

<b>U.S. GOVERNMENT TRANSPORTATION REQUEST</b>	CONTROL NUMBER
<b>NONTRANSFERABLE - PENALTY FOR FRAUDULENT OR PRIVATE USE</b>	

BILL CHARGES TO: <i>(Department/Agency, Bureau/Office, address including ZIP Code)</i>	FISCAL DATA <i>(Appropriation, authorization, etc.)</i>	PLACE OF ISSUE
ISSUING GOVERNMENT OFFICER <i>(Signature and Office)</i>		DATE OF ISSUE
TRAVELER <i>(Type or Print)</i>	OTHERS <i>(Number)</i>	DEPENDENT TRAVEL CHILDREN <i>(Names and Ages)</i>
CARRIER OR AGENT TENDERED TO		<input type="checkbox"/> SPOUSE

<b>FOR CARRIER USE ONLY</b>			STOP OVER AUTHORITY	CITIES	CARRIER AND CLASS OF SERVICE <i>(First class, coach, charter, etc.)</i>	EXCESS BAGGAGE AUTHORIZED	
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE				FROM:	TO:
<b>TOTAL</b>	▶						

*(Continue service required on the reverse)*

**SPECIAL ACCOMMODATIONS AND REQUIREMENTS**

## CONDITIONS

1. This transportation request incorporates the regulations published in Title 41, Part 102-118 of the Code of Federal Regulations (CFR).
2. 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 so, over his or her signature, the actual service furnished and the reason for the change.
3. The issuing official, by his or her signature on the face hereof, certifies that the requested transportation is for official business.
4. Carrier shall not honor request showing erasures or alterations not validated by initials of the issuing official.
5. Carrier shall insert date on which travel commenced, if known.
6. The nondiscrimination clause contained in Section 202 of Executive Order 11246, as amended, relative to equal employment opportunity for all persons without regard to race, color, religion, gender, or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor are incorporated herein.
7. Interest shall accrue from the voucher payment date on overcharges made hereunder and shall be paid at the same rate in effect on that date as published by the Secretary of the Treasury pursuant to the Debt Collection Act of 1982 as amended.

## INSTRUCTIONS

1. Money must not be furnished in exchange for transportation requests nor may transportation requests be passed through banks for collection.
2. Instructions for billing charges on Standard Form (SF) 1113, Public Voucher for Transportation Charges, are found in GSA's Federal Management Regulation - FMR at FMR (41 CFR) part 102-118. SF 1113 may be downloaded from GSA at [GSA's Forms Library](#).
3. When charges are payable in foreign funds, designate currency in the block titled "Special Accommodations and Requirements."
4. Travelers must use American-flag carriers as prescribed by the United States Code - USC at 46 USC 55302 and 49 USC 40118, as amended. 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.

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**FOR CARRIER USE ONLY**

*(See condition 5)*



**DATE TRAVEL  
COMMENCED**

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**SERVICE REQUIRED, (Continued)**

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**SERVICE FURNISHED, IF OTHER THAN REQUESTED**