

# NFC

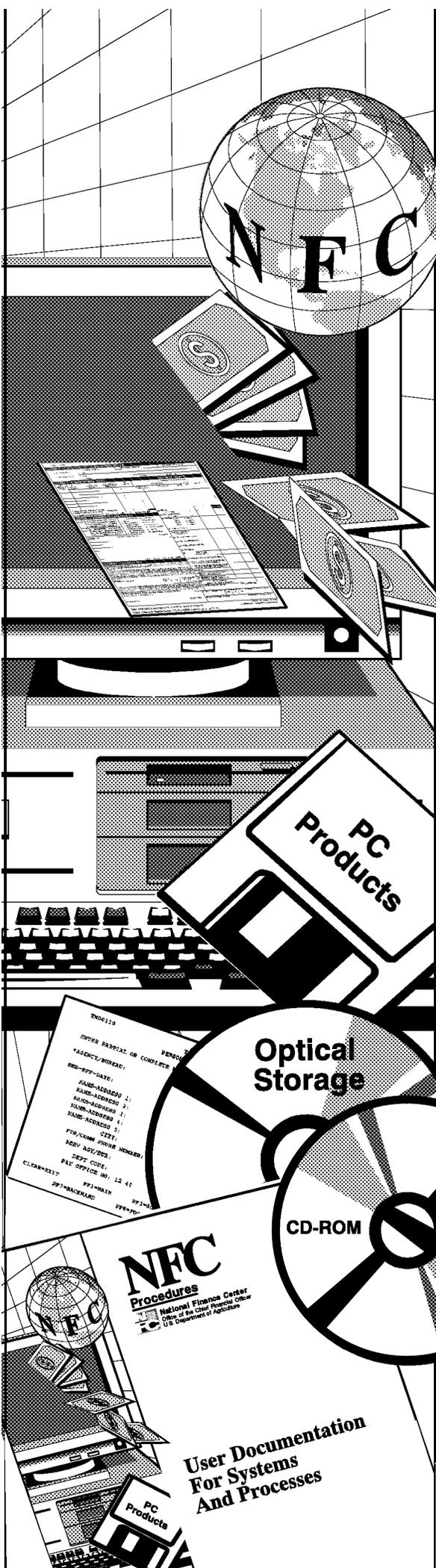
## Procedures



National Finance Center  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

June 1996

# Common Carriers – GTR



TITLE II  
Voucher And Invoice Payments Manual

CHAPTER 2  
Travel And Transportation Payments

SECTION 3  
Common Carriers – GTR

User Documentation  
For Systems  
And Processes

**NFC**  
Procedures  
National Finance Center  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

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*(reserved)*

## About This Procedure

This procedure provides instructions to agencies about procuring passenger transportation services using Forms SF-1169, U.S. Government Transportation Request (GTR), for individuals authorized to travel on official business in accordance with the Federal Travel Regulation (FTR) and Agriculture Travel Regulation (ATR). These instructions include guidance for the requisition, accountability, and use of Form SF-1169. The following information will help you to use the procedure more effectively and to locate further assistance if needed.

### How The Procedure Is Organized

Primary sections, page numbering, and the amendment process are described below:

[Overview](#) provides background information.

[General Processing Instructions](#) describes the processing of forms.

The [Exhibits](#) section includes illustrations such as examples of reports or other graphic information.

The [Heading Index](#) provides an alphabetical list of all headings in the procedure.

Pages are numbered consecutively at the bottom of each page. If the procedure is amended, point pages (e.g., 3.1, 3.2, etc.) are used as needed to accommodate additional pages. All amended pages are marked at the bottom with the amendment number and date.

If you begin receiving this procedure after it has been amended, you will receive the publication with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

### What Conventions Are Used

This procedure uses the following visual aids:

- Block specifications are printed in italics. Example: **Agency Code** (*required, alphanumeric; 2 positions*). Enter the agency code of the accountable employee.
- For date blocks, “(mm/dd/yy)” means that you should enter the date in month/day/year order, using leading zeros for single-digit months and days. Example: Enter the date (mm/dd/yy) the request is made for GTR action.
- Data that you must enter exactly as shown is printed in **bold italics**. Example: If teleticket or TMC, enter ***See Attached AD-567***.
- Emphasized text within a paragraph is printed in **bold**. Example: GTR books are assigned to an individual, **not** to an office location.
- Figure, exhibit, and appendix references link figures, exhibits and appendixes with the text. These references are printed in a bold font as shown here. Example: An individual accountable employee, with the approval of the official authorized to approve travel, may request GTR’s from NFC on an AD-497 (**Figure 1**).
- References to sections within the procedure are printed in bold as shown here. Example: See **Issuing A GTR For A Teleticketing/TMC Purchase** for instructions.
- Important extra information is identified as a note. Example: **Note:** Memorandum copies and book covers are not to be sent to NFC.

### Who To Contact For Help

For questions about processing, contact the Travel and Transportation Section at **504-255-4878**.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

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## Overview

This procedure provides instructions to agencies about procuring passenger transportation services using Form SF-1169, U.S. Government Transportation Request (GTR), for individuals authorized to travel on official business in accordance with the FTR and the ATR. These instructions include guidance for the requisition, accountability, and use of Forms SF-1169.

The General Services Administration (GSA) is responsible for establishing policies and procedures for all Federal agencies in procuring passenger transportation services direct from carriers (vendors). These services include group travel, quantity (bulk) ticket purchases, teletype ticketing, charter, contract, and excess baggage. The detailed GSA regulations governing the procurement of and billing and payment for passenger transportation services are found in the Federal Property Management Regulations (FPMR), Chapter 101, Part 41.2. Instructions in this procedure supplement GSA’s guidelines in the booklet How To Prepare And Process U.S. Government Transportation Requests.

The National Finance Center (NFC) is responsible for issuing GTR’s to agencies on request. These are accountable documents and will be issued only to properly authorized agency officials. To order GTR’s, agencies are required to submit Form AD-497, Request for TR Action, to NFC. Upon receipt of the AD-497, NFC will process the form and mail the requested number of GTR’s to the designated agency accountable employee (i.e., the individual designated by the agency to maintain and safeguard the GTR’s). When the need for travel arises, the accountable employee issues a GTR to the traveler for presentation to the ticket agent of the carrier.

NFC is also responsible for paying vendors for transportation services rendered. The vendor forwards the original GTR, along with Form SF-1113, Public Voucher for Transportation Charges, to NFC for processing. Upon receipt of the GTR and SF-1113, NFC processes these forms in the Transportation System (TRAN) and issues payment directly to the vendor.

## Prompt Payment Of GTR’s

To make payment to carriers within 30 days as required by the Prompt Payment Act, agencies should make every effort to provide complete and accurate information on the GTR. Particular attention must be given to ensure that the accounting data is current and valid and, where appropriate, the employee social security number is valid.

The original GTR and the corresponding original SF-1113 with the Payee’s Certification section completed must be submitted to NFC, by the carrier, for prompt processing. NFC date stamps the SF\_1113,

reviews the related GTR for completeness, and enters it into the Transportation System. Incomplete documents are returned to the carrier within 7 days of receipt with a dated letter that describes the reason for the return.

The date the complete SF-11134 and GTR are received at NFC determines the payment due date. Payments must be received by the vendor within 30 days of bill receipt by NFC.

If the payment due date is not met, interest is automatically assessed and included with the payment. Detailed information involving payment of GTR’s using the standards described in the Prompt Payment Act can be found in Title II, Chapter 1, Section.

## Forms

The following forms are used in Common Carriers – GTR processing:

**AD-497, Request for TR Action.** Used to take GTR action. This form is sent to NFC to: (1) order GTR’s, (2) change the accountable and/or approving officials responsible for GTR’s, (3) report lost or stolen GTR’s, (4) report mutilated or voided GTR’s, and (5) report unused GTR’s. The form should be typewritten in duplicate. The original only should be submitted to:

Travel and Transportation Section  
National Finance Center, USDA  
P.O. Box 60000  
New Orleans, LA 70160

The NFC acknowledges receipt of AD-497’s by a computer generated memorandum ([Exhibit 1](#)) which is sent to the office that submitted the form.

**AD-567, Teleticket Payment Transmittal.** Used when a single GTR covers multiple passenger tickets issued by a carrier during a mutually agreed upon payment period between agency and carrier not exceeding one month. The form should be typewritten in triplicate. One copy is submitted to the carrier for verification. One copy is retained for agency use. The original, together with the original GTR and voided ticket coupons issued during the period, should be submitted to:

Travel and Transportation Section  
National Finance Center, USDA  
P.O. Box 60000  
New Orleans, LA 70160

**Government Excess Baggage Authorization/Ticket (GEBAT).** Used by carriers to bill excess baggage charges incurred by Government travelers.

**SF-1113, Public Voucher for Transportation Charges ([Exhibit 10](#)).** Used to bill passenger transportation charges along with the original (blue) GTR, GEBAT document, or AD-567 and proper documentation.

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**SF-1169, U.S. Government Transportation Request.** Used to obtain common carrier transportation and charter services. The GTR's are bound in books of 10 and each GTR is preprinted with a serial number. This serial number may not be altered in any way by agency offices.

The original (blue) GTR, given to the traveler for presentation to the Travel Management Center (TMC) or carrier, is evidence of service or accommodations required and shall, except as noted in the FPMR, be used as a supporting document with the carrier's bill for the transportation charges.

The memorandum (buff) copy is submitted to the traveler's approving official. The duplicate and triplicate (white) paper copies are used as directed by the agency.

**SF-1172, Certificate in Lieu of Lost U.S. Government Transportation Request.** Used by the carrier to bill charges for passenger services when the GTR is lost or misplaced. The SF-1172 must be supported by an SF-1113.

### Responsibilities

Listed below are the general responsibilities of the primary organizations involved in Common Carriers – GTR processing.

