

4 FAH-3 H-470 TRANSPORTATION OF PASSENGERS AND THINGS

*(CT:FMP-56; 06-29-2010)
(Office of Origin: RM/FPRA/FP)*

4 FAH-3 H-471 GENERAL VOUCHERING INFORMATION

4 FAH-3 H-471.1 Definitions

4 FAH-3 H-471.1-1 Transportation Vouchers

(CT:FMP-56; 06-29-2010)

- a. Transportation vouchers are invoices or billings for transporting passengers and property by a carrier, carrier's agent, travel agency, or transfer company. Transportation vouchers are subject to audit against published common carrier passenger, freight express tariffs, or other equivalent contract, arrangement, or other type procurement authority.
- b. Vouchers for reimbursements to travelers claiming passenger and property transportation costs are not considered transportation vouchers for the purpose of these regulations but are subject to limitations and restrictions of the regulations set forth in 14 FAM 500, 14 FAM 600, 4 FAM 460, and 41 CFR 101-41.
- c. Vouchers covering charges for intracity transit services; for local storage, drayage, and handling services; or for small shipments not procured with a Form **SF-1103**, U.S. Government Bill of Lading *International and Domestic Overseas Shipments* (GBL), *must* not be considered a transportation voucher for the purpose of these regulations.

4 FAH-3 H-471.1-2 Accessorial Services

(CT:FMP-56; 06-29-2010)

- a. Accessorial services are services furnished by a carrier in conjunction with the primary service of transportation. Examples of accessorial services are:
 - (1) In connection with freight shipments, demurrage, storage, refrigeration, switching, handling, and stop-off in transit for partial loading or unloading; and
 - (2) In connection with passenger transportation, excess baggage, switching and sleeping, or parlor car services.
- b. If accessorial services are billed together with transportation services, the voucher is a transportation voucher (see 4 FAH-3 H-471.1-1). If accessorial services are billed separately, the voucher *must* not be considered a transportation voucher for the purpose of these regulations.

4 FAH-3 H-471.2 Use of Foreign Currency

(CT:FMP-25; 12-07-2004)

Generally, authorizing officers should pay transportation charges in the currency of the country in which transportation services originate. (See 4 FAM 471.3).

4 FAH-3 H-471.3 Carrier Billing

(CT:FMP-56; 06-29-2010)

- a. Carriers and agents should bill on a monthly basis, using Form SF-1113, Public Voucher for Transportation Charges. The voucher should be supported by *government transportation requests* (GTRs), GBLs, and if they so choose, their own invoice. *List* the serial numbers for each supporting document on Form SF-1113, *Public Voucher for Transportation Charges*, with the charge applicable to each document shown in the amount column.
- b. Advise carriers in writing that each Form SF-1113 generally should include as many GTRs, GBLs, and other appropriate documents as can be listed, except:
 - (1) Each U.S. Government agency serviced should be billed separately;
 - (2) Passenger transportation services must be billed separately from property transportation charges; and
 - (3) Each household goods shipment should be billed on a separate

Form SF-1113.

- c. If carriers submit bills only on their invoices, the paying office will voucher such invoices on Form SF-1113 or Form DS-2076, Purchase Order, Receiving Report and Voucher, marked "TRANSPORTATION."
- d. When forms such as Form SF-1169, *U.S. Government Transportation Request (GTR)*, or Form SF-1103, *U.S. Government Bill of Lading International and Domestic Overseas Shipments* (GBL), are used to procure transportation services and are payable in foreign currency, the "Bill Charges To" portion must contain the following:
 - (1) The name of the requesting agency;
 - (2) The address to be billed; and
 - (3) The instruction on paying in foreign currency.

4 FAH-3 H-471.4 Time Limitation on Payment

(CT:FMP-56; 06-29-2010)

Generally, pay only those carrier bills presented within 3 years from the date the involved transportation services were rendered, in accordance with the statute of limitations set forth in 31 U.S.C. 3726. Bills or claims submitted after the 3-year time limit expires will be forwarded by cover memorandum, without payment, to *the General Services Administration* (GSA), 1800 F St. NW, Washington, DC 20405, or the agency concerned, to be transmitted to GSA. If disbursing officers pay time-barred bills, it constitutes an improper expenditure of U.S. Government funds.

4 FAH-3 H-471.5 Payee Certification

(TL:FMP-3; 05-30-1995)

The payee certifies all valid and proper billings for transportation and accessorial charges received from carriers or agents (see 4 FAM 423.10). Using a facsimile signature of such official is acceptable, provided a duly authorized clerk manually initials the billing and inserts his or her title below the initials.

4 FAH-3 H-471.6 Submission of Paid Transportation Vouchers

(CT:FMP-25; 12-07-2004)

In order for GSA to carry out its audit responsibility, as required by 31 U.S.C. 3726, disbursing officers are responsible for forwarding paid English-language international transportation vouchers on a monthly basis. Send

these vouchers and supporting documents, with related voucher schedules, to the General Services Administration, 1800 F St. NW, Washington, DC 20405.

