

**DOCUMENT NAME: Government Transportation  
Request (GTR)  
DAFIS DOCUMENT TYPE: 14**

1. **Description:** Standard Form 1169, U. S. Government Transportation Request (GTR) is one of the methods used to procure passenger transportation services.
2. **Primary Forms:** SF-1169, U. S. Government Transportation Request
3. **Related Forms:** CG-5131, Standard Travel Order For Military Personnel
4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 1402902FAB001

Document Type	FY	Last nine digits of <b>TONO</b>	Suffix
14	02	902FAB001	000

Note: If TONO is not available to FINCEN because a copy of the travel orders was not attached or in the case of a summary invoice covering several TONOs, FINCEN will assign a nonstandard document number as follows:

SAMPLE: 1402B33844485

Document Type	FY	Last nine digits of <b>GTR Number</b>	Suffix
14	02	B33844485	000

5. **Accounting Line:** The Accounting line will come from the Travel Orders and be on the GTR. Multiple lines per GTR are allowed.

SAMPLE: 2/F/201/136/30/0/AB/12345/2100

**6. FINCEN Critical Processing Requirements:**

a. Issuing units must ensure the following information is included on each SF-1169:

- (1) Bill charges to:  
Transportation  
USCG Finance Center  
P. O. Box 4101  
Chesapeake, VA 23327-4101
- (2) Fiscal data block must contain DAFIS accounting data, applicable DAFIS travel order number, and estimated cost.

6. a. (3) Issuing Officer's signature.

(4) Traveler name and SSN.

(5) Carrier information.

b. Original SF-1169 must be submitted by the vendor for payment.

**7. Other Information:**

a. A GTR should not be used if the member has a **Government Travel Card** available.

b. A GTR should be used for quantity (bulk) ticket purchases.

c. If a group traveling together all use the same TONO a different suffix must be assigned for each member travelling. Begin with suffix 001 and number consecutively.

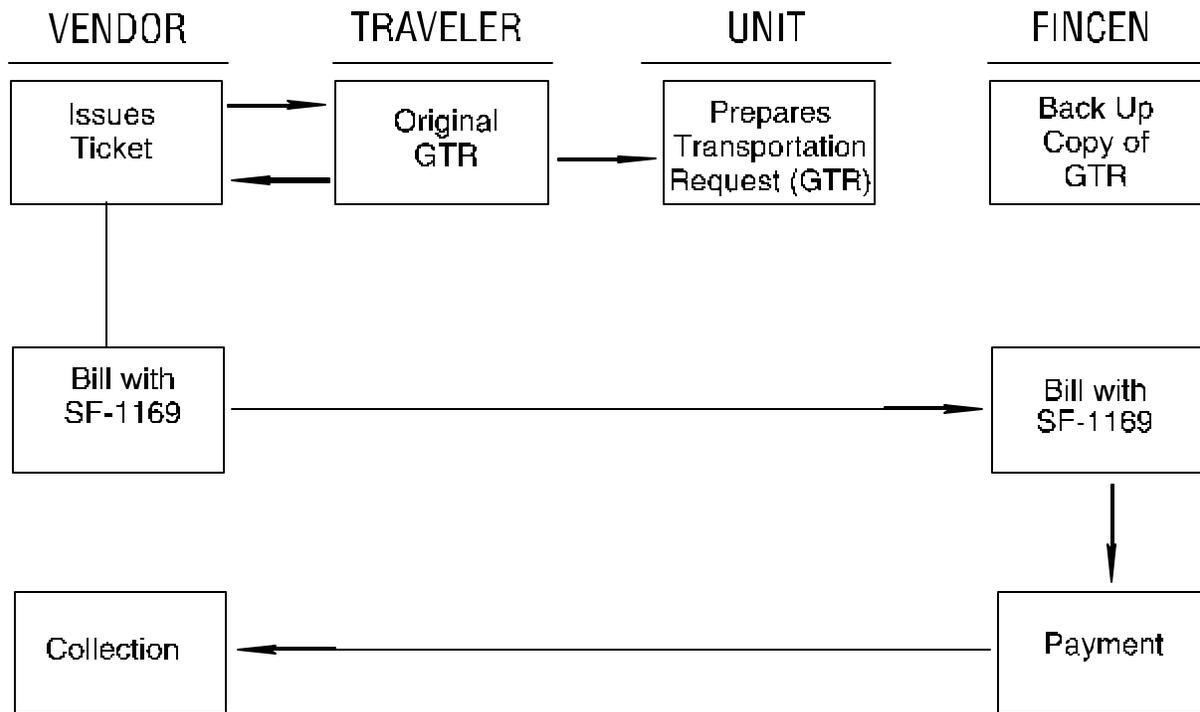
d. A copy of the travel orders for each traveler under a Blanket GTR is required. FINCEN pays a Blanket GTR in suspense using the GTR number and then spreads the charges to the units from the information provided on the orders.

**8. LUFS-NT Information:**

a. Standard generic input is made through the **Simplified Acquisitions Applet** or created by LUFS-NT as a result of creation of a document type 11.

b. Obligations will NOT transmit electronically via LUFS-NT.

9. Document Flow:



**Figure 12C-13 Government Transportation Request (GTR)**

- a. Figure 12C-13 describes the procedures for processing Government Transportation Request (GTR).
- b. The issuing officer prepares the SF-1169, Government Transportation Request, to procure passenger transportation services. The original is given to the traveler for presentation to the ticket agent of the carrier. SF-1169 with backup is mailed to the FINCEN and a copy is retained in the unit's files.
- c. The carrier bills the FINCEN.
- d. The FINCEN pays the invoice.

10. **Sample Forms:** See Figure 12C-14.

11. **PES Report Sample:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
1402902FAB001000	128F	02025F111	12345	2100	0.00	0.00	0.00	300.00

12. **References:** GSA Booklet, How to Prepare and Process U. S. Government Transportation Requests.

BILL CHARGER TO (Government agency, bureau/office, address including ZIP code) Transportation, USCG Finance Center, P.O. Box 4101 Chesapeake, VA 23327-4101		BIRTH DATE (Applicant, dependent, and 2/F/401/136/30/0/AB/12345/2100 Tono: 1494904FAB001 Est Cost \$300.00		B-3β84,448 PLACE AND DATE OF ISSUE USCGC Neversail 1/5/94	
SIGNING GOVERNMENT OFFICER (Signature and office) J. J. Smith, CWO4, USCG		OTHERS (Number) 0		DEPENDENT TRAVEL (Children (names and ages) <input type="checkbox"/> SPOUSE None	
TRAVELER (Type or title) SK1 J. Smith 123-12-1234		SPECIAL ACCOMMODATIONS AND REQUIREMENTS None		00	
CARRIER OR AGENT TENDERS TO U. S. Airways		STOP OVER AUTH. Yes		EXCESS BAGGAGE ALLOWANCE WEIGHT   PIECES	
FROM AND TO CITY, STATE, AND ZIP CODE FROM: Norfolk, VA		TO: Washington, DC		Y-Class   None	
FROM AND TO CITY, STATE, AND ZIP CODE TO: Norfolk, VA		TO:		Y-Class   None	
FROM AND TO CITY, STATE, AND ZIP CODE TO:		TO:			
FROM AND TO CITY, STATE, AND ZIP CODE TO:		TO:			
TOTAL		U.S. GOVERNMENT TRANSPORTATION REQUEST		THIS IS AN ACCOUNTABLE FORM	

Figure 12C-14 SF-1169, U. S. Government Transportation Request