

4 FAM 470 TRANSPORTATION OF PASSENGERS AND THINGS

*(CT:FIN-376; 11-01-2005)
(Office of Origin: RM/FPRA/FPMC)*

4 FAM 471 GENERAL VOUCHERING INFORMATION

4 FAM 471.1 Authorities

(CT:FIN-367; 12-07-2004)

- a. Among other things, 40 U.S.C. 486(C) authorizes the Administrator of General Services to prescribe regulations for transportation management.
- b. 31 U.S.C. 3726 requires payment of carrier bills, in general, upon presentation and prior to audit by the Administrator of General Services or his or her designee; and sets forth the Statute of Limitations for claims and refunds.
- c. 31 U.S.C 3528(C) provides for the relief of certifying and disbursing officers from liability for overpayments made for transportation furnished on U.S. Government Bills of Lading and U.S. Government Transportation Requests (GTRs) when such overpayments are due to the use of improper transportation rates or classifications or the failure to deduct proper amounts under a land grant law or agreement.
- d. 41 C.F.R. 102-118 sets forth the policies and procedures governing the documentation and audit of payments for domestic and foreign freight and passenger services furnished for the account of the United States. It also provides for uniformity in procuring and paying for such services and furnishes information and guidance to agencies, to common and contract carriers and forwarders, and to all others concerned.

4 FAM 471.2 Responsibility of Traveler

(CT:FIN-376; 11-01-2005)

- 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 who 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. GTR's 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*.

4 FAM 471.3 Definitions

4 FAM 471.3-1 Transportation Vouchers

(CT:FIN-376; 11-01-2005)

- a. Transportation vouchers are invoices or billings for the transportation of 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, or 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 Government Bills of Lading (GBL's), shall not be considered transportation vouchers for the purpose of these regulations.

4 FAM 471.4 Appropriation Chargeable

(CT:FIN-367; 12-07-2004)

The fiscal year of the appropriation to be charged for transporting freight and passengers will be determined in accordance with the provisions of 4 FAM 053 and 4 FAM 054.

4 FAM 471.5 Use of Foreign Currency

(CT:FIN-367; 12-07-2004)

Air, ship, rail tickets, and transportation expenses incurred in shipping air and surface unaccompanied baggage, household effects, and privately owned vehicles may be paid in foreign currencies.

4 FAM 472 TRANSPORTATION OF PASSENGERS

4 FAM 472.1 Procurement of Passenger Transportation

(CT:FIN-376; 11-01-2005)

- a. Authorized passenger transportation for official travel, including related charges such as excess baggage, are normally procured by Form SF-1169, U.S. Government Transportation Request (GTR), in accordance with instructions contained in *14 FAM 500*. If necessary, procurement may also be made by purchase order, official letter, or cash (see limitations in paragraphs b and c). In Washington, procurement may be made with the Centrally Billed Account (CBA).
- b. Cash shall be used to procure all passenger transportation services costing \$10 or less and to pay air excess baggage charges of \$15 or less for each leg of the trip, unless special circumstances justify the use of GTR.
- c. Approval for using cash in excess of \$100 must be obtained from the Chief of Transportation prior to travel, domestically or overseas. Under emergency circumstances, the travel-authorizing official may authorize a traveler to exceed the \$100 limitation. The use of credit cards, other than the contractor-issued charge cards, and all travelers checks to purchase passenger transportation services shall be considered the equivalent of cash and subject to the \$100 limitation. Passenger transportation services procured with contractor-issued charge cards or CBA accounts are not subject to the \$100 limitation.

- d. When transportation services are obtained by means other than use of GTR, the procurement document (purchase order, letter, or other form of communication) shall contain the same data that would be required in the issuance of a transportation request.

4 FAM 472.2 Unused Transportation

4 FAM 472.2-1 Redemption Action

(CT:FIN-367; 12-07-2004)

Unused tickets, ticket refund application in connection with an exchange of an original ticket for one of lesser value and so on, must be surrendered and processed promptly for redemption. Redemption is obtained by the post or bureau/office in Washington where the original payment was made.

4 FAM 472.2-2 Receipt of Promotional Material

(CT:FIN-376; 11-01-2005)

Promotional materials (such as bonus flights, reduced-fare coupons, merchandise, gifts, credits toward future free flights, reduced costs toward future free flights, frequent flyer mileage, or reduced costs of services or goods) received by employees in conjunction with official travel and based on the purchase of a ticket or other services from transportation companies, rental car companies, or other commercial activity, are properly considered property of the traveler. All cash awards are due the government and may not be retained by the employee. The Comptroller General of the United States has stated that employees are obligated to account for any gift, gratuity, or benefit received from private sources incident to performing official duties (Comp. Gen. Decisions B199656, July 1981, and B210717, February 1984). When an employee receives promotional material, the employee shall accept the material on behalf of the United States and relinquish it upon completion of travel to the post management officer or, in Washington, to the chief of the transportation division of the appropriate agency. (See 4 FAM 465 and *14 FAM 500*).

4 FAM 473 TRANSPORTATION OF THINGS

(CT:FIN-367; 12-07-2004)

Officers should review the procedures in 4 FAH-3 H-473 for the correct forms, procurement of services, use of foreign carriers, presentation of

billings, and billing exceptions and payment procedures, when original Government Bills of Lading are lost or destroyed.

4 FAM 474 CLAIMS

(CT:FIN-367; 12-07-2004)

Officers may refer to 4 FAH-3 H-474 for the procedures related to the treatment of doubtful and supplemental claims and the documenting of suspensions and disallowances.

4 FAM 475 LOCAL TRANSPORTATION

(CT:FIN-376; 11-01-2005)

Local transportation charges, such as hiring taxicabs, special conveyances, or using privately owned vehicles, are allowable as transportation costs only as prescribed by the provision of *14 FAM 500*. Such charges must be for travel on official business and be approved by the principal, administrative, or other designated officer. Use of such transportation is subject to administrative control to prevent abuse.

4 FAM 476 THROUGH 479 UNASSIGNED