4 FAH-3 H-472 PROCUREMENT OF PASSENGER TRANSPORTATION

4 FAH-3 H-472.1 Forms

(CT:FMP-56; 06-29-2010)

The list found in 4 FAH-3 H-472 Exhibit H-472.1 includes the standard forms prescribed for paying passenger transportation services for the account of the United States. Obtain supplies of Form SF-1169, U.S. Government Transportation Request, and Form SF-1170, Redemption of Unused Tickets-*Original*, from GSA. Obtain Form SF-1113, *Public Voucher for Transportation Charges*, from the U.S. Government Printing Office. (See 4 FAM 472.1).

4 FAH-3 H-472.2 Reduced Rate Services

(TL:FMP-3; 05-30-1995)

Use through fares, special fares, commutation fares, excursion fares, reduced rate one-way, and round-trip fares for official travel only when contract fares are unavailable or it can be determined by the travel-authorizing official before starting a trip that all things considered, using such service would be more practical and economical.

4 FAH-3 H-472.3 Use of Travel Agencies in Foreign Areas

(CT:FMP-25; 12-07-2004)

Paying fees for travel services charged by travel agencies in foreign areas are allowed when it is determined that such travel services cannot be obtained, without charge, directly from the carrier involved.

4 FAH-3 H-472.4 Mode of Travel

(CT:FMP-56; 06-29-2010)

- a. The policy and restrictions governing the mode of travel are contained in 14 FAM 500 and 14 FAM 600, subject to 4 FAH-3 H-472.
- b. Using air transportation is encouraged.
- c. Surface transportation or a combination of surface and air is authorized

subject to the provisions of 14 FAM 500 and 14 FAM 600.

- d. Using ship transportation is authorized when using air transportation would be detrimental to the traveler's health or well-being. Travelers must obtain the required certification from *the Office of the Medical Director* prior to departure. The certification must be included with the travel voucher.
- e. Travel by ship is permitted, provided travel expenses (including per diem, incidental expenses, fare, and travel time) are limited to those that would accrue by authorized air travel. Travelers must pay the difference if ship travel is not required for medical reasons.

4 FAH-3 H-472.5 Uses of Foreign Carriers

(CT:FMP-56; 06-29-2010)

- a. The policy and restrictions governing use of foreign carriers for official travel are stated in 14 FAM 500 and 14 FAM 600.
- b. Using U.S. flagships for travel on official business and of U.S.-flag certificated air carriers for U.S. Government-financed passenger transportation is required by statute (46 U.S.C. 1241 (ships) and 49 U.S.C. 1517 (airlines)) when such ships and air carriers are available. Compliance with these statutes is mandatory, whether the U.S. Government pays the transportation charges to the carrier or through reimbursement of an individual or other entity.
- c. The traveler is responsible for submitting a justification statement for using a foreign-flag carrier with the travel reimbursement voucher. The statement *must* explain the nonavailability of U.S.-flag service and be certified by an authorizing officer. (See 14 FAM 500 and 14 FAM 600).

4 FAH-3 H-472.6 Excess Baggage

(CT:FMP-56; 06-29-2010)

- a. The policy for allowing excess baggage is contained in 14 FAM 500 and 14 FAM 600. Excess baggage charges incident to official travel are payable to the carrier up to the maximum authorized on the traveler's transportation request or other authorizing document. The traveler pays the cost of any unauthorized excess baggage to the carrier at the time of procurement.
- b. Cash *must* generally be used to pay the air carrier for authorized excess baggage.
- c. If the excess baggage was not authorized by the travel authorization, or if the amount transported was in excess of applicable weight limitations, the unauthorized cost is collected from the traveler, unless

administratively approved as provided under the provisions of 14 FAM 500 and 14 FAM 600, or the traveler paid the carrier at the time of procurement.

4 FAH-3 H-472.7 Vouchering

4 FAH-3 H-472.7-1 Forms

(CT:FMP-56; 06-29-2010)

Passenger transportation is normally billed and vouchered on Form SF-1113, *Public Voucher for Transportation Charges*. If the carrier bills on its own invoice, voucher the bill on Form SF-1113 or *Form DS-2076, Purchase Order, Receiving Report and Voucher (formerly OF-206)*, and mark it "TRANSPORTATION."

4 FAH-3 H-472.7-2 Examination of Vouchers

(CT:FMP-56; 06-29-2010)

- a. Carrier and agent billings must be examined and pre-audited for accuracy and completeness prior to vouchering and payment and before GSA audits the associated transportation rates. Bring obvious overcharges and other rate errors to the attention of the carrier to be corrected.
- b. Compare supporting documents, such as original *government transportation requests (GTRs)* attached to bills, with office copies and the bill itself. The review includes verification that the supporting documents properly and clearly indicate the following for GTRs:
 - (1) Points of travel;
 - (2) Number of travelers;
 - (3) Class and type of transportation and service authorized and billed;
 - (4) Date of issue;
 - (5) Appropriation and account symbols;
 - (6) Signature of issuing officer and traveler;
 - (7) Ticket number;
 - (8) Date travel commenced on the reverse side of the GTR; and
 - (9) Cost of the transportation service furnished. When a GTR is payable in foreign currency, the "Bill Charges To" portion must contain the following:
 - (a) The name of the requesting agency;
 - (b) The address to be billed; and

- (c) The instruction on payment in foreign currency.
- c. Pay carrier bills deemed proper for payment before GSA audits them. Generally, forward the tear-off slip at the bottom of Form SF-1113, *Public Voucher for Transportation Charges*, or the equivalent, with the check to the payee to identify the payment.

