

(d) The cover or container of each package shall include the following information.

From: Names and address of transmitting office. Period of account. Package number _____ of _____.
 Disbursing office symbol number. Package number _____ of _____.
 To: General Services Administration, (FWAA/C), Washington, DC 20405.

(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 52 FR 12171, Apr. 15, 1987]

§ 101-41.807-3 Transportation vouchers withheld or delayed.

Transportation vouchers and related documents delayed or withheld from the appropriate accounting submission shall be properly identified and submitted under separate cover by the agency. In no case shall they be filed and transmitted with transportation vouchers for subsequent periods.

§ 101-41.807-4 Submission of paid freight bills/invoices, commercial bills of lading, passenger coupons, and supporting documentation covering transportation services by contracts under a cost-reimbursement contract.

(a) Agencies shall ensure that legible copies of paid freight bills/invoices, commercial bills of lading (CBL's), passenger coupons, and supporting documentation for transportation services, for the account of and on which the United States will assume freight and passenger charges, that were paid by a Federal agency's contractor under a cost-reimbursement contract and their first-tier subcontractors, under a cost-reimbursement contract, are submitted to GSA for audit.

(b) Agencies shall ensure that each prime contractor forwards legible copies of paid freight bills/invoices, CBL's passenger coupons, and supporting documentation, as soon as possible following the end of the month, in one package to the General Services Administration (FWATS), 18th and F Streets, NW., Washington, DC 20405. The shipment shall include the required documents for all first-tier subcontractors under a cost-reimbursement sub-contract. If, however, the inclusion of

the transportation documents for any such subcontractors in the shipment is not practicable, such documents are to be transmitted in a separate package.

(c) Agencies shall ensure that any original transportation bills or other documents requested by GSA be forwarded promptly by the contractor to GSA. The agency shall ensure that the contractor stamp or write the name of the contracting agency on the face of the bill before sending it to GSA.

(d) A statement prepared in duplicate by the sender shall accompany each shipment of transportation documents. The copy, duly signed and acknowledging receipt of the shipment, will be returned by GSA. The statement should show:

- (1) The name and address of the prime contractor;
- (2) The contract symbol and number;
- (3) The name and address of the field office or headquarters office administering the contract;
- (4) The total number of bills submitted; and
- (5) A listing of the respective amounts paid, or in lieu of such listing, an adding machine tape of the amounts paid showing the contractor's voucher or check numbers.

[53 FR 16877, May 12, 1988, as amended at 56 FR 40259, Aug. 14, 1991]

§ 101-41.808 Agency stations.

§ 101-41.808-1 New or discontinued agency stations.

Agencies shall notify the General Services Administration (FWCA), Washington, DC 20405, whenever a new or existing agency station is authorized to prepare voucher-schedules for transportation services or when an agency station is no longer so authorized. This notice shall show the name and station location of the bureau or office and the date on which its authority to schedule payments for transportation services was granted or discontinued.

[52 FR 12171, Apr. 15, 1987]