#### Agencies:

- Obtain all GTR's from NFC.
- Provide instructions to employees in the preparation of GTR forms, including which management/ accounting codes should be charged for the transportation.
- Utilize contract air service between selected cities (city pairs)
- Authorize, under special circumstances, the use of GTR's to pay for common carrier transportation services costing \$100 or less or transportation of any amount when the employee holds a Government contractor-issued credit card.
- Verify that travelers do not use the GTR to procure taxicab, airport limousine, intracity transit, or car rental services; for personal transportation services which increase or exceed the cost of those authorized; or to procure official Government travel through a travel agency unless authorized in ATR 301-10.2a (2).
- Ensure that carriers providing charter services are informed of the requirement to include with their SF-1113, the original GTR and the original charter agreement bearing signatures of authorized representatives of the agency and the carrier.
- Instruct travelers of a carrier's liability for liquidated damages because of failure to provide confirmed reserved space. In such cases, the liable carrier should

show "Treasurer of the United States" as payee on the compensation check. These checks are to be sent to NFC for deposit.

- Verify that GTR's are not issued to procure transportation services or privileges personally desired but not required for official business, such as extra fare train or plane services, stopovers, and indirect routings. Charges other than those authorized must be borne by the traveler and collected by the carrier at the time the GTR is exchanged for tickets.
- Immediately upon receipt of Report TRAN4201, Separated or Transferred Approving Official/Accountable Employee – Responsible for GTR's, assign a new approving official/accountable employee by submitting a completed Form AD-497 or a memorandum to NFC.
- Ensure that non-USDA travelers on official business use a GTR issued by NFC and not one which is allocated to another Federal agency.
- Ensure that reporting is distributed to proper personnel within the agency so that appropriate action can be taken.
- Submit to the Fiscal Policy Division of the Office of the Chief Financial Officer (OCFO), an annual report, due on October 31, on the use of first-class air accommodations.

#### NFC:

- Maintains an adequate stock of GTR's at all times.
- Distributes GTR's to the accountable employee designated on the AD-497 request.
- Processes carrier invoices (i.e., the SF-1113 supported by the original GTR or GEBAT document).
- Processes Form AD-567, Teleticket Payment Transmittal.
- Furnishes an Acknowledgment of Request for TR Action Card to acknowledge processing of Form AD-497. This card is mailed to the accountable employee to verify that action taken by NFC is consistent with agency records.
- Prepares and mails Report TRVL3301, Computation of Employee Moving Expenses Reimbursement, to the employee when a GTR was used for relocation travel.
- Bills carriers for unused tickets, partially used tickets, and variations in class of service or accommodations paid by GTR's which are reported to NFC.
- Promptly returns unused tickets to the carrier.
- Provides accounting data to those accounting stations that are not serviced by the Department's Central Accounting System (CAS); for CAS – serviced agencies, NFC provides financial reporting to management.
- Submits copies of Form SF-1166, Voucher and Schedule of Payments (paid schedule), to the Treasury Depart-

ment on a monthly basis (immediately after the preparation and submission of Form SF–224, Statement of Transactions).

- Submits the original SF–1113 with supporting documents to GSA (BWCA), Washington, D.C. 20405.
- Complete and process Forms AD–497 in those instances where a memorandum is received from an agency advising that the GTR was used for travel that is to be paid by an embassy or department other than USDA.
- Responds to agency and carrier inquiries in accordance with inquiry procedures described in this procedure.

#### **USDA Accountable Employees And/Or Travelers:**

- Establish provisions to safeguard GTR’s in order to prevent their improper or unauthorized use. Unauthorized use of these documents as a result of fault or negligence may result in restitution from the private funds of the accountable official.
- Ensure that GTR’s are issued only to procure officially authorized passenger transportation services.
- Maintain custody of tickets received from a carrier in exchange for GTR’s. Failure to protect the tickets from unauthorized use may cause personal liability to the traveler for amounts which the Government is required to pay due to fault or negligence on the part of the ticket recipient.
- Submit the memorandum copy of the GTR to the approving official for review and approval. (See paragraph 301–10.2a(5) of the ATR.)
- Immediately report to NFC, all lost, stolen, mutilated, or voided GTR’s on a completed AD–497. Notify the carrier in writing only when the GTR is lost or stolen after it has been completed.
- Ensure that a GTR previously reported as lost or stolen but subsequently recovered is not used under any circumstances and that NFC is promptly notified by memorandum when the GTR is located. The memorandum should include the GTR number(s) and date of recovery.
- Promptly report on Form AD–616, Travel Voucher (or a memorandum if no travel voucher will be submitted), unused tickets and partially used tickets. Also report variations in class of service or accommodations, including when service furnished is inferior to the service stated on the ticket and when a trip is terminated at a location other than the original destination specified on the GTR. This information is to be submitted as described in Title II, Chapter 2, Section 1, Travel System.

- Account for each GTR issued, prior to separation, before final salary payment is made.
- Ensure that the GTR is completed correctly, including the correct accounting code, before it is exchanged with the carrier for tickets.
- Ensure that the carrier includes on each GEBAT the GTR serial number, agency code, and name and social security number of the traveler, as shown on the authorizing GTR.
- Cancel reserved accommodations within the time limits specified by carriers. Failure of travelers to take such action may subject them to liability for carrier assessed cancellation charges.
- Advise NFC by memorandum when a GTR is used for travel that is to be paid by an embassy or a Department other than USDA. The memorandum must include the GTR number, the carrier value of the ticket, and the traveler’s name and social security number.
- Verify accuracy of data shown on Report TRAN4201A, Status Report of Outstanding Transportation Requests, and report inaccuracies to NFC.
- Provide periodic confirmation of GTR’s in possession of accountable employee and/or traveler when requested by NFC.

#### **USDA Agency Approving Officials:**

- Receive all memorandum copies of the GTR to ensure that travel shown was actually performed and that unused tickets are attached to the travel voucher.
- Inform all travelers of their obligation to exercise the same care in incurring transportation expenses that a prudent person would exercise if traveling on personal business.
- Determine that proper authorization has been obtained for all first-class travel accommodations in accordance with the ATR.
- Notify NFC immediately by a completed Form AD–497 or a memorandum when accountable employees are transferred, retired, or separated. As appropriate, ensure that GTR’s are transferred to another accountable employee or returned to NFC. **Note:** Accountable and approving officials **must** be USDA employees.
- Ensure that accountable employees do not take unused GTR’s to a new duty station if the transfer is not within the same agency. The GTR’s must be assigned to another accountable employee of the same agency or must be returned to NFC with a completed AD–497.
- Assign accountability to another employee or return GTR’s to NFC with a completed Form AD–497 or memorandum, immediately upon receipt of Report TRAN4201B–M, Separated or Transferred Accountable Employee – Responsible for GTR’s.

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□ Review report TRAN 4202–M, Transportation–Monthly Report of Travel, immediately upon receipt to ensure that (1) the employee was authorized to travel; (2) the proper class of transportation was used; and (3) the number of travelers was correct. Also, ensure that refunds for unused services or tickets were processed in accordance with Title II, Chapter 2, Section 1, Travel System.

### Reports

Financial reporting to management will be provided to CAS–serviced agencies. Reporting to agencies not serviced by CAS will be in accordance with agency reporting agreements.

In addition, the Transportation System produces the following management reports to assist agencies in monitoring their existing transportation activities:

**TRAN 0100, Government Transportation Request Forms Ordered From the Department of Agriculture National Finance Center (Exhibit 2).** This report is produced each time GTR's are issued by the NFC in response to a request on the AD–497. It is sent to the T&A contact point of the accountable employee. The report identifies serial numbers of the GTR's, the accountable employee's name, social security number, agency, accounting station, order date, and approving official's name and social security number. If the GTR's are not received within 15 days from receipt of this report, contact the Travel and Transportation Section.

**TRAN 4201A, Status Report of Outstanding Transportation Requests (Exhibit 3).** This report is prepared annually or as requested by an agency. It is sent to the contact point of the accountable employee and provides a listing of outstanding GTR's in the possession of the accountable employee. It is provided to assist in reconciling office records of unused GTR's. Inaccuracies only are to be reported to NFC.

**TRAN 4201B–M, Separated or Transferred Accountable Employee – Responsible for GTR's (Exhibit 4).** This report is sent monthly to the contact point of the approving official. It is prepared to assist the approving official in (1) determining that the listed GTR's issued to a separated or transferred accountable employee are to be returned to NFC, or (2) to change accountability to another employee with a completed AD–497 reflecting current status of the GTR's on the listing.

**TRAN 4201C–M, Separated or Transferred Approving Official – Responsible for GTR's (Exhibit 5).** This is a monthly report sent to the contact point of a sepa-

rated or transferred approving official. The listing requests that an AD–497 be completed reflecting the current approving official responsible for the listed GTR's.

**TRAN 4202–M, Transportation – Monthly Report of Travel (Exhibit 6).** This report is mailed to the contact point of the approving official and summarizes all GTR's paid by the NFC during the specified month for the approving official indicated on the AD–497. This report is sent to the T&A contact point of the approving official and is used to determine the proper use of the GTR's (i.e., that agency funds were disbursed in accordance with the approving official's intent).

**TRVL 3301, Computation of Employee Moving Expense Reimbursement (Exhibit 7).** This report is sent to the employee after NFC processes a Type Claim HH or TS GTR. It reports to the traveler both the amount of relocation allowances subject to withholding and not subject to withholding, the amount of taxes withheld, the amount of travel expenses reimbursed to the traveler, the current payment amount, and cumulative payments.

For an explanation of tax withholding rules, consult Title II, Chapter 2, Section 1, Travel System.

### Inquiries

All agency inquiries relating to the GTR should be directed to the NFC in accordance with established inquiry procedures. Agencies should direct any carriers who have problems concerning payment delays or check identification to the NFC for assistance.

### Telephone Inquiries

Telephone inquiries should be limited to urgent matters requiring immediate attention or discussion. The number for telephone calls is **504–255–4TRV (504–255–4878)**.

Telephone inquiries will be answered while the caller waits if the information is readily available and research can be completed within a reasonable time. If this is not possible, every effort will be made to respond to urgent matters requiring immediate action or discussion within 24 hours of receipt. All telephone calls will be returned.

The requester must be prepared to provide the accountable employee's social security number, 2-position agency code, 4-digit accounting station code, the GTR number and date of issuance, and the type of action on the AD–497 (if applicable).