4 FAH-3 H-472.7-3 Prevention and Recovery of Duplicate Payments

(TL:FMP-3; 05-30-1995)

Establish controls to prevent duplicate payments. Controls may include comparing original GTRs and supporting documents submitted by carriers with office copies, or with an automated listing of GTRs previously paid. Duplicate payments must be recovered promptly in accordance with 4 FAM 490.

4 FAH-3 H-472.7-4 Special Charges

(TL:FMP-3; 06-30-1995)

Charges for canceled reservations are payable to a carrier only if administratively approved as unavoidable official expenses. If a carrier charges a service fee for canceling a reservation for personal reasons or delay in notifying the carrier, the post or office should collect the fee from the traveler.

4 FAH-3 H-472.7-5 Cross-Reference on Billings for Additional or Supplemental Services

(CT:FMP-56; 06-29-2010)

The paying office or issuing agency *must* endorse those billings supported by GTRs that extend or supplement services covered by other GTRs to show the disbursing office (D.O.) voucher number, date of payment, and D.O. symbol number of the prior payment. Billings covering air excess baggage charges need not be so endorsed.

4 FAH-3 H-472.7-6 Suspensions and Disallowances

(TL:FMP-3; 05-30-1995)

Form DS-1631, Transportation Exception Statement, or a similar statement, is prepared and distributed to request additional information or to furnish an explanation of any differences between the amount billed and the net amount approved for payment.

4 FAH-3 H-472.7-7 GTRs Lost by Carriers or Agents

(CT:FMP-56; 06-29-2010)

The following procedure is observed when carriers or agents lose or misplace GTRs that have been honored for services:

- (1) The carrier or agent *must* voucher such charges on Form SF-1113, Public Voucher for Transportation Charges, annotated with the signed certification statement in 4 FAH-3 Exhibit H-472.7-7. Attach copies of ticket coupons, with the GTR number visible, in support of the SF-1113. Also include a statement of any other pertinent facts and circumstances. Bill charges so supported separately from charges applicable to other GTRs;
- (2) Carriers and agents render such bills to the appropriate office (if known) that was designated as the paying office to be billed in the instructions on the original GTR. Otherwise, the carrier or agent renders the bill under cover of a letter to the Department of State or other agency concerned, or to the General Services Administration if the paying agency is unknown;
- (3) When a certifying officer receives such claims, he or she processes them for payment, provided that the duplicate of the GTR is on file at the paying office indicating that the billing was to be rendered to such office and upon determination that payment is proper. The following statements are included on or attached to Form SF-1113 if payment is approved:
 - (a) Services specified on Form SF-1113 have been authorized and furnished;
 - (b) Payment has not been made to any claimant; and
 - (c) Appropriate safeguards have been taken to prevent duplicate payment;
- (4) When such claims are paid, the certifying officer makes essential entries on payee voucher records and duplicate GTRs to prevent duplicate payment; and
- (5) If the certifying officer receiving such claim is able to determine that post is not the paying office, he or she forwards it to the proper paying office. If any post is unable to determine that payment is proper, forward the claim to the Department or agency concerned for settlement, accompanied by a statement of administrative determination of the facts and circumstances of the case.

4 FAH-3 H-472.7-8 Notices of Payment on Behalf of Couriers

(TL:FMP-3; 05-30-1995)

Posts inform couriers (professional diplomatic couriers and other members of the Foreign Service and of the Department performing travel as couriers in accordance with currently valid authorizations from the Department) of expenses paid for their fares, excess baggage, and miscellaneous travel expenses, including portage of official pouches. Such information pertaining to amounts involved, exchange rate, voucher number, payment date, name of USDO or cashier, and other relevant data, are essential to the courier to properly prepare his or her travel voucher and Form FS-0400, Diplomatic Courier Trip Report. If practicable, furnish a copy of the voucher to the courier. Each employee must submit a travel voucher within 30 days of completing authorized travel in accordance with 4 FAM 462.

4 FAH-3 H-472.8 Unused Transportation

4 FAH-3 H-472.8-1 Traveler's Responsibility

(CT:FMP-56; 06-29-2010)

- a. The traveler is responsible for the proper performance of official travel and the proper shipment/storage of his or her own effects, regardless of whom may have assisted the traveler in making travel and transportation arrangements. Therefore, to reduce the possibility of personal payments for unauthorized travel or excess shipment/storage of effects, etc., travelers should be familiar with allowable travel and transportation expenses as defined in 14 FAM 500 and 14 FAM 600. Wherever possible, travelers must use Department-provided transportation offices to obtain tickets. Government transportation requests (GTRs) should be used only in emergencies.*
- b. If the traveler does incur excess transportation costs, such as for indirect routing, or non-use of city-pair fares, the traveler must pay such costs to the carrier at the time of procurement. Deductions for excess charges unknown when travel commences are made from the traveler's travel claim submitted at the completion of travel. Charges for excess shipping/storage costs must be paid by the traveler as prescribed in 14 FAM 500 and 14 FAM 600.*
- c. Travelers are responsible for the use and/or disposition of all tickets, U.S. Government transportation requests (GTRs), airline-denied boarding compensation checks, or promotional materials bought by GTR, Government Travel System (GTS), or other voucher. Any changes in transportation arrangements require that the traveler:*

