

U.S. Government Transportation Request

THIS IS AN ACCOUNTABLE FORM

Bill charges to (Dept/agency, bureau/office, address including ZIP code)		FISCAL DATA (Appropriation, authorization, etc)		Place and date of issue		
ISSUING GOVERNMENT OFFICER (Signature and office)						
TRAVELER (type or print)		OTHERS (Number)	INDEPENDENT TRAVEL [] Spouse CHILDREN (Names and ages)			SPECIAL ACCOMODATIONS AND REQUIREMENTS
CARRIER OR AGENT TENDED TO		SOTP OVER AUTH	CITIES	CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc)	EXCESS BAGGAGE AUTHORIZED	
FOR CARRIER USE ONLY			FORM:		WEIGHT	PIECES
FORM AND TICKET NO.	AGENTS VALUE	AUDITORS VALUE	TO:			
			TO:			
			TO:			
			TO:			
			TO:			
TOTAL>		(Continue service required on reverse)				
Do NOT fold, spindle, or mutilate		1169-127	U.S. GOVERNMENT TRANSPORTATION REQUEST		STANDARD FORM 1169 (REV 3-77)	
			Nontransferable-penalty for		PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2	
			fraudulant or private use			

CONDITIONS

- 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 charge.
- The issuing official by his signature on the face hereof certifies that the requested transportation is for official business.
- Carrier shall not honor request showing erasures or alterations not validated by initials of officiating officer.
- Carrier shall insert date on which travel commenced if known.
- The nondiscrimination clause contained in section 202 of Executive Order 11246 as amended by Executive Order 11375 relative to equal employment opportunity for all employees 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.

INSTRUCTIONS

- Money must not be furnished in exchange for transportation requests nor may transportation requests be passed through banks for collection.
- 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.
- When charges are payable in foreign fund, designate currency in the block titled "Special Accommodations and Requirements"
- Travelers must use American-flag carriers as prescribed by 46 USC 1241 and 49 USC 1517. 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.

DATE TRAVEL COMENCED

FOR CARRIER USE ONLY
(See condition 4)

SERVICE REQUIRED (Continued)

SERVICE FURNISHED IF OTHER THAN REQUESTED

