, personal effects, and, for civil agencies, privately owned vehicles) shall be supported by a copy of the ocean freight bill along with the GBL. Also, each bill submitted by an ocean carrier or freight forwarder for the payment of charges for the transportation of personal effects of officers and employees of the United States, furnished in whole or in part by a foreign-flag carrier, shall be supported by the authorizing official's certification of the necessity for the use of the foreign-flag carrier. (See 4 CFR 52.2.)

(b) *International air shipments.* (1) Each bill for the payment of international air freight transportation charges not involving the use of foreign-flag carriers shall be supported:

(i) For air carriers, with a carrier's certification that only U.S.-flag service