- (1) *Notify the Travel Management Center (TMC) immediately when the trip or portion of the trip will not be made;*
 - (2) *Document in writing that the TMC was notified. This must include the name of the person notified; and*
 - (3) *Notify the executive office/post management office of unused tickets; the existence of any partially unused tickets; and/or refunds due to the U.S. Government. In certain cases, partially used tickets increase the cost of the airfare. The traveler is required to re-pay the U.S. Government any excess costs that may occur as a result of the traveler's actions in accordance with 14 FAM 585.2.*
- d. The traveler and executive office/post management office are responsible for ensuring that the account was credited for any refunds due. Both the traveler and executive office/post management office are responsible for following up with the Office of Employee Claims and the Office of Accounts Receivable in the Charleston Financial Service Center (CFSC) to ensure that the refunds were received and properly credited back to the allotment.*

4 FAH-3 H-472.8-2 Redemption Action-GTR

(CT:FMP-56; 06-29-2010)

- a. To redeem unused transportation obtained by GTR, *use* Form SF-1170, Redemption of Unused Tickets-*Original*, in Washington, *DC* and by the posts to the maximum extent possible. Form SF-1170 is designed to be used with a window envelope.
- b. Prepare a separate Form SF-1170 for each GTR *used*, although more than one ticket or adjustment transaction involving the same GTR may be listed on the same form.
- c. At post, to request a refund from a travel agency, indicate the mode(s) of travel used or name(s) of carrier(s) involved on Form SF-1170.
- d. Refund claims on Form SF-1170 are processed by the fiscal-servicing post, the CFSC, or the executive office of the bureau or office, in an original and three copies, executed in complete detail. Forward the signed original and one copy to the carrier or agent, together with unused complete tickets or coupons, if involved; otherwise, Form SF-1170 provides the essential facts on which the refund claim is based. Enter an estimated amount of refund on these copies to establish the accounts receivable, even though the amount paid may be different. The post retains the second and third copies pending adjustment; in Charleston, forward these copies to *the Bureau of Resource Management (RM), Office of Accounts Receivable (RM/GFS/F/AR)*.

- e. The carrier completes Form SF-1170 by inserting, in the designated spaces, the amount being credited on each ticket and the total amount being refunded. The carrier returns the original Form SF-1170, together with remittance, to the post. At the CFSC, send the refund to RM/GFS/F/AR. If no refund is due, the carrier must provide an explanation on the original Form SF-1170.
- f. Maintain adequate collection controls on pending Form SF-1170 to ensure prompt refunds. At posts, as refunds and Forms SF-1170 are received from carriers or agents, annotate the control records.
- g. If Form SF-1170 is not acceptable, for example, to certain foreign carriers, the unused transportation may be transmitted for redemption under cover of an itemized letter to the carrier.
- h. The amounts used in recording the requests for refunds as accounts receivables are determined by the responsible post, based on first-hand knowledge of the tickets and portions, thereof, that were not used. The average amount of each unused ticket should be computed, based on past experience. Record amounts on Form SF-1170 prior to forwarding them to RM/GFS/F/AR. Obtain such amounts from the contract travel agent airline ticket office (see 14 FAM 500 and 14 FAM 600).
- i. In all cases, record unused transportation tickets returned for redemption as an accounts receivable.
- j. Send unused airline tickets and airline-denied boarding compensation checks received by posts, where there is no agency or airline representative, to RM/GFS/F/AR.
- k. Where unused tickets are transmitted to Washington, DC executive offices for processing, they must be accompanied by a copy of the GTR containing applicable accounting data.

4 FAH-3 H-472.8-3 Redemption Action—Centrally Billed Account (CBA)

(CT:FMP-56; 06-29-2010)

Return unused tickets purchased under a *centrally billed account (CBA)* account to the airline ticket office that furnished the airline ticket. The airline ticket office will issue a receipt showing a credit is due the Department.

4 FAH-3 H-472.8-4 Reporting Refunds to the General Services Administration (GSA)

(CT:FMP-56; 06-29-2010)

Report refunds and claims to GSA as stated below:

- (1) **Report of refund:** When a refund is received from the carrier or agent, forward the original SF-1170, *Redemption of Unused Tickets-Original*, completely executed to show essential details, promptly to the General Services Administration 1800 F St. NW, Washington, DC 20405;
- (2) **Ticket exchange:** Carriers are required to make refunds for the unused value of an exchanged ticket (traveler exchange of an original ticket for one of lesser value) when the carrier has issued a receipt or ticket refund application. Make such refunds to the “Bill Charges To” address on the GTR within 60 days from date of ticket exchange. If the refund has not been received within 90 days of date of ticket exchange, forward the carrier refund application and any other pertinent information, as obtained from the traveler, to GSA, 1800 F St. NW, Washington, DC 20405;
- (3) **Claims for delinquent refunds:** When a carrier fails to make a refund upon request, or to furnish a satisfactory explanation why no refund is due within 3 months after the date of application for a refund, or refuses to adjust for unused transportation, the post *must* report the case to GSA, 1800 F St. NW, Washington, DC 20405, enclosing a copy of the pertinent SF-1170 and related correspondence; *and*
- (4) **Refunds transferred to GSA:** Ticket exchanges or delinquent refunds forwarded to GSA are written off as receivables in accordance with Department accrual accounting procedures in 4 FAM 200.