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**Written Inquiries**

Written communication is recommended for routine requests or inquiries requiring lengthy research and should be submitted on Form AD-354, Request for Information. Such requests should be mailed to:

Travel and Transportation Section  
National Finance Center, USDA

P.O. Box 60000  
New Orleans, LA 70160

Written inquiries will be resolved or otherwise acknowledged within 5 working days.

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**General Processing Instructions**

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**Requesting Books Of GTR’s**

An accountable employee, with the approval of the official authorized to approve travel, may request GTR’s from NFC on an AD-497 (Figure 1). The request may not exceed 25 books (250 GTR’s). Each book contains 10 sets of GTR’s; each set consists of one original (SF-1169) and one memorandum copy (SF-1169-A).

GTR books are assigned to an individual, **not** to an office location. The accountable employee submits the memorandum copy of the GTR to the approving official for review and approval. (See paragraph 301-10.2a(5) of the ATR.) The GTR book covers are to be disposed of in accordance with agency instructions. **Note:** Memorandum copies and book covers are not to be sent to NFC.

To request books of GTR’s, prepare an AD-497 according to the instructions below. **Note:** The circled numbers in the figure identify the items on the form and correspond to the instructions below.

- ① **Date** (required, numeric; 6 positions). Enter the date (mm/dd/yy) the request is made for GTR action.
- ② **Agency Code** (required, alphanumeric; 2 positions). Enter the agency code of the accountable employee.
- ③ **Accounting Station** (required, numeric; 4 positions). Enter the USDA accounting station code of the accountable employee. For Forest Service, enter the Region (2 positions) and the Unit (2 positions).

- ④ **T/A Contact Point** (required, numeric; 10 positions). Enter the 10-digit T&A contact point of the accountable employee. Since GTR’s are mailed to this location, accountable employees should ensure that the T&A contact point shown is the correct one.
- ⑤ **Type Action** (required, numeric; max. of 3 positions). Mark the box next to type action A. Enter the number of books desired in the space provided. **Note:** A separate AD-497 must be submitted for each type action, with a limit of 50 GTR’s reported on each AD-497.
- ⑥ **Number Of TR’s** (required, numeric; 3 positions). Leave blank.
- ⑦ **From TR Number** (required, alphanumeric; 8 positions). Leave blank.
- ⑧ **Thru TR Number** (required, alphanumeric; 8 positions). Leave blank.
- ⑨ **Total** (required, numeric; 3 positions). Leave blank.
- ⑩ **Social Security Number** (required, numeric; 9 positions). Enter the accountable employee’s social security number.
- ⑪ **Name** (required, alpha; max. of 35 positions). Type the accountable employee’s name (last, first, middle initial).
- ⑫ **Signature** (required, alpha; max. of 35 positions). Enter the accountable employee’s signature.

1 DATE (6) ①	2 AGENCY CODE (2) ②	3 ACCTNG STATION (4) ③	4 T/A CONTACT POINT (10) ④	UNITED STATES DEPARTMENT OF AGRICULTURE <b>REQUEST FOR TR ACTION</b>			
5 TYPE ACTION				LINE NO.	6 NUMBER OF TR'S (3) ⑥	7 FROM TR NUMBER (8) ⑦	8 THRU TR NUMBER (8) ⑧
A <input type="checkbox"/> Mail ⑤ books of TR's. The accountable employee is identified below.				1	⑥	⑦	⑧
B <input type="checkbox"/> Change accountability of TR's listed to the employee identified below.				2			
C <input type="checkbox"/> TR's listed are lost or stolen.				3			
D <input type="checkbox"/> TR's listed and attached are mutilated or voided. Transfer accountability to NFC.				4			
E <input type="checkbox"/> TR's listed and attached are unused. Transfer accountability to NFC.				5			
FOR NFC USE ONLY				9		TOTAL	
ACCOUNTABLE EMPLOYEE	10 SOCIAL SECURITY NUMBER ⑩	11 NAME (Last, First, Middle Initial) ⑪		12 SIGNATURE ⑫		13 PHONE (Area Code & No.) ⑬	
APPROVING OFFICIAL	14 SOCIAL SECURITY NUMBER ⑭	15 NAME (Last, First, Middle Initial) ⑮		16 SIGNATURE ⑯		17 PHONE (Area Code & No.) ⑰	
<b>NFC COPY</b>				FORM AD-497 (REV. 12/75)			

**Figure 1. Request For TR Action**

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⑬ **Phone** (*required, numeric; 10 positions*). Enter the accountable employee's office telephone number.

⑭ **Social Security Number** (*required, numeric; 9 positions*). Enter the approving official's social security number.

⑮ **Name** (*required, alpha; max. of 35 positions*).

Type the approving official's name (last, first, middle initial).

⑯ **Signature** (*required, alpha; max. of 35 positions*). Enter the approving official's signature.

⑰ **Phone** (*required, numeric; 10 positions*). Enter the approving official's office telephone number.

## Changing Accountability Of GTR’s

To change an accountable employee to a different accountable employee, prepare an AD-497 ([Figure 1](#)) according to the instructions under [Requesting Books Of GTR’s](#) with the following changes: **Note:** An AD-497 is not required when changing all of the GTR’s originally assigned to an accountable employee. Instead of the AD-497, notify NFC by memorandum with the name and social security number of both the old and new accountable employee. A listing of the GTR numbers in this instance is not required. The change will be processed automatically. GTR’s cannot be transferred from two different employee’s on one AD-497.

- ⑤ **Type Action.** Mark the box next to type action B.
- ⑥ **Number of TR’s** (*required, numeric; 3 positions*). Enter the number of unpaid GTR’s involved.
- ⑦ **From TR Number** (*required, alphanumeric; 8 positions*). Enter the first unpaid GTR number involved. The first position must be alpha, the next seven numeric.
- ⑧ **Thru TR Number** (*required, alphanumeric; 8 positions*). Enter the last unpaid GTR number in the series. The first position must be alpha, the next seven numeric. When only one GTR is involved, enter the number in Block 7 only. Do not report this number in Block 8.
- ⑨ **Total** (*required, numeric; 3 positions*). Enter the total number of unpaid GTR’s affected by this trans-

mittal. **Note:** Only 50 GTR’s can be reported on each completed AD-497.

- ⑩ **Social Security Number** (*required, numeric; 9 positions*). Enter the social security number of the accountable employee to whom GTR’s are being transferred.
- ⑪ **Name** (*required, alpha; max. of 35 positions*). Type the name (last, first, middle initial) of the accountable employee to whom GTR’s are being transferred.
- ⑫ **Signature** (*required, alpha; max. of 35 positions*). Enter the signature of employee to whom GTR’s are being transferred.
- ⑬ **Phone** (*required, numeric; 10 positions*). Enter the office phone number of employee to whom GTR’s are being transferred.
- ⑭ **Social Security Number** (*required, numeric; 9 positions*). Enter the approving official’s social security number.
- ⑮ **Name** (*required, alpha; max. of 35 positions*). Type the approving official’s name (last, first, middle initial).
- ⑯ **Signature** (*required, alpha; max. of 35 positions*). Enter the approving official’s signature.
- ⑰ **Phone** (*required, numeric; 10 positions*). Enter the approving official’s office phone number.

## Voucher And Invoice Payments Manual Travel And Transportation Payments Common Carriers – GTR's

### Changing Approving Official Of GTR's

To change approving official of GTR's, prepare an AD-497 ([Figure 1](#)), for each approving official for whom the approving authority changes, according to the instructions under [Requesting Books Of GTR's](#) with the following changes: **Note:** An AD-497 is not required when changing all of the GTR's originally assigned to an approving official. Instead of the AD-497, notify NFC by memorandum with the name and social security number of both the old and new approving official. A listing of the GTR numbers in this instance is not required. The change will be processed automatically.

- ⑤ **Type Action.** Mark the box next to type action B.
- ⑥ **Number of TR's** (*required, numeric; 3 positions*). Enter the number of unpaid GTR's involved.
- ⑦ **From TR Number** (*required, alphanumeric; 8 positions*). Enter the first unpaid GTR number involved. The first position must be alpha, the next seven numeric.
- ⑧ **Thru TR Number** (*required, alphanumeric; 8 positions*). Enter the last unpaid GTR number in the series. The first position must be alpha, the next seven numeric. When only one GTR is involved, enter the number in Block 7 only. Do not report this number in Block 8.
- ⑨ **Total** (*required, numeric; 3 positions*). Enter the total number of unpaid GTR's affected by this trans-

mittal. **Note:** Only 50 GTR's can be reported on each completed AD-497.

- ⑩ **Social Security Number** (*required, numeric; 9 positions*). Enter the social security number of the accountable employee.
- ⑪ **Name** (*required, alpha; max. of 35 positions*). Type the name (last, first, middle initial) of the employee.
- ⑫ **Signature** (*required, alpha; max. of 35 positions*). Enter the signature of the employee.
- ⑬ **Phone** (*required, numeric; 10 positions*). Enter the office phone number of the employee.

Accountable employee shall complete the following:

- ⑭ **Social Security Number** (*required, numeric; 9 positions*). Enter the new approving official's social security number.
- ⑮ **Name** (*required, alpha; max. of 35 positions*). Type the new approving official's name (last, first, middle initial).
- ⑯ **Signature** (*required, alpha; max. of 35 positions*). Enter the new approving official's signature.
- ⑰ **Phone** (*required, numeric; 10 positions*). Enter the new approving official's office phone number.

## Reporting Lost Or Stolen GTR’s

To report lost or stolen GTR’s, prepare an AD-497 ([Figure 1](#)) according to the instructions under [Requesting Books Of GTR’s](#) with the following changes:

- ⑤ **Type Action.** Mark the box next to type action C.
- ⑥ **Number Of TR’s** (*required, numeric; 3 positions*). Enter the number of lost or stolen GTR’s involved.
- ⑦ **From TR Number** (*required, alphanumeric; 8 positions*). Enter the first lost or stolen GTR number involved. The first position must be alpha, the next seven numeric.
- ⑧ **Thru TR Number** (*required, alphanumeric; 8 positions*). Enter the last lost or stolen GTR number in the series. The first position must be alpha, the next seven numeric. When only one GTR is involved, enter the number in Block 7 only. Do not report this number in Block 8.
- ⑨ **Total** (*required, numeric; 3 positions*). Enter the total number of lost or stolen GTR’s affected by this

transmittal. **Note:** Only 50 GTR’s can be reported on each completed AD-497.

