

CHAPTER 6. TRANSPORTATION VOUCHERS - GENERAL

1. GENERAL. This chapter prescribes procedures for the examination and payment of transportation services which are applicable to both passenger and freight transportation. The procedures are based on the regulations issued by the General Services Administration (41 CFR Part 101-41) in accordance with section 322 of the Transportation Act of 1940, as amended (31 USC 3726). Passenger and freight transportation are covered in Chapters 7 and 8 respectively.
2. EXCEPTIONS TO 41 CFR PART 101-41. Exceptions to the regulations issued by GSA in Part 101-41 shall be granted only by the Administrator of GSA or his/her designee. Within DOT, all requests for exceptions shall be made in writing to the Office of Financial Management (M-80). M-80 will serve as the single contact point between GSA and the Department.
3. EXAMINATION OF PAYMENTS, SETTLEMENT OF CLAIMS, AND REVIEW OF REQUIREMENTS. Section 322 of the Transportation Act of 1940, as amended (31 USC 3726), requires payment of carrier bills, in general, upon presentation and prior to audit by GSA. Further, provisions of P.L. 77-560 (31 USC 3528) relieve certifying officers of liability for overpayments made for transportation furnished on GBL's and GTR's when such overpayments are due to the use of improper transportation rates or classifications or to the failure to deduct proper amounts under agreements. The authority vested in GSA by 31 USC 3726, as amended, enables them to:
 - a. Examine, settle, and adjust accounts involving payments for transportation and related services;
 - b. Adjudicate and settle transportation claims by and against the United States; and
 - c. Deduct the amount of any overcharge by any carrier or forwarder from any amount subsequently found to be due.
4. LIMITATION ON ADVANCE PAYMENT. The payment of charges in advance of completion of service shall be limited to passenger transportation services procured through the use of cash and freight transportation services procured through the use of commercial forms.
5. EXAMINATION OF TRANSPORTATION VOUCHERS. The examination of vouchers for transportation services should include, as a minimum, the following:
 - a. Matching of Documents. Upon receipt of vouchers, complete with supporting documents, from the carrier, the memorandum (obligation) copies of the GBL or GTR shall be removed from the unpaid file and matched with the originals attached to

the voucher by the carrier. If the voucher is received from the carrier prior to the receipt of the memorandum copy, payment to the carrier must not be delayed. In this event, a dummy copy of the GBL's or GTR's shall be prepared, duplicating the information shown on the original. This copy shall be annotated to reflect the Voucher-Schedule Number and placed in a pending file. When the memorandum copy of the GBL or GTR is received, transcribe all payment references to the memorandum copy and destroy the dummy copy.

- b. Completeness of Vouchers. Vouchers for transportation services will be examined to determine that:
- (1) Memorandum copy of the voucher and appropriate supporting GBL's or GTR's have been attached.
 - (2) The name and address of the proper bill-to office appear in the spaces provided on the voucher.
 - (3) The payee's name and complete address are shown in caption on the voucher.
 - (4) The payee's name in the caption of the voucher, in the payee's certificate, and in the check mailing stub are all in agreement. Insert any missing information during this review.
 - (5) The serial numbers of the attached original GBL's or GTR's are listed correctly on the voucher. Obvious discrepancies should be corrected without delaying payment to the carrier.
 - (6) The total amount claimed on the voucher is arithmetically correct.
 - (7) Alterations in the name of the payee or in the amounts claimed are initialed by a representative of the carrier. The initials should be those of the individual who completed the payee's certificate.
 - (8) The payee's certificate is properly executed. The certificate must bear the signature and title of the official signing for the carrier. Carriers may use a machine-typed name of the carrier's certifying official provided the machine-typed official's name is initialed by a duly authorized person; or carriers may use a facsimile signature of the carrier's certifying official, as authorized by that official (FPMR Amendment G-60).

6. OTHER REVIEW REQUIREMENTS. Examine vouchers without audit of rates. If otherwise proper, vouchers should be scheduled for payment without audit as to the technical correctness of rates, classifications, and other tariff information. In addition:
 - a. When vouchers are received which comprise both properly executed GBL's or GTR's and some which are either misaddressed or incorrect, those which are improper will be deleted and those which are correct should be approved for payment. The improper GBL's or GTR's will be returned to the carrier on DOT F 2750.1 with an explanation as to why they are returned. Under no circumstances should the entire voucher be rejected and returned to the carrier when some of the GBL's or GTR's attached thereto are proper for payment.
 - b. To avoid delaying payment to the carrier, approve vouchers for payment even though no prior obligation document has been received. In this event, a dummy copy should be prepared as outlined in paragraph 2a of this chapter. However, the practice of recording transportation charges as a direct expenditure (prior to receipt of the obligation document) shall be avoided whenever possible. The accounting office shall contact the issuing office and request that the obligation copy be forwarded as soon as possible, and in the event consistent delay is encountered in receiving obligation copies of transportation documents, appropriate corrective action shall be taken.
 - c. Certificates in lieu of lost GBL's and GTR's must be billed on a separate voucher by the carrier and should be checked against both the unpaid file and the paid file prior to being scheduled for payment. Records should be annotated to indicate payment has been made on the certificate in lieu of lost GBL or GTR to preclude payment upon subsequent presentation of the original GBL or GTR.
7. RETURNING VOUCHERS TO CARRIERS. Only those vouchers which are incomplete or incorrect to the extent that they cannot be certified for payment by the accounting office should be returned to the carrier. A voucher will not be returned for incorrect appropriation or accounting information if it is otherwise correct for payment. Responsibility for obtaining correct accounting data is with the agency and not with the carrier. Also, the burden and workload of locating the proper bill-to locations should not be shifted to the carrier. Therefore, every effort should be made by the accounting office to provide the proper bill-to location to the carrier when it is necessary to return GBL's or GTR's which have been misaddressed. Vouchers which are received from a carrier but which are applicable to another DOT bill-to location will be forwarded to the appropriate DOT accounting office for payment and not returned to the carrier.