4 FAH-3 H-472.8-5 Receipt of Promotional Material

(CT:FMP-56; 06-29-2010)

- a. Integrate promotional coupons that provide for future free or reduced costs of services (travel) into the post or applicable office travel plans to maximize the benefits to the U.S. Government. Apply the coupons to the maximum extent possible; for example, if permitted, use on travel *abroad*. If a bureau or office is unable to use the coupons, send the coupons to A/LM/OPS/TTM.
- b. Promotional coupons that carry a cash surrender value *must* be redeemed in accordance with procedures stipulated by the coupon. The cash received from redeemed coupons or other cash compensation (i.e., denied-boarding or cancellation of reservation by carrier, etc.) *must* be deposited and credited to miscellaneous receipt account 193220. (See 14 FAM 500).

4 FAH-3 H-473 TRANSPORTATION OF THINGS

(CT:FMP-56; 06-29-2010)

Effective October 2004, Form SF-1103, *U.S. Government Bill of Lading International and Domestic Overseas Shipments*, is discontinued for domestic moves in the United States. Each individual agency is responsible for selecting a shipping document to issue to transportation service providers (TSP) in lieu of the GBL. The *Form SF-1103* may continue to be used for international moves.

4 FAH-3 H-473.1 Forms

(CT:FMP-25; 12-07-2004)

The list found in 4 FAH-3 H-473 Exhibit H-473.1 contains the standard forms prescribed to use in procuring freight transportation services for the account of the United States and the billing and payment of applicable charges.

4 FAH-3 H-473.2 Procurement of Property Transportation Services

(CT:FMP-56; 06-29-2010)

- a. Property transportation services furnished for the account of the United States are normally procured by Form *SF-1103*, U.S. Government Bill of Lading *International and Domestic Overseas Shipments*, in accordance with instructions contained in 14 FAM 600. Commercial ocean bill of lading forms and procedures may be used within limits, at the election of the authorizing officer.
- b. Procure transportation services available under contract or tender by using a GBL. Each GBL must bear reference to the applicable contract or tender.
- c. Do not use GBL's when local storage, drayage, and hauling services are procured by contract. They may be used, however, when such services are provided for in established tariffs, schedules, or tenders.
- d. Public Law 105-264 requires Federal agencies to conduct prepayment audit of all transportation billing. The GBL or other document-issuing agency audits prepayment transportation expenses.

4 FAH-3 H-473.3 Use of Foreign Carriers

(CT:FMP-33; 11-01-2005)

- a. The policy and restrictions governing use of foreign carriers for authorized transportation of freight are stated in 14 FAM 500 and 14 FAM 600.
- b. Generally, U.S.-flag carriers must be used for U.S.-financed carriage of personal property (household goods, personal effects, or privately owned vehicles), as prescribed by 46 U.S.C. 1241 and 49 U.S.C. 1517. A statement by the authorizing official justifying use of a foreign-flag carrier must accompany the appropriate voucher. (See 14 FAM 500 and 14 FAM 600). The air carrier or air freight forwarder must submit with each bill involving the use of a foreign-flag carrier, in whole or in part, a copy of the air waybill or manifest showing the underlying air carrier used with justification statement for use of the foreign-flag carrier.

4 FAH-3 H-473.3-1 International Ocean Shipments

(CT:FMP-56; 06-29-2010)

- a. Each bill submitted by a freight or household goods forwarder for the payment of transportation charges for the movement *abroad* of personal property (including household goods, personal effects, and privately owned vehicles) *must* be supported by a copy of the ocean freight bill along with the GBL.
- b. 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, *must* be supported by the authorizing official's certification of the necessity for the use of the foreign-flag carrier. (See 14 FAM 500 and 14 FAM 600).

4 FAH-3 H-473.3-2 International Air Shipments

(CT:FMP-33; 11-01-2005)

- a. Each bill for paying international air freight transportation charges not involving the use of foreign-flag carriers must be supported for:
 - (1) Air carriers, with a carrier's certification that only U.S.-flag service was used, or, in the absence of such certification, with a copy of the air waybill or manifest showing the underlying carriers utilized; and
 - (2) Air freight forwarders, with a copy of the air waybill or manifest.
- b. Each bill submitted by an air carrier or air freight forwarder for paying international air freight transportation charges involving, in whole or in part, the use of foreign-flag carrier, must be supported by:
 - (1) A copy of the air waybill or manifest showing the underlying carriers utilized; and
 - (2) A certification, adequately explaining the nonavailability of U.S.-flag

service, signed by the responsible official of the authorizing agency or the carrier having knowledge of the facts concerning such usage. (See 14 FAM 500 and 14 FAM 600).

4 FAH-3 H-473.4 Presentation of Billings

(TL:FMP-3; 05-30-1995)

Billings by carriers and agents for freight and express charges are to be vouchered as stated in the following sections.