- ⑩ **Social Security Number** (*required, numeric; 9 positions*). Enter the accountable employee’s social security number.
- ⑪ **Name** (*required, alpha; max. of 35 positions*). Type the accountable employee’s name (last, first, middle initial).
- ⑫ **Signature** (*required, alpha; max. of 35 positions*). Enter the accountable employee’s signature.
- ⑬ **Phone** (*required, numeric; 10 positions*). Enter the accountable employee’s office phone number.
- ⑭ **Social Security Number** (*required, numeric; 9 positions*). Enter the approving official’s social security number.
- ⑮ **Name** (*required, alpha; max. of 35 positions*). Type the approving official’s name (last, first, middle initial).
- ⑯ **Signature** (*required, alpha; max. of 35 positions*). Enter the approving official’s signature.
- ⑰ **Phone** (*required, numeric; 10 positions*). Enter the approving official’s office phone number.

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**Reporting Mutilated Or Voided GTR’s**

To report mutilated or voided GTR’s, prepare an AD-497 ([Figure 1](#)) according to the instructions under [Requesting Books Of GTR’s](#) with the following changes:

Staple the mutilated or voided GTR’s to the AD-497. Do not report GTR’s for which tickets were issued by the carrier and the trip was canceled. See [Reporting Unused GTR’s](#).

⑤ **Type Action.** Mark the box next to type action D. **Note:** A limit of 50 GTR’s may be reported on each AD-497.

⑥ **Number Of TR’s** (*required, numeric; 3 positions*). Enter the number of mutilated or voided GTR’s involved.

⑦ **From TR Number** (*required, alphanumeric; 8 positions*). Enter the first mutilated or voided GTR number involved. The first position must be alpha, the next seven numeric.

⑧ **Thru TR Number** (*required, alphanumeric; 8 positions*). Enter the last mutilated or voided GTR number in the series. The first position must be alpha, the next seven numeric. When only one GTR is involved, enter the number in Block 7 only. Do not report this number in Block 8.

⑨ **Total** (*required, numeric; 3 positions*). Enter the total number of mutilated or voided GTR’s affected

by this transmittal. **Note:** Only 50 GTR’s can be reported on each completed AD-497.

⑩ **Social Security Number** (*required, numeric; 9 positions*). Enter the accountable employee’s social security number.

⑪ **Name** (*required, alpha; max. of 35 positions*). Type the accountable employee’s name (last, first, middle initial).

⑫ **Signature** (*required, alpha; max. of 35 positions*). Enter the accountable employee’s signature.

⑬ **Phone** (*required, numeric; 10 positions*). Enter the accountable employee’s office phone number.

Accountable employee shall complete the following:

⑭ **Social Security Number** (*required, numeric; 9 positions*). Enter the approving official’s social security number.

⑮ **Name** (*required, alpha; max. of 35 positions*). Type the approving official’s name (last, first, middle initial).

⑯ **Signature** (*required, alpha; max. of 35 positions*). Enter the approving official’s signature.

⑰ **Phone** (*required, numeric; 10 positions*). Enter the approving official’s office phone number.

## Reporting Unused GTR's

To report unused GTR's, prepare an AD-497 ([Figure 1](#)) according to the instructions under [Requesting Books Of GTR's](#) with the following changes:

- ⑤ **Type Action.** Mark the box next to type action E.
- ⑥ **Number Of TR's** (*required, numeric; 3 positions*). Enter the number of GTR's involved.
- ⑦ **From TR Number** (*required, alphanumeric; 8 positions*). Enter the first GTR number involved. The first position must be alpha, the next seven numeric.
- ⑧ **Thru TR Number** (*required, alphanumeric; 8 positions*). Enter the last GTR number in the series. The first position must be alpha, the next seven numeric. When only one GTR is involved, enter the number in Block 7 only. Do not report this number in Block 8.
- ⑨ **Total** (*required, numeric; 3 positions*). Enter the total number of GTR's affected by this transmittal. Only 50 GTR's can be reported on each completed AD-497.

⑩ **Social Security Number** (*required, numeric; 9 positions*). Enter the accountable employee's social security number.

⑪ **Name** (*required, alpha; max. of 35 positions*). Type the accountable employee's name (last, first, middle initial).

⑫ **Signature** (*required, alphanumeric; max. of 35 positions*). Enter the accountable employee's signature.

⑬ **Phone** (*required, numeric; 10 positions*). Enter the accountable employee's office phone number.

Accountable employee shall complete the following:

⑭ **Social Security Number** (*required, numeric; 9 positions*). Enter the social security number.

⑮ **Name** (*required, alpha; max. of 35 positions*). Type the name (last, first, middle initial).

⑯ **Signature** (*required, alpha; max. of 35 positions*). Enter the signature.

⑰ **Phone** (*required, numeric; 10 positions*). Enter the office phone number.

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### Issuing A GTR For One Traveler

Issue a separate GTR (Figure 2) for each traveler except when the GTR is issued under blanket arrangements for tickets procured through teleticketing operations or Travel Management Centers (TMC’s). See [Issuing A GTR For A Teleticketing/TMC Purchase](#) for instructions.

All SF-1169 billings submitted for payment to NFC must be supported by either (1) a copy of each ticket coupon procured or (2) the itinerary for each traveler. If the itinerary option is provided in lieu of the ticket coupon, the information furnished must include all points of travel, stopovers, airline connections, actual costs of tickets, and class of services furnished (e.g., coach, first class, etc.).

This requirement is in compliance with guidelines established by GSA. Agencies should consult the FPMR, Chapter 101, Part 41.2, for GSA’s detailed regulations governing passenger transportation services.

Complete the SF-1169 according to the instructions below. Agencies will not complete the section of the form labeled **Bill Charges To** because the NFC address is preprinted in this block. The circled numbers correspond to the circled numbers on the GTR (Figure 2).

① **Agency Code** (required, alphanumeric; 2 positions). Enter the code for the agency that will be charged for the payment.

② **Type Travel** (required, alpha; 2 positions). Enter the appropriate travel code as follows:

- DM** = Domestic temporary duty travel
- FG** = Foreign temporary duty travel
- FT** = Foreign transfer of station
- HH** = Househunting trip
- TS** = Transfer of station
- GR** = Escorted group
- OC** = Outside conterminous U.S.

③ **Social Security Number** (required, numeric; 9 positions). Enter the appropriate social security number as follows:

*For type travel DM, FG, and OC*

Enter the traveler’s social security number.

*For type travel FT, HH, and TS*

Enter the employee’s social security number.

*For type travel GR*

Enter the escort’s social security number.

**Note:** The social security number block should be completed only as described above. **The social security number of the accountable employee, the approving official, or an employee’s family member should not be shown in this block.**

④ **Place And Date Of Issue** (required, alphanumeric; max. of 140 positions). Enter the place and date of issue of the GTR.

BILL CHARGES TO (Department, agency, bureau office, address including ZIP code)			FISCAL DATA (Appropriation, authorization, etc.)			EXCEPTION TO SF-1169 APPROVED BY GSA/IRMS (Date)		G-
<b>U.S. Department of Agriculture</b>			<b>ON REVERSE</b>					
<b>National Finance Center</b>			AGENCY CODE	TYPE TRAVEL	SOCIAL SECURITY NUMBER (See Privacy Act Notice on reverse)			PLACE AND DATE OF ISSUE
<b>P.O. Box 60000 New Orleans, LA 70160</b>			①	②	③			
ISSUING GOVERNMENT OFFICER (Signature and office)			AUTHORIZATION NUMBER			PURPOSE OF TRAVEL CODE		④
⑤			⑥			⑦		
TRAVELER (Type or Print)		OTHER'S Number	DEPENDENT TRAVEL CHILDREN (Names and ages) <input type="checkbox"/> Spouse			SPECIAL ACCOMMODATIONS AND REQUIREMENTS		
⑧		⑨	⑩			⑪		
CARRIER OR AGENT TENDERED TO		STOP-OVER AUTH.	CITIES			CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)		EXCESS BAGGAGE AUTHORIZED
⑫			⑬			⑭		WEIGHT    PIECES
FOR CARRIER USE ONLY			FROM					
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE	TO					
			TO					
			TO					
			TO					
TOTAL ▶			(Continue service required on the reverse)					
Do NOT fold, spindle or mutilate								
U.S. GOVERNMENT TRANSPORTATION REQUEST								
Nontransferable—Penalty for fraudulent or private use								
						STANDARD FORM 1169 (REV 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2		

Figure 2. GTR For A Teleticketing Purchase

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- ⑤ **Issuing Government Officer** (*Signature and Office*) (*required, alpha; max. of 35 positions*). Enter the signature of accountable or approving official. Also, enter the identification of the issuing office and division or branch. (Abbreviations may be used.)
- ⑥ **Authorization Number** (*required, numeric; 13 positions*). Enter the authorization number shown on the AD-202, Travel Authorization/Advance.
- ⑦ **Purpose Of Travel Code** (*required, numeric; 1 position*). Enter the purpose of travel code shown on the AD-202. If more than one purpose of travel code is shown on the AD-202, show only the major code on the GTR.
- ⑧ **Traveler** (*required, numeric; max. of 35 positions*). Enter the full name of the traveler using the GTR. If there is more than one traveler, enter the name of the USDA employee or non-USDA traveler whose social security number appears in Item 3. If used for teleticketing, enter *Various*.
- ⑨ **Others (number)** (*required, numeric; max. of 2 positions*). Enter the number of persons accompanying the traveler. Include infants regardless of whether seating or other accommodations are authorized. If the GTR covers only one person, leave blank.
- ⑩ **Dependent Travel, etc** (*required, numeric; max. of 140 positions*). If spouse accompanies traveler, check box and enter name of spouse. Also, enter names and ages of any dependent children who are to accompany the traveler (e.g., James – 8; John – 6; Kate – 1 (free) or James – 8; John – 6; Kate – 1

(seat)). Use the words *free* or *seat* in parenthesis to indicate whether a seat ticket is authorized for a child under 2 years of age. Use the ages of children as of the date of departure from the first point of travel.

