

**§ 101-41.806-2 Information to be furnished by the disbursing office.**

The disbursing office (D.O.) shall clearly imprint within the PAID By block the word "Paid"; the month, day, and year of payment; and the D.O. (station) symbol number. The disbursing office shall also list in the appropriate column opposite each payee's name the serial numbers of any checks issued in payment of the voucher.

[52 FR 12171, Apr. 15, 1987]

**§ 101-41.806-3 Disposition of forms after payment.**

The disbursing office shall forward the payment check to the carrier-payee with pertinent tear-off slips (or Notice to Check Recipient, TFS Form 3039 bearing all information shown on the tear-off slips), return two copies of the voucher-schedule to the issuing agency, and retain the original voucher-schedule to support its statements of accountability. If neither a tear-off slip nor a Notice to Check Recipient is provided, the carrier's bill number and related payment amount for transportation charges, and payment amount for interest, if any, for that bill number must appear on the check. In distributing the accomplished voucher-schedule, the issuing agency shall use one copy to support its statement of transactions (SF 224, SF 1220, or SF 1221) and retain a copy in its files.

[52 FR 12171, Apr. 15, 1987]

**§ 101-41.807 Identification and submission of transportation vouchers and supporting documents to GSA.**

**§ 101-41.807-1 Identification of basic transportation payment documents.**

Each basic transportation voucher (SF 1113) and its related voucher-schedule (SF 1166 OCR) shall be cross-referenced by voucher number (military agencies) or schedule number (civilian agencies) in the appropriate space to provide positive association of one with the other and the date of payment as shown in the PAID BY block of the voucher-schedule.

[52 FR 12171, Apr. 15, 1987]

**§ 101-41.807-2 Submission of transportation vouchers.**

The following procedures are applicable to all agencies not specifically exempted from submitting their transportation accounts to GSA.

(a) Each month, after the statement of transactions (SF 224, SF 1220, or SF 1221) has been accomplished, the basic transportation vouchers and supporting documents shall be securely bound with cord or tape and forwarded promptly to the General Services Administration (FWAA/C), Washington, DC 20405.

(b) Each shipment of transportation vouchers shall be made under a covering SF 1186, Transmittal for Transportation Schedules and Related Basic Documents, which shall be included in the package identified as number 1. If receipt is desired; a copy of SF 1186 with an addressed return envelopment must be furnished. SF 1186 must be executed and submitted for each accounting period; if no disbursements for transportation services were made during the period, the form should be so annotated.

(c) The shipping cartons used for transmitting voucher shipments to GSA shall not exceed 15 inches long, 12 inches wide, and 10 inches deep. These dimensions are specified under national stock number 8115-00-290-3379 for cartons used to ship documents to Federal Records Centers.

(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 subcontract. 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]

**Subparts 101-41.9—101-41.48  
[Reserved]**

**Subpart 101-41.49—Illustrations of  
Forms**

EDITORIAL NOTE: The forms illustrated in §§ 101-41.4901 and 101-41.4902 of this subpart are filed with the original document and do not appear in the Code of Federal Regulations.

**§ 101-41.4900 Scope of subpart.**

This subpart illustrates forms prescribed or available for use in connection with subject matter covered in other subparts of part 101-41.

**§ 101-41.4901 Standard forms.**

(a) The Standard forms are illustrated in this section to show their text, format, and arrangement and to provide a ready source of reference. The subsection numbers in this section correspond to the Standard form numbers.