4 FAH-3 H-473.4-1 Shipments of U.S. Government Bills of Lading (GBLs)

(CT:FMP-56; 06-29-2010)

Bills covering U.S. Government bills of lading are vouchered on Form SF-1113, Public Voucher for Transportation Charges, by the GBL-issuing post, and supported as follows:

- (1) Each shipment itemized on Form SF-1113 is supported by the original Form SF-1103, U.S. Government Bill of Lading *International and Domestic Overseas Shipments*, completely executed by the issuing officer at origin, by consignee at destination (representing the U.S. Government), and by the carrier's representative; and
- (2) When the original Form SF-1103 has been lost, a *commercial* freight waybill completely executed, is substituted therefore in the manner prescribed in 4 FAH-3 H-473.6.

4 FAH-3 H-473.4-2 Other Shipments

(CT:FMP-56; 06-29-2010)

When practicable, bills of carriers and agents covering transportation charges not involving the use of U.S. Government bills of lading are to be presented on or attached to Form SF-1113, *Public Voucher for Transportation Charges*. If Form SF-1113 is not used, the bills may be attached to Form DS-2076, *Purchase Order, Receiving Report and Voucher (formerly OF-206)*, marked "TRANSPORTATION" and vouchered or scheduled separately from passenger or other type bills. The payee's certification, as required by 4 FAH-3 H-423, must be completed on the payee's bill.

4 FAH-3 H-473.5 Exception to Usual Billing and Payment Procedures

4 FAH-3 H-473.5-1 Applicability

(TL:FMP-3; 05-30-1995)

Subject to standards specified in 4 FAH-3 H-473.7, property transportation charges may be paid to a carrier or forwarder in privity with the contract of carriage for unaccompanied baggage shipments by freight, for ocean carrier port-to-port shipments, or for international air shipments, without the billing carrier's certification of delivery, provided that the carrier bills are not presented until 30 days after the shipment departs from point of origin. This does not, however, prevent a carrier from billing earlier on normal certification of delivery.

4 FAH-3 H-473.5-2 Limitation

(CT:FMP-33; 11-01-2005)

Payment on this presumption of delivery is subject to procedures prescribed by 14 FAM 600.

4 FAH-3 H-473.6 Lost or Destroyed Original GBL

4 FAH-3 H-473.6-1 Certification of Substitute Document

(CT:FMP-56; 06-29-2010)

When the original *Form SF-1103, U.S. Government Bill of Lading International and Domestic Overseas Shipments*, is lost or destroyed, the billing carrier must use the *commercial* freight waybill, properly certified by the carrier, as a substitute document for billing charges:

- (1) **Certification by issuing office:** The issuing office *must* certify the *commercial* freight waybill substituted for the lost original GBL on the basis of information shown on the retained memorandum copy. That certification, properly signed, dated, and placed on the reverse of the freight waybill, *must* read: "I certify that the services shown on this freight waybill were requested."
- (2) **Certification by carrier:** After the *commercial* freight waybill has been certified by the issuing office, the billing carrier *must provide* a properly executed certificate of delivery showing all information required in the "Certificate of Carrier Billing" section on the face of the original GBL.

4 FAH-3 H-473.6-2 Issuing Office Records

(CT:FMP-56; 06-29-2010)

The issuing office *must* enter each certification of a substituted document in its GBL accountability record and promptly notify the responsible paying

office to take steps to preclude duplicate payment of the transportation charges.

4 FAH-3 H-473.6-3 Lost Original GBL Recovered Before Settlement

(CT:FMP-56; 06-29-2010)

When a lost original GBL is recovered by either the U.S. Government or the carrier before settlement is effected on the basis of the substitute freight waybill, use the original GBL to pay the transportation charges. Mark the substitute freight waybill "Canceled-Original Bill of Lading Located" and return it to the issuing office to be corrected in its GBL accountability records and to notify the payment office concerned that payment *must* be made on the original GBL.

4 FAH-3 H-473.6-4 Lost Original GBL Recovered After Settlement

(TL:FMP-3; 05-30-1995)

When a lost original GBL is recovered after settlement is effected on the basis of the freight waybill, forward the original GBL to the paying office for cancellation. Inscribe the original GBL 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. File the canceled GBL with the paid freight waybill, if the waybill is still at the paying office. If the voucher has already been forwarded to GSA, forward the canceled GBL to GSA.

4 FAH-3 H-473.6-5 Lost Original GBL and Original Freight Waybill

(CT:FMP-56; 06-29-2010)

When both the original GBL and the original freight waybill are lost or destroyed, the carrier *must* request from the issuing office a certified true copy of that office's memorandum copy of the GBL. The issuing office *must* 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. If the lost GBL (original) or freight waybill (original) is recovered, follow the above procedures in 4 FAH-3 H-473.6-3 or 4 FAH-3 H-473.6-4, as applicable.

4 FAH-3 H-473.7 Examination of Billings

4 FAH-3 H-473.7-1 Payment Limitations

(CT:FMP-56; 06-29-2010)

Pay carrier bills presented for transporting an individual or property before GSA conducts an audit of associated transportation rates. Paying these bills, *must*, however, be contingent upon their timely presentation, as required by the statute of limitations set forth in 31 U.S.C. 3726, and upon determination that the bills are proper for payment (see 4 FAH-3 H-473.7-3).

4 FAH-3 H-473.7-2 Certification

(TL:FMP-3; 05-30-1995)

Certifying officers are not held responsible for overpayments made for transportation services furnished on U.S. Government bills of lading when such overpayments are due to the use of improper transportation rates or classifications. However, certifying officers are responsible for assuring that transportation bills are otherwise proper for payment prior to signing.