- ⑪ **Special Accommodations And Requirements** (*required, numeric; 4 positions*). Enter the number and type of special accommodations to be furnished at an additional charge and the points between which each type of accommodation applies. If space is insufficient, use the [Service Required, \(Continued\)](#) block on reverse ([Figure 3](#)) Item 15. If teleticket, enter *Teleticket Purchase* and beginning and ending purchase period.
- ⑫ **Carrier Or Agent Tendered To** (*required, numeric; 4 positions*). Enter the name of the carrier that is to honor the GTR.
- ⑬ **Cities** (*required, numeric; max. of 140 positions*). Enter the names of the cities involved.
- ⑭ **Carrier And Class Of Service** (*required, alpha; 1 position*). For one traveler, enter the following class of service codes as applicable between the point of travel listed under **Cities**, Item 13. After the codes *A*, *E*, or *R*, enter the words *lowest coach* in the block. The class of service codes listed in the Official Airline Guide are not to be used.
  - F* = First-class or extra fare air travel.
  - A* = All other air travel including contract air service between selected city-pairs.
  - E* = Extra fare travel other than air.
  - R* = All other modes of travel (rail, bus, etc.).
 If teleticket or TMC, enter *See Attached AD-567*.

<p style="text-align: center;"><b>CONDITIONS</b></p> <ol style="list-style-type: none"> <li>1 This transportation request incorporates the regulations published in Title 41, Part 101-41 of the Code of Federal Regulations</li> <li>2 The U.S. Government will not be responsible for charges exceeding those applicable to the transportation or accommodations of the type, class, or character authorized in this request. If a service costing more than that authorized is furnished, the difference must not be billed to the Government but be borne by the traveler. If circumstances require a service of a different type or of a lesser value than that authorized, the traveler shall state on the right, over his signature, the actual service furnished and the reason for the change.</li> <li>3 The issuing official, by his signature on the face hereof, certifies that the requested transportation is for official business.</li> <li>4 Carrier shall not honor request showing erasures or alterations not validated by initials of the issuing official.</li> <li>5 Carrier shall insert date on which travel commenced, if known.</li> <li>6 The nondiscrimination clause contained in section 202 of Executive Order 11246, as amended, relative to equal employment opportunity for all persons without regard to race, color, religion, sex, or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor are incorporated herein.</li> <li>7 Interest shall accrue from the voucher payment date on overcharges made hereunder and shall be paid at the same rate in effect on that date as published by the Secretary of the Treasury pursuant to the Debt Collection Act of 1962.</li> </ol> <p style="text-align: center;"><b>INSTRUCTIONS</b></p> <ol style="list-style-type: none"> <li>1 Money must not be furnished in exchange for transportation request nor may transportation request be passed through banks for collection.</li> <li>2 Instructions for billing charges on Standard Form 1113, Public Voucher for Transportation Charges, are found in GSA's Federal Property Management Regulations 101 41 41 CFR which may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. SF 1113 may be purchased from the Superintendent of Documents or reproduced in accordance with 41 CFR 101-41.202-5.</li> <li>3 When charges are payable in foreign funds, designate currency in the block titled "Special Accommodations and Requirements."</li> <li>4 Travelers must use American-flag carriers as prescribed by 46 USC 1241 and 49 USC 1517, as amended. Statement by authorizing official or traveler justifying use of foreign-flag carrier must accompany appropriate voucher. Lack of acceptable justification may render traveler financially liable. See General Accounting Office standards in 4 CFR 52.2.</li> </ol> <p style="text-align: center;"><b>PRIVACY ACT NOTICE</b></p> <p style="font-size: x-small;">The following information is provided to comply with the Privacy Act of 1974 (P. L. 93-502). The Social Security Number (SSN) on the SF 1169 is mandatory and will be used as an employee/traveler identifier as authorized under provisions of Executive Order 9397, dated November 22, 1943. The SSN serves as a primary validation for accountability, payment authority, and reporting required in the administration of U.S. Department of Agriculture's centralized travel system. (Authority delegated under 7 CFR 2.75)</p>	<p style="text-align: center;"><b>DATE TRAVEL COMMENCED</b></p> <p>FOR CARRIER USE ONLY (See condition 5)</p> <hr/> <p>SERVICE REQUIRED, (Continued)      ⑮</p> <hr/> <p>⑯      ⑰      ⑱</p> <hr/> <p>SERVICE FURNISHED, IF OTHER THAN REQUESTED</p>																				
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 10%;">A</th> <th style="width: 10%;">B</th> <th style="width: 10%;">C</th> <th style="width: 10%;">D</th> <th style="width: 10%;">E</th> <th style="width: 10%;">F</th> <th style="width: 10%;">G</th> <th style="width: 10%;">H</th> <th style="width: 10%;">I</th> <th style="width: 10%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td colspan="9" style="height: 20px;">←      ⑲      →</td> <td style="height: 20px;">⑳</td> </tr> </tbody> </table>	A	B	C	D	E	F	G	H	I	AMOUNT	←      ⑲      →									⑳	<p style="text-align: right; font-size: small;">STANDARD FORM 1169 BACK (REV. 4-85)</p>
A	B	C	D	E	F	G	H	I	AMOUNT												
←      ⑲      →									⑳												

**Figure 3. GTR (back)**

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⑮ **Service Required, (Continued)** (*required, numeric; 4 positions*). Use if there is insufficient space available in **Special Accommodations And Requirements**, Item 11.

⑯ **Special Data Block** (*required, numeric; 4 positions*). Enter the accounting station code **only** if the travel is to be charged to an agency and/or accounting station other than the one on record for the accountable employee.

⑰ **Leave blank.**

⑱ **Leave blank.**

⑲ **Accounting Code Format** (*required, numeric; max. of 35 positions*). Enter the appropriate agency accounting or management code in accordance with the prescribed format. (See Title IV, Chapter 1, Central Accounting System Overview.)

⑳ **Amount** (*required, numeric; 4 positions*). If more than one accounting or management code is to be used, indicate the dollar amount to be charged for each code.

Additional information for preparing GTR's, if required, may be obtained from the GSA publication, "How To Prepare and Process U.S. Government Transportation Requests."

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**Issuing A GTR For A Teleticketing/TMC Purchase**

To issue a GTR for a teleticketing purchase, prepare an SF-1169 (Figure 4) according to the instructions under **Issuing A GTR For One Traveler** with the following changes:

② **Type Travel** (required, alpha; 2 positions). Enter the appropriate travel code as follows:

- DM* = Domestic
- FG* = Foreign
- FT* = Foreign Transfer
- RT* = Return Travel
- GR* = Escorted Group
- OC* = Outside Continental U.S.
- TS* = Transfer of Station
- OT* = Outside CONUS Transfer of Station

③ **Social Security Number** (required, numeric; 9 positions). Leave blank.

⑥ **Authorization Number** (required, numeric; 13 positions). Leave blank.

⑦ **Purpose Of Travel Code** (required, numeric; 1 position). Leave blank.

⑧ **Traveler** (required, numeric; max. of 35 positions). Enter *Various*.

⑪ **Special Accommodations And Requirements** (required, numeric; 4 positions). Enter *Teleticket Purchase* and beginning and ending purchase period.

⑫ **Carrier Or Agent Tendered To** (required, numeric; max. of 140 positions). Enter the name of the travel agent carrier to whom the GTR is issued.

⑬ **Cities** (required, numeric; max. of 140 positions). Enter *Various*.

⑭ **Carrier And Class Of Service** (required, alpha; 1 position). Enter *See attached AD-567*. For instructions on completing the AD-567, see [Submitting Form AD-567, Teleticket Payment Transmittal And/Or Travel Agent Invoice](#).

BILL CHARGES TO (Department, agency, bureau office, address including ZIP code)			FISCAL DATA (Appropriation, authorization, etc.)			EXCEPTION TO SF-1169 APPROVED BY GSA/IRMS (Date)		
<b>U.S. Department of Agriculture</b>			<b>ON REVERSE</b>			<b>G-</b>		
<b>National Finance Center</b>			AGENCY CODE	TYPE TRAVEL	SOCIAL SECURITY NUMBER (See Privacy Act Notice on reverse)	PLACE AND DATE OF ISSUE		
<b>P.O. Box 60000 New Orleans, LA 70160</b>			②	③				
ISSUING GOVERNMENT OFFICER (Signature and office)			AUTHORIZATION NUMBER			PURPOSE OF TRAVEL CODE		
⑧			⑥			⑦		
TRAVELER (Type or Print)		OTHERS (Number)	DEPENDENT TRAVEL CHILDREN (Names and ages)		<input type="checkbox"/> Spouse	SPECIAL ACCOMMODATIONS AND REQUIREMENTS		
⑧					<input type="checkbox"/>	⑪		
CARRIER OR AGENT TENDERED TO			CITIES			CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)		EXCESS BAGGAGE AUTHORIZED
⑫			⑬			⑭		WEIGHT      PIECES
<b>FOR CARRIER USE ONLY</b>			STOP-OVER AUTH					
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE	FROM	TO				
TOTAL ▶			(Continue service required on the reverse)					
Do NOT fold, spindle or mutilate								
<b>U.S. GOVERNMENT TRANSPORTATION REQUEST</b> Nontransferable—Penalty for fraudulent or private use								
						STANDARD FORM 1169 (REV 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2		

**Figure 4. GTR For A Teleticketing Purchase**

## Voucher And Invoice Payments Manual Travel And Transportation Payments Common Carriers – GTR's

### Submitting Form AD-567, Teleticket Payment Transmittal And/Or Travel Agent Invoice

When there is a need to procure transportation tickets for more than one traveler, agencies can contact a Travel Management Center (TMC) or use teleticketing, whichever is most cost effective. In both cases, agencies are required to document the bulk purchase with a special form as described below.

#### Travel Management Centers

Travel Management Centers are GSA authorized contractors who provide transportation related services to government agencies. The TMC produces the tickets and provides them to the appropriate agency in the most efficient manner possible, whether this be delivery to or pickup by the agency.

When a TMC is used, the agency submits a Travel Agent Invoice (Teleticket Format) ([Exhibit 8](#)) with the corresponding GTR and the SF-1113 completed by the TMC. The Travel Agent Invoice (Teleticket Format) mirrors in format and content the AD-567, Teleticket Payment Transmittal, except for the title. Instructions for completing the Travel Agent Invoice (Teleticket Format) are the same as the instructions for completing the AD-567 found below.

