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Title: II, Voucher and Invoice Payments Manual

Chapter: 2, Travel and Transportation Payments, Section 3, Common Carriers - GTR

Bulletin: GTR 03-3, Preparing for Closure of the Transportation System (TRAN)

Date: October 3, 2003

To: Holders of the GTR Procedure

Due to the impending closure of the Transportation System (TRAN), the processing of transportation invoices through TRAN was discontinued August 29, 2003. To prepare for the complete closure of the system, the following items must be addressed.

Outstanding GTRs

As part of the closure of TRAN, we must account for the outstanding Government Transportation Requests (GTR) the National Finance Center received from the General Services Administration (GSA) for issuance to USDA agencies. Our records indicate that there are large numbers of GTRs that have not been returned, despite our request in NFC Bulletin GTR 03-2, Termination of the Transportation System, dated May 15, 2003. In accordance with USDA's policy, these GTRs can no longer be used and should be destroyed. We are, therefore, requesting that you immediately forward all unused GTRs to the following address for destruction:

Travel and Transportation Section
USDA, OCFO, COD
Post Office Box 60800
New Orleans, LA 70160

Please use Form AD-497, Request for TR Action, to transmit the unused GTRs. Mark Section 5, Block E, *Transfer Accountability to NFC*.

Information regarding the destruction of GTRs must be reported to GSA upon complete closure of TRAN; therefore, all GTRs not received in the Travel and Transportation Section by October 17, 2003, will be flagged in the system as lost or stolen.

Prepayment Audit Services

As the Office of the Chief Financial Officer, Controller Operations Division (COD), no longer provides prepayment audit services or processes TRAN documents, agencies should have already made alternate arrangements to ensure continued compliance with the Travel

and Transportation Reform Act. Please be aware that agencies must contract for prepayment audit services independently. For your information, GSA maintains a list of certified prepayment vendors. To view the list, go to the GSA Schedules e-Library home page (www.gsaelibrary.gsa.gov). Perform a search on **Financial and Business Solutions**. Click on **520**, then **520 10** (Transportation Audits). The list of contractors is displayed.

Post-Payment Audits

COD has been informed that agencies will need to provide original paid transportation invoices and all accompanying documentation to GSA on a monthly basis. GSA continues to conduct post-payment audits of these transportation documents. The attached Form SF-1186, Transmittal for Transportation Schedules and Related Basic Documents, should be used to transmit these documents to GSA. Retain a copy of paid invoices for your reference.

Inquiries

Since agencies are inputting directly into FFIS, the voucher number and other TRAN information needed to respond to inquiries are available at the agency and not at COD's Administrative Payments Branch. Therefore, COD will not be able to handle all inquiries from your carriers regarding the paid status of invoices.

De-obligation of Authorized Funds

When inputting an FFIS third party payment document (TP) for the payment of transportation charges, please remember to include the Social Security number, travel authorization number, and GBL or GTR number. When the TP is processing payment of the corporate card to Bank of America, use the last 8 positions of the ticket number as a reference in the "related GBL" field. This information is used to update the traveler's relocation file and de-obligate authorized funds.

Please refer questions about preparing for the closure of TRAN to the Travel and Transportation Section at **504-255-4878** or via e-mail at trvl@usda.gov. Refer questions about this bulletin to the Quality Assurance Branch, Documentation, Analysis, and Reporting Section, at **504-255-5322** or via e-mail at nfc.pvct@usda.gov.



CHARLES L. WALLACE, Director
Controller Operations Division

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