4 FAH-3 H-473.7-3 Voucher Examination

(CT:FMP-56; 06-29-2010)

- a. Generally, carrier bills are examined to determine whether the transportation services for which payment is claimed were duly authorized; whether the carrier bill is complete and supported with required documentation (e.g., original GBLs); and whether all computations of charges are correct. Promptly bring obvious overcharges and other apparent errors or improprieties to the attention of the carrier to be corrected.
- b. More specifically, the following voucher examination procedures must be performed prior to payment:
 - (1) Ensure that the original Form SF-1113, Public Voucher for Transportation Charges, is furnished;
 - (2) Ensure that the original Form SF-1103, U.S. Government Bill of Lading *International and Domestic Overseas Shipments*, is furnished;
 - (3) Verify that the charges and services on the voucher, Form SF-1113, agree with those on the bill of lading, Form SF-1103;
 - (4) Verify that the voucher and GBL or other supporting documents clearly indicate:
 - (a) GBL serial number;
 - (b) Carrier's Standard Carrier Alpha Code (SCAC);

- (c) Shipping point;
 - (d) Destination;
 - (e) Gross weight or volume;
 - (f) Rate and cost of the transportation service furnished;
 - (g) Certificate of issuing officer;
 - (h) Number and date of contract or purchase order;
 - (i) Appropriation and account symbols;
 - (j) Certificate of completed delivery; and
 - (k) FOB point and manual signature of issuing officer whenever shipment is made from person or firm other than U.S. Government agency;
- (5) Verify that erasures, interlineations, or alterations are authenticated and explained by the person who made them;
 - (6) Verify that the bill is payable to the proper carrier or agent;
 - (7) Verify that when a GBL is payable in foreign currency, the "Bill Charges To" portion must contain the following:
 - (a) The name of the requesting agency;
 - (b) The complete address to be billed; and
 - (c) The instruction on payment in foreign currency; and
 - (8) Ensure that duplicate payments are prevented and recover any duplicate payments that may have been made.

4 FAH-3 H-473.7-4 Prompt Payment Interest Penalties

(TL:FMP-3; 05-30-1995)

Interest penalties under the Prompt Payment Act, 31 U.S.C. 3901, are due when a payment is made late. The Prompt Payment Act applies to purchases made outside the U.S. from either U.S. or foreign vendors (see 4 FAM 422 and 4 FAM 434).

4 FAH-3 H-473.8 Special Requirements for Vouchering

(TL:FMP-3; 05-30-1995)

In addition to the foregoing general requirements, the requirements stated below apply specifically to vouchers for transporting an employee's effects.

4 FAH-3 H-473.8-1 Transportation of Effects and Privately Owned Automobiles

(CT:FMP-33; 11-01-2005)

- a. The cost of transportation of effects and privately owned automobiles to be allowed in connection with assignments, transfer, or separation, conforms to the provisions of the employee's travel authorization and to the limitations prescribed 14 FAM 500 and 14 FAM 600. Doubtful cases should be submitted to the Department of State or agency concerned.
- b. Transportation charges incurred for shipping a new, privately owned automobile (assembled) must be supported by evidence of ownership. On each payment involving transportation and related expenses, the fiscal-servicing post prepares and transmits Form OF-0258, International Travel Liquidation Data.

4 FAH-3 H-473.8-2 Transportation of Remains

(CT:FMP-56; 06-29-2010)

In case of death of an employee or any member of the employee's immediate family, the reasonable cost of preparation and transportation of the remains is allowed (see 14 FAM 600). When a carrier is authorized by GTR or by other authorizing document to transport the remains of a deceased employee or other member of the employee's family (by express when unaccompanied), billing is vouchered on Form SF-1113, *Public Voucher for Transportation Charges*, if available; otherwise, billing is vouchered on Form DS-2076, *Purchase Order, Receiving Report and Voucher (formerly OF-206)*.

4 FAH-3 H-473.8-3 Courier Pouch Services

(CT:FMP-56; 06-29-2010)

- a. **Procurement by Form SF-452, *Official Courier Accompanied Pouch Charges*:**
 - (1) Couriers use Form SF-452 to request transporting accompanied pouches while on official courier duty;
 - (2) Carrier billings may be made on Form SF-1113, *Public Voucher for Transportation Charges*, or on carrier invoices. Transportation charges for courier pouches from point of origin may be entered on Form SF-452 to as many as five points of destination on one courier route. The free baggage allowance is applied to the most distant point possible on the courier route, under legally applicable tariffs. In those instances where pouches are to be delivered to some intermediate stopover point, charges incurred are to be in

accordance with provisions of legally applicable tariffs; and

- (3) Carrier billings are supported by the original and third copy of Form SF-452 and the *air waybill*. Each Form SF-452 must bear the signature of the airline representative and the courier at the time the baggage was weighed by the carrier. Such billings are vouchered on Form SF-1113 or Form DS-2076, *Purchase Order, Receiving Report and Voucher (formerly OF-206)*, marked "TRANSPORTATION." The original voucher is supported by the original Form SF-452(s) or *air waybill*(s), with the third copy of Form SF-452 retained with the post's copy of the voucher. Costs are charged to the courier Washington, DC-held allotment. One completed copy of the voucher (showing dollar equivalent if paid in local currency) is forwarded to the regional diplomatic courier office where the courier is assigned.

b. Procurement by GTR:

Couriers may use government transportation requests (GTRs) for transporting courier pouches. Documentary evidence is obtained at each place where excess baggage originates. The evidence must show the weight and cost of the excess, the applicable GTR number and be signed by the courier. Carrier billings in U.S. currency for transporting courier pouches procured by GTR are forwarded to the payment office of the Department of State, RM/GFS/F, or agency concerned in accordance with the provisions of 14 FAM 500. These billings are supported by the original excess baggage documentation and the original GTR.