#### Teleticketing

Whenever it is cost effective, agencies should use teleticketing for obtaining transportation tickets. Agencies may jointly establish a teleticketing system on a common-use basis to reduce individual agency costs. GSA should be contacted directly for information regarding the establishment and maintenance of an agency teleticketing system.

Under the teleticketing system, the contractor airline furnishes prenumbered teleticket stock and a validating stamp to the agency. Tickets are issued by activation of the Teletype equipment by the airline in response to a request from the agency. When teleticketing is used, agencies submit an AD-567 ([Figure 5](#)) with the corresponding GTR and SF-1113.

#### Documenting Bulk Ticket Purchases

Agencies must first complete the GTR according to instructions in this procedure entitled **Issuing A GTR For A Teleticketing/TMC Purchase**. Then agencies document the purchase by completing the Travel Agent Invoice (Teleticket Format) or AD-567, as appropriate, according to the instructions below. This documentation, the

GTR, and the SF-1113 completed by the billing carrier are submitted to NFC at the address below:

Travel and Transportation Section  
National Finance Center, USDA  
P.O. Box 60000  
New Orleans, LA 70160-0001

#### Completing The AD-567

The AD-567 and the Travel Agent Invoice (Teleticket Format) are completed according to the instructions below. The circled numbers correspond to the circled numbers on the AD-567 ([Figure 5](#)).

- ① **Submitting Office** (*required, alphanumeric; max. of 120 positions*). Enter the name and address of the submitting office.
- ② **Payee's Name And Address** (*required, alphanumeric; 120 positions*). Enter the complete name and check mailing address of travel agent that is to receive payment.
- ③ **GTR Number** (*required, alphanumeric; 8 positions*). Enter the number of the GTR that covers all tickets listed on the invoice.
- ④ **Agency Code** (*required, alphanumeric; 2 positions*). Enter the USDA agency code.
- ⑤ **Accountable Employee's Social Security Number** (*required, numeric; 9 positions*). Enter the social security number of employee accountable for the GTR listed in Block 3 .
- ⑥ **Number Of Travelers** (*required, numeric; 3 positions*). Enter the number of names entered in Block 10.
- ⑦ **Total GTR Amount** (*required, numeric; 7 positions*). Enter the total amount of all tickets on the invoice.
- ⑧ **Period From (Date)** (*required, numeric; 6 positions*). Enter the starting date (mm/dd/yy) of the billing period (2 positions each for month, day, year).
- ⑨ **Period Thru (Date)** (*required, numeric; 6 positions*). Enter the ending date (mm/dd/yy) of the billing period.
- ⑩ **Traveler's Social Security Number** (*required, numeric; 9 positions*). Enter the social security number of traveler listed in Item 11.
- ⑪ **Traveler's Name** (*required, alpha; 11 positions*). Enter the first initial and last name of individual performing travel.

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**TELETICKET PAYMENT TRANSMITTAL**

1 SUBMITTING OFFICE		2 PAYEE'S NAME AND ADDRESS		3 GTR NUMBER (8)		4 AGENCY CODE (2)		5 ACCOUNTABLE EMPLOYEE'S SOCIAL SECURITY NUMBER (9)		6 NO. OF TRAVELERS (6)		7 TOTAL GTR AMOUNT (7)		8 PERIOD FROM (Date) (8)		9 PERIOD THRU (Date) (8)		TYPE TRAVEL CODES					
10 TRAVELERS SOCIAL SECURITY NUMBER		11 TRAVELER'S NAME		12 TRAVEL AUTHORIZATION NUMBER		13 PURP OF TRAVEL CODE		14 TYPE OF TRAVEL		15 CLS OF TRAVEL		16 AIR-LINE		17 TICKET NUMBER		18 TICKET AMOUNT		19 ACCOUNTING CLASSIFICATION		20 AMOUNT		21 ACCOUNT-ING AND STATION	
3		4		5		6		7		8		9		10		11		12		13		14	
10		11		12		13		14		15		16		17		18		19		20		21	
22 PREPARED BY		23 DATE		24 PHONE		25 APPROVED BY		26 DATE		27 PHONE		28		29		30		31		32		33	
22		23		24		25		26		27		28		29		30		31		32		33	

FORM AD-567 USDA (Revised 8/80)

**PRIVACY ACT NOTICE**

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-597): The Social Security Number (SSN) is mandatory and will be used as an employee/traveler identifier as authorized under provisions of Executive Order 9397, dated November 22, 1943. The SSN serves as a primary validation for employees/travelers in the administration of U.S. Department of Agriculture's centralized travel system. (Authority delegated under 7 CFR 2.75).

Figure 5. Sample AD-567, Teleticket Payment Transmittal

**Voucher And Invoice Payments Manual**  
**Travel And Transportation Payments**  
**Common Carriers – GTR's**

⑫ **Travel Authorization Number** (*required, numeric; 13 positions*). Enter the travel authorization number.

⑬ **Purp Of Travel Code** (*required, numeric; 2 positions*). Enter the purpose of travel code.

- 1* = Site visit
- 2* = Information meeting
- 3* = Training attendance
- 4* = Speech or presentation
- 5* = Conference attendance
- 7* = Entitlement training
- 8* = Special mission training
- 9* = Emergency travel
- 10* = Other travel
- 11* = Pre-employment
- 12* = First post of duty

⑭ **Type Travel** (*required, alpha; 2 positions*). Enter the type travel code.

- DM* = Domestic
- FG* = Foreign TDY
- GR* = Escorted Group
- HH* = Househunting
- TS* = Transfer of Station
- FT* = Foreign Transfer
- OC* = Outside Conterminous U.S.

⑮ **Cls Of Travel** (*required, alpha; 1 position*). Enter the class of service code applicable between travel points.

- F* = First-class or extra fare air travel.
- A* = All other air travel including contract air service between selected city-pairs.
- E* = Extra fare travel other than air.
- R* = All other modes of travel (rail, bus, ship, etc.).

⑯ **Airline** (*required, alpha; 2 positions*). Enter the abbreviation for carrier identification.

⑰ **Ticket Number** (*required, numeric; 13 positions*). Enter the number that appears on the transportation ticket.

⑱ **Ticket Amount** (*required, numeric; 7 positions*). Enter the total value of each ticket.

⑲ **Accounting Classification** (*required, numeric; 35 positions*). Enter the appropriate agency accounting classification code.

⑳ **Amount** (*required, numeric; 7 positions*). Enter the amount applicable to the accounting classification indicated on each line, the total must equal the transportation ticket amount shown in Block 18.

㉑ **Accounting Station** (*required, numeric; 4 positions*). Enter the USDA accounting station code. Forest Service will use Region (2 digits) and Unit (2 digits).

㉒ **Prepared By** (*required, numeric; max. of 35 positions*). Enter the name of the employee who prepared the transmittal.

㉓ **Date** (*required, numeric; 6 positions*). Enter the date (mm/dd/yy) the transmittal is prepared for submission to NFC.

㉔ **Phone** (*required, numeric; 10 positions*). Enter the office phone number.

㉕ **Approved By** (*required, numeric; max of 35 positions*). Enter the signature of agency approving official.

㉖ **Date** (*required, numeric; 6 positions*). Enter the date (mm/dd/yy) of approval.

㉗ **Phone** (*required, numeric; 10 positions*). Enter the phone number of agency approving official.

## Using Cash

Per FTR, the use of personal or travelers’ checks, personal credit cards, or individual Government contractor-issued charge cards is considered the equivalent of cash. Agencies and travelers are instructed to minimize the use of cash for travel expenses, whenever possible, per FTR 301-10.1. Specific limitations governing the use of cash are addressed in FTR 301-10.1-2 and ATR 301-10.2.

The traveler using the GTR or cash to purchase individual passenger transportation services shall account for those expenses on the travel voucher, furnishing pertinent passenger coupons or other evidence as appropriate in accordance with the FTR and ATR. The traveler shall assign to the Government the right to recover any excess payments involving the carrier’s use of improper rates.

## Returning Unused Or Partially Used Tickets For Refund

Any unused or partially used tickets purchased by GTR must be returned to NFC for handling. NFC will issue an SF-1170 ([Exhibit 9](#)), Redemption of Unused Tickets, to obtain a refund from the carrier for the tickets. For specific instructions on reporting unused tickets on the travel voucher, see Title II, Chapter 2, Section 1, Subsection 3, Travel Vouchers, Refunds and Unused Tickets.

The traveler must not void a GTR by use of the AD-497 when tickets have been received against that GTR and

the trip is canceled. Once tickets are issued, the carrier will be paid for the transportation. The carrier bills NFC on an SF-1113 ([Exhibit 10](#)) supported by the original SF-1169.

The traveler is responsible for forwarding all unused tickets, including portions thereof, coupons, exchange orders, refund slips, and notices of fare adjustments, etc. to NFC. Travelers should write *Trip Canceled* (not Void) on the front of unused tickets or other transportation documents to prevent unauthorized use. The unused tickets should be reported on a travel voucher. If a traveler is returning unused tickets but will **not** be submitting a travel voucher, a memorandum must be submitted with the tickets. The memorandum must provide the GTR number, name and social security number of the traveler, agency code, and the accounting code that was shown on the original GTR presented to the carrier in exchange for the tickets.

The only unused tickets that shall be marked *Void* are those procured under a blanket GTR listed on an AD-567, with the pertinent entry on the ticket listing lined out or listed as void and not processed for payment. All voided coupons other than the agent’s coupon shall accompany the ticket listing when it is processed for payment. The agent’s coupon shall be retained by the agency. A completely unused ticket procured on a GTR/AD-567 that has already been paid and all partially used tickets shall be forwarded to the NFC as described above.

