

REDEMPTION OF UNUSED TICKETS - Original

DATE	FILE REFERENCE	GOVERNMENT CHARGE CARD NUMBER	DATE TICKET OR GTR ISSUED	TICKET NUMBER OR GOVERNMENT TRANSPORTATION REQUEST (GTR) NO.:
PASSENGER'S NAME			PLACE ISSUED	
ORIGIN			DESTINATION	

ATTENTION: Refund is requested for each segment of unfurnished passenger transportation services indicated below. Any unused tickets involved are attached.

FORM NO.	TICKET NO.	NO. OF PASSENGERS AND FARE BASIS	UNUSED FROM	UNUSED TO	FOR CARRIER'S USE ONLY	AMOUNT OF REFUND
TOTAL						

REMARKS

TRANSPORTATION SERVICE PROVIDER'S NAME AND ADDRESS	AGENCY'S APPROPRIATION
	NAME AND ADDRESS TO WHICH REFUND IS TO BE MADE

INSTRUCTIONS

1. Transportation Service Providers (TSPs) should not effect adjustment by crediting the value of unused tickets in presenting charges on other bills.
2. TSPs should not request that the agency furnish any payment or billing identification of the bill which covered the charges on the Government charge card/U.S. Government Transportation Request involved.
3. The value of each unused ticket that appears in the listing should be inserted by the TSP on the face of the original copy of this form in the column captioned, "Amount of Refund."
4. The original copy should be returned to the agency specified on the form with the check covering the refund due. Check may be made payable to the agency or the "Treasury of the United States."

NOTICE

This debt is now due. Payment should be made promptly. Interest on this debt accrues from the date of this notice. Such interest becomes payable and this debt becomes subject to administrative costs and penalty charges, if it is not paid within 30 days of the date of this notice. In order to avoid such interest, administrative costs, and penalty charges, the amount due must be paid within 30 days of the date of this notice. If necessary, it is the intention of the agency to which refund is to be made to collect this claim by administrative setoff. You may inspect and copy agency records pertinent to this debt, obtain an agency review of the decision related to the debt, and propose a written agreement with the agency for the repayment of the debt.