4 FAH-3 H-474 CLAIMS

4 FAH-3 H-474.1 Doubtful Claims

(CT:FMP-25; 12-07-2004)

When in the judgment of the certifying officer a carrier bill appears to involve doubt as to the validity on a question of law or accuracy of the documents furnished, or as to facts which are known but not evidenced by the claim, immediately transmit the voucher to the Department of State (RM/GFS/F) or agency concerned in the manner prescribed in 4 FAH-3 H-433.

4 FAH-3 H-474.2 Supplemental Claims

(CT:FMP-25; 12-07-2004)

Supplemental claims received from carriers for services or accommodations previously billed and paid should ordinarily be settled by the post. Forward

those claims that cannot be settled by the post to the Department of State (RM/GFS/F) or agency concerned for subsequent submission to GSA for direct settlement.

4 FAH-3 H-474.3 Suspensions and Disallowances

(TL:FMP-3; 05-30-1995)

Document suspensions and disallowances arising from a transportation of things bill in the manner prescribed in 4 FAH-3 H-473.3.

4 FAH-3 H-475 LOCAL TRANSPORTATION CLAIMS

(CT:FMP-33; 11-01-2005)

- a. Reimbursement of local transportation expenses, normally processed as petty expenditures by cashiers, is made through an administratively approved Form SF-1164, Claim for Reimbursement for Expenditures on Official Business, as follows:
 - (1) Claims for taxicab or similar local transportation expenses are fully itemized. Entries are made (e.g., date, points of origin and destination, cost of fare and tip) as each trip is completed. Reimbursement for tips to taxi drivers is allowable in accordance with 14 FAM 500. When fares exceed charges for one person, the number of other passengers is listed in the "From" column immediately below the applicable entry;
 - (2) Streetcar, bus, or similar fares may be listed as a single item for the period of the claim, indicating the number of fares paid;
 - (3) For mileage incurred by using privately-owned vehicles; show the date, the points of travel, and the speedometer readings at the beginning and end of each trip;
 - (4) Claims for reimbursement for expenses incurred for using special conveyances, other than taxicabs, are fully supported in each case, as required by 14 FAM 500; and
 - (5) When a charge for a single trip is in excess of \$25, an appropriate receipt signed by the vendor is required and is attached to the claim.
- b. Claims for reimbursement on Form SF-1164 are signed by the principal, management, or other officer who authorized or approved the local transportation.
- c. Claims may be filed as frequently as necessary but preferably on a

monthly basis.

4 FAH-3 H-476 THROUGH H-479 UNASSIGNED

4 FAH-3 EXHIBIT H-472.1 LIST OF FORMS FOR PASSENGER TRANSPORTATION

(CT:FMP-56; 06-29-2010)

Form	Title
SF-1113	Public Voucher for Transportation Charges (Original)
SF-1169	U.S. Government Transportation Request (Original)
SF-1169-A	U.S. Government Transportation Request (Memorandum Copy)
SF-1169-B	U.S. Government Transportation Request (Duplicate) (Snapout Assembly Only)
SF-1169-C	U.S. Government Transportation Request (Triplicate) (Snapout—Assembly Only)
SF-1170	Redemption of Unused Tickets

4 FAH-3 EXHIBIT H-472.7-7 CERTIFICATION STATEMENT FOR GTRs LOST BY CARRIERS OR AGENTS

(CT:FMP-56; 06-29-2010)

The following signed certification statement *must* be annotated by carriers or agents on Form SF-1113, Public Voucher for Transportation Charges, when they lose or misplace GTRs that have been honored for services:

I certify that all U.S. Government Transportation Requests (GTRs) honored by the above-named carrier or travel agent pass into my office; that ticket(s) (form and ticket numbers), value of ticket(s), accommodations (number and type), and points of travel (from and to), annotated below, was (were) furnished in exchange for specified GTR; that the stated value is 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 the services rendered; 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, Washington, DC 20405, and no claim made thereon.

(Signature)

(Title)

NOTE: Copies of ticket coupons, with the GTR number visible, will be attached in support of the SF-1113. *Include* a statement of any other pertinent facts and circumstances. Charges so supported *must* be billed separately from charges applicable to other GTRs.

4 FAH-3 EXHIBIT H-473.1 LIST OF FORMS FOR PROPERTY TRANSPORTATION

(CT:FMP-56; 06-29-2010)

Form	Title
SF-1103	U.S. Government Bill of Lading
SF-1109	U.S. Government Bill of Lading Continuation Sheet (Original)
SF-1111	U.S. Government Freight Waybill Continuation Sheet (Original)
SF-1112	U.S. Government Freight Waybill Continuation Sheet (Carrier's Copy)