**Voucher And Invoice Payments Manual  
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**Exhibits**

**Voucher And Invoice Payments Manual  
Travel And Transportation Payments  
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**Voucher And Invoice Payments Manual  
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Common Carriers – GTR’s**

Title II  
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Section 3

Exhibits 1 & 2

**Sample Memorandum – Subject – Transportation Request Forms  
(Exhibit 1)**

FROM - NATIONAL FINANCE CENTER	DATE 11/17/95
SUBJECT - TRANSPORTATION REQUEST FORMS	NFC CNTL 7 10 92913
RECEIPT OF REQUEST FOR TR ACTION (FORM AD-497) ACKNOWLEDGED. PLEASE VERIFY ACTION TAKEN IS CONSISTENT WITH YOUR RECORDS AND ADVISE THE NFC OF ANY ERROR.	
DATE OF REQUEST 10/17	
ACTION REQUESTED TRANSFER OF ACCOUNTABILITY TO ACCOUNTABLE OFFICIAL - X XXXX	
APPROVING OFFICIAL - X XXXX	
X XXXX	TR NUMBERS AFFECTED FROM NO. THRU NO.
USDA-FS-N CENTRAL FOREST EXP STAT	
1992 FOLWELL AVE	G0655571 - G0655600
ST PAUL MN 55108	

**TRAN 0100, Government Transportation Request Forms Ordered From The  
Department Of Agriculture National Finance Center  
(Exhibit 2)**

DATE XX/XX/XX	TRANSPORTATION	PAGE 1
TRAN-0100		
GOVERNMENT TRANSPORTATION REQUEST FORMS ORDERED FROM THE DEPARTMENT OF AGRICULTURE NATIONAL FINANCE CENTER		
ENCLOSED ARE 2 PACKS OF GOVERNMENT TRANSPORTATION REQUEST FORMS, SF-1169. ACCOUNTABILITY FOR THESE FORMS HAS BEEN TRANSFERRED TO THE EMPLOYEE INDICATED BELOW. DIFFERENCES BETWEEN FORMS RECEIVED AND NUMBERS LISTED BELOW SHOULD BE REPORTED IMMEDIATELY		
MAILING ADDRESS		ACCOUNTABILITY ACTIVITY
USDA-NRCS-EMPLOYEE DEVELOPMENT STAFF AGENCY 16		CONTACT POINT 166416XXXX
ROOM 510 511 N W BROADWAY PORTLAND OR 97209	ACCOUNTING STATION 0064	NFC DOCUMENT CONTACT NO. 7 10 92940 ORDER DATE 10 19
ACCOUNTABLE EMPLOYEE NAME AND SSN		APPROVING OFFICIAL NAME AND SSN
XXXXX XXXXXX XXX-XX-XXXX		XXXXX XXXXXX XXX-XX-XXXX
FROM GTR THRU GTR FROM GTR THRU GTR FROM GTR THRU GTR FROM GTR THRU GTR		
NUMBER NUMBER NUMBER NUMBER NUMBER NUMBER NUMBER NUMBER		
1 G1006351 G1008360 2 G1008361 G1008370		

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Exhibits 3 & 4

**TRAN 4201A, Status Report Of Outstanding Transportation Requests  
(Exhibit 3)**

DATE PREPARED XX/XX/XX		DEPT. OF AGRICULTURE - NATIONAL FINANCE CENTER			PAGE 1
TRAN-4201A		STATUS REPORT OF OUTSTANDING TRANSPORTATION REQUESTS			
		11 49 2220 00	USDA-FS-INTERMNT FOR&BNG EXP STAT 507 25TH STREET OGDEN UT 84401		
THE GOVERNMENT TRANSPORTATION REQUESTS (SF-FORM-1169) LISTED BELOW REFLECT CURRENT ACCOUNTABILITY AND STATUS INDICATED IN NFC RECORDS. PLEASE VERIFY THE ACCURACY OF THE DATA SHOWN. SUBMIT FORMS AD-497 FOR ANY CHANGES OF ACCOUNTABILITY NOT PREVIOUSLY REPORTED. ANNOTATE ON THE LISTING ANY OTHER EXCEPTIONS NOTED, AND RETURN ONE COPY OF THE ANNOTATED LIST TO NFC. NOTE THAT TRS USED IN THE PAST 6 WEEKS MAY NOT BE UPDATED ON NFC FILES - DISREGARD REPORTING THESE CHANGES.					
ACCOUNTABLE EMPLOYEE					
NAME		SOC. SEC. NO.			
X XXXXXX		XXX-XX-XXXX			
TRANSPORTATION REQUEST NUMBERS	DATE NFC ISSUED	CURRENT STATUS	NO. OF TRS	REMARKS/EXCEPTIONS	
FROM THRU					
G1703228	G1703230	12 05 95	NOT USED	3	
			TOTAL	3	

**TRAN 4201B-M, Separated Or Transferred Accountable Employee – Responsible For GTR's  
(Exhibit 4)**

DATE PREPARED XX/XX/XX		DEPT. OF AGRICULTURE - NATIONAL FINANCE CENTER			PAGE 1
TRAN-4201B-M		SEPARATED OR TRANSFERRED ACCOUNTABLE EMPLOYEE - RESPONSIBLE FOR GTRS			
APPROVING OFFICIAL		11 02 1003 00	USDA-FS-TONGASS NATIONAL FOREST		
NAME		SOC. SEC. NO.			
X XXXXXX		XXX-XX-XXXX			
		P O BOX 1980 SITKA AK 99835			
ALL UNUSED TRANSPORTATION REQUESTS FORMS HELD BY THE SEPARATED, TRANSFERRED EMPLOYEE IDENTIFIED BELOW SHOULD BE OBTAINED. RETURN THIS LISTING TO THE NFC WITH FORM AD-497 EITHER RETURNING THE TRS OR TRANSFERRING ACCOUNTABILITY TO ANOTHER EMPLOYEE.					
SEPARATED/TRANSFERRED ACCOUNTABLE EMPLOYEE					
NAME		SOC. SEC. NO.			
X XXXXXX		XXX-XX-XXXX			
TRANSPORTATION REQUEST NUMBERS	DATE NFC ISSUED	NO. OF TRS			
FROM THRU					
G0594099	12 05 95	1			
G0594105	12 05 95	1			
TOTAL		2			

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Exhibits 5 & 6

**TRAN 4201C–M, Separated Or Transferred Approving Official – Responsible For  
GTR’s  
(Exhibit 5)**

DATE PREPARED XX/XX/XX		DEPT. OF AGRICULTURE – NATIONAL FINANCE CENTER				PAGE 1
TRAN-4201C-M		SEPARATED OR TRANSFERRED APPROVING OFFICIAL – RESPONSIBLE FOR GTRS				
30 48 1730 05						
THE SEPARATED/TRANSFERRED OFFICIAL IDENTIFIED BELOW APPROVED REQUESTS FOR TRS						
ISSUED BY THE NFC. RETURN THIS LISTING WITH A FORM AD-497 TO REFLECT THE CURRENT APPROVING OFFICIAL RESPONSIBLE FOR THE TR NUMBERS LISTED.						
SEPARATED/TRANSFERRED ACCOUNTABLE EMPLOYEE						
		NAME		SOC. SEC. NO.		
		X XXXXXX		XXX-XX-XXXX		
TRANSPORTATION	DATE NFC	NO. OF	ACCOUNTABLE EMPLOYEE			
REQUEST NUMBERS	ISSUED	TRS	NAME	SOC. SEC. NO.		
FROM THRU						
G0310434	05 02 95	1	X XXXXXX	XXX-XX-XXXX		
G0310437 G0310439	05 02 95	3	X XXXXXX	XXX-XX-XXXX		
G0690372 G0690372	05 08 95	9	X XXXXXX	XXX-XX-XXXX		
G0310217 G0310220	05 02 95	4	X XXXXXX	XXX-XX-XXXX		
G1628810	09 24 95	1	X XXXXXX	XXX-XX-XXXX		
G0632036 G0632040	04 12 95	5	X XXXXXX	XXX-XX-XXXX		
G0240416 G0240417	12 28 95	2	X XXXXXX	XXX-XX-XXXX		
G0594105	01 24 95	1	X XXXXXX	XXX-XX-XXXX		
G0682042 G0682050	04 12 95	9	X XXXXXX	XXX-XX-XXXX		
		TOTAL	35			

**TRAN 4202–M, Transportation – Monthly Report Of Travel  
(Exhibit 6)**

DATE PREPARED XX/XX/XX		DEPT. OF AGRICULTURE – NATIONAL FINANCE CENTER				PAGE 1			
TRAN-4202-M		TRANSPORTATION – MONTHLY REPORT OF TRAVEL FOR OCTOBER							
APPROVING OFFICIAL	X XXXXXX	01 11 0010 01	USDA-OFF OF THE SEC-RM 347-W NATIONAL FOREST						
SOC. SEC. NO.	XXX-XX-XXXX		ADMIN BLDG 14TH&INDEPENDENCE AVE SW WASHINGTON DC 20250						
TRANSPORTATION	SOCIAL SECURITY	EMPLOYEE NAME	TYPE TRAVEL	CLASS OF	NUMBER OF	MONTH	AMOUNT	REQUEST NUMBER	NUMBER
		TRAVEL	TRAVELERS	PAID					
G0627768	XXX-XX-XXXX	X. XXXXXX	DOMESTIC		OTHER	1	10	468.20	
G0627786	XXX-XX-XXXX	X. XXXXXX	DOMESTIC		OTHER	1	10	690.00	
G0627789	XXX-XX-XXXX	X. XXXXXX	DOMESTIC		OTHER	1	10	520.00	
G0627790	XXX-XX-XXXX	X. XXXXXX	DOMESTIC		OTHER	1	10	27.90	
TOTALS	TOTAL NO. TRS	4	TOTAL AMOUNT			1,706.10			

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**TRVL3301, Computation Of Employee Moving Expense Reimbursement**

	United States Department of Agriculture	Office of the Chief Financial Officer	National Finance Center	P.O. Box 60000 New Orleans Louisiana 70160
COMPUTATION OF EMPLOYEE MOVING EXPENSE REIMBURSEMENT VOUCHER AND 1996 YEAR-TO-DATE (SENSITIVE PERSONNEL DATA - USE IS RESTRICTED)				TRVL3301
AGENCY 02				XX/XX/XX
SOCIAL SECURITY NUMBER 123 45 6789				
AUTHORIZATION NUMBER 6CS01234567890				
OVER 50 MILES Y				
<u>MOVING EXPENSES AND ALLOWANCES</u>		<u>CURRENT VOUCHER</u>		
	AMOUNT PAID TO EMPLOYEE	AMOUNT PAID TO 3RD PARTY	AMOUNT OF NONTAXABLE REIMBURSE	AMOUNT OF TAXABLE REIMBURSE
MOVING EXPENSES:				
TRANSPORTATION AND TEMPORARY				
STORAGE OF HOUSEHOLD GOODS	.00	632.04	632.04	.00
TRAVEL BETWEEN DUTY STATIONS	.00	.00	.00	.00
MEALS BETWEEN DUTY STATIONS	.00			.00
HOUSEHUNTING TRIP EXPENSES	.00	.00		.00
TEMPORARY QUARTERS				
RESIDENCE SALE, PURCHASE OR	.00			.00
UNEXPIRED LEASE EXPENSE	.00	.00	.00	.00
NONTEMPORARY STORAGE OF GOODS	.00			.00
SHIPMENT/STORAGE OF POV	.00			.00
MISCELLANEOUS EXPENSES				
RELOCATION INCOME TAX ALLOW				
TOTAL MOVING EXPENSES	.00	632.04	632.04	.00
RELOCATION SERVICE COMPANY		.00		
ADD:				
WITHHOLDING TAX ALLOWANCE				
(38.888889% OF TOTAL TAXABLE MOVING EXP)				
LESS WITHHOLDING:				.00
FEDERAL INCOME TAX				.00
STATE INCOME TAX				.00
FICA				.00
HIT				.00
LESS AMOUNT TO 3RD PARTY				632.04
ADD NONTAXABLE REIMBURSEMENT				632.04
AMOUNT AVAILABLE TO TRAVELER				.00
LESS AMOUNT APPLIED TO ADVANCE				.00
LESS AMOUNT APPLIED TO BILL				<u>.00</u>
NET DUE TO TRAVELER				
FOOTNOTE: ADVANCE AMOUNT OUTSTANDING IS		\$ 0.00		
SUSAN DOE				
1234 MERRY RD.				
ANYWHERE, VA 12345-6789				

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**TRVL3301, Computation Of Employee Moving Expense Reimbursement**

	United States Department of Agriculture	Office of the Chief Financial Officer	National Finance Center	P.O. Box 60000 New Orleans Louisiana 70160
COMPUTATION OF EMPLOYEE MOVING EXPENSE REIMBURSEMENT (SENSITIVE PERSONNEL DATA – USE IS RESTRICTED)				TRVL3301
				PAGE 2
AGENCY 02				XX/XX/XX
SOCIAL SECURITY NUMBER 123 45 6789				
<u>MOVING EXPENSES AND ALLOWANCES</u>				
		<u>1996 YEAR-TO-DATE</u>		
	<u>AMOUNT</u>	<u>AMOUNT</u>	<u>AMOUNT OF</u>	<u>AMOUNT OF</u>
	<u>PAID TO</u>	<u>PAID TO</u>	<u>NONTAXABLE</u>	<u>TAXABLE</u>
	<u>EMPLOYEE</u>	<u>3RD PARTY</u>	<u>REIMBURSE</u>	<u>REIMBURSE</u>
MOVING EXPENSES:				
TRANSPORTATION AND TEMPORARY				
STORAGE OF HOUSEHOLD GOODS	.00	1,901.86	1,901.86	.00
TRAVEL BETWEEN DUTY STATIONS	.00	.00	.00	.00
MEALS BETWEEN DUTY STATIONS	.00			.00
HOUSEHUNTING TRIP EXPENSES	.00	.00		.00
TEMPORARY QUARTERS	1,435.50			1,435.50
RESIDENCE SALE, PURCHASE OR	.00			.00
UNEXPIRED LEASE EXPENSE	.00	.00		.00
NONTEMPORARY STORAGE OF GOODS	.00		.00	.00
SHIPMENT/STORAGE OF POV	.00	.00	.00	.00
MISCELLANEOUS EXPENSES	.00			.00
RELOCATION INCOME TAX ALLOW				
TOTAL MOVING EXPENSES:	1,435.50	1,901.86	1,901.86	1,435.50
RELOCATION SERVICE COMPANY				
ADD:				
WITHHOLDING TAX ALLOWANCE		.00		558.25
(38.88889% OF TOTAL TAXABLE MOVING EXP)				558.25
LESS WITHHOLDING:				
FEDERAL INCOME TAX				55.83
STATE INCOME TAX				123.61
FICA				28.91
HIT				1,901.86
LESS AMOUNT TO 3RD PARTY				1,901.86
ADD AMOUNT OF NONTAXABLE REIMBURSEMENT				1,227.15
AMOUNT AVAILABLE TO TRAVELER				.00
LESS AMOUNT APPLIED TO ADVANCE				.00
LESS AMOUNT APPLIED TO BILL				.00
AMOUNT PAID TO TRAVELER				1,227.15
THE <u>WITHHOLDING TAX ALLOWANCE (WTA)</u> , PAID IN YEAR 1, COVERS <u>FEDERAL INCOME TAX</u> WITHHOLDING LIABILITY ON TAXABLE REIMBURSEMENTS IN YEAR 1. THE <u>RELOCATION INCOME TAX ALLOWANCE (RIT)</u> IS CALCULATED IN YEAR 2 TO COVER THE TAX LIABILITY ON ADDITIONAL INCOME RESULTING FROM WTA RECEIVED IN YEAR 1. IF THE RIT CLAIM RESULTS IN A <u>POSITIVE AMOUNT</u> , AN ADDITIONAL ALLOWANCE WILL BE PAID TO THE EMPLOYEE, IF, HOWEVER, THE RIT CLAIM RESULTS IN A <u>NEGATIVE AMOUNT</u> , THE EMPLOYEE WILL BE <u>BILLED</u> FOR THE EXCESS WTA AMOUNT PAID IN YEAR 1.				



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Exhibit 9

SF-1170, Redemption Of Unused Tickets

☆ U.S. GOVERNMENT PRINTING OFFICE:1991 — 296-528

**REDEMPTION OF UNUSED TICKETS – Original**

DATE		APPROPRIATION		GOVERNMENT TRANSPORTATION REQUEST (GTR) NO. <span style="float: right;">▲</span>	
FILE REFERENCE	ORIGIN	DEST. NATION	DATE GTR ISSUED	PLACE ISSUED	
FORM NO.	TICKET NO.	NO. OF PASSENGERS AND TYPE OF ACCOMMODATIONS	UNUSED FROM	UNUSED TO	AMOUNT OF REFUND
<b>REMARKS</b>					<b>FOR CARRIERS USE ONLY</b>
					<b>TOTAL</b>

Attention: Refund is requested for unfurnished passenger transportation services indicated above; any unused tickets involved are attached.

(Name and address of carrier) \_\_\_\_\_  
 (Name and address of agency to which refund is to be made) \_\_\_\_\_  
 1170-107  
 STANDARD FORM 1170 (REV. 2-89)  
 PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2  
 NSN 7540-00-834-422

## Voucher And Invoice Payments Manual Travel And Transportation Payments Common Carriers – GTR's

Exhibit 10

### SF-1113, Public Voucher For Transportation Charges

<b>PUBLIC VOUCHER FOR TRANSPORTATION CHARGES</b>		See FPMR (41 CFR) 101-41 for Instructions on Complet- ing this Form.	VOUCHER OR SCHEDULE NO.										
DEPARTMENT OR AGENCY, BUREAU OR SERVICE, AND LOCATION SHOWN ON SUBVOUCHERS  U.S.		PAID DATE											
THE UNITED STATES, DR., TO: (Payee's name and address)		CARRIER'S BILL NUMBER	For payment of services rendered as evidenced by attached subvouchers.										
		CARRIER'S SCAC NUMBER											
		SERVICES FURNISHED (Check one) <input type="checkbox"/> FREIGHT <input type="checkbox"/> PASSENGER											
Do NOT bill GBL and GTR charges on the same form.													
ALPHA PREFIX AND SERIAL NO. OF SUBVOUCHER	AMOUNT	<p style="text-align: center; font-weight: bold;">PAYEE'S CERTIFICATE</p> <p style="font-size: x-small;">I certify that the account stated hereon, as evidenced by the attached subvouchers, is correct and just; that services have been rendered or tickets furnished as indicated; that payment has not been received; and that the charges are not in excess of those applicable thereto under (1) tariffs lawfully on file with any Federal or State transportation regulatory agency or (2) rates, fares and charges established pursuant to section 10721 of the Interstate Commerce Act, as amended, or other equivalent contract arrangement, or exemption from regulation.</p> <p style="text-align: right; font-size: x-small;">DATE _____</p> <p style="font-size: x-small;">PAYEE * _____</p> <p style="font-size: x-small;">PER _____ <span style="display: block; text-align: right; font-size: x-small;">(Signature)</span> <span style="display: block; text-align: right; font-size: x-small;">(Capacity)</span></p> <p style="font-size: x-small;">*When a voucher is signed in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which the person signs, must appear. For example: "A.B.C. Railway Co., per John Dos, Controller," or "Auditor," as the case may be.</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 70%;">DIFFERENCES</th> <th style="width: 30%;">AMOUNT</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> <p style="font-size: x-small;">AMOUNT VERIFIED-CORRECT FOR ►</p> <p style="font-size: x-small;">VERIFIED BY (Signature or Initials) ►</p>		DIFFERENCES	AMOUNT								
DIFFERENCES	AMOUNT												
TOTAL CLAIMED ►													
ACCOUNTING CLASSIFICATION													

STANDARD FORM 1113 (REV. 11-86)  
PRESCRIBED BY GSA, FPMR (41 CFR) 101-41  
1113-110

---

The enclosed check settles voucher submitted for payment of the account described in the memorandum hereon. *(No acknowledgment of receipt of the check is necessary.)*

MEMORANDUM

NOTE--If the payee named in the attached voucher will supply below such data as will identify the check drawn in payment thereof with the account in his office, this slip will be mailed with the check.

(Department, Bureau or Establishment)

BILL NO.: \_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME:

ADDRESS: \_\_\_\_\_

For sale by the Superintendent of Documents, U.S. Government Printing Office  
Washington, D.C. 20402

\*U.S. GPO: 1990-282-981/11056

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