Federal Management Regulation

Regulation parts 102–117 and 102–118 (41 CFR parts 102–117 and 102–118), and the
TSP(s) hold(s) the required operating
authority to transport the commodity
from, to, or between the places speci-
fied in the authorized certificates, per-
mits or temporary operating authori-
ties.

(d) The TSP shall bill the United
States Government on Standard Form
(SF) 1113, Public Voucher for Transpor-
tation Charges, appropriately com-
pleted and supported. The TSP(s) will
send bills to the “Bill Charges To” ad-
dress on the face of the bill of lading or
agency-ordering document.

(e) The Optional Form (OF) 280, Uni-
form Tender of Rates and/or Charges
for Transportation Services, includes
all the provisions of paragraph (c) of
this section and is another option to
file a tender with the Government.

[69 FR 57619, Sept. 24, 2004, as amended at 74
FR 30475, June 26, 2009]

Subpart D—Prepayment Audits of
Transportation Services

AGENCY REQUIREMENTS FOR
PREPAYMENT AUDITS

§ 102–118.265 What is a prepayment
audit?

A prepayment audit is a review of a
transportation service provider (TSP)
bill that occurs prior to your agency
making payment to a TSP. This review
compares the charges on the bill
against the charge permitted under the
contract, rate tender, or other agree-
ment under which the TSP provided
the transportation and/or transpor-
tation related services.

§ 102–118.270 Must my agency estab-
lish a prepayment audit program?

Yes, under 31 U.S.C. 3726, your agency
is required to establish a prepayment
audit program. Your agency must send
a preliminary copy of your prepayment
audit program to: General Services Ad-
ministration, Office of Travel, Trans-
portation and Asset Management (MT),
1800 F Street, NW., Washington, DC
20405.

[74 FR 30476, June 26, 2009]

§ 102–118.275 What must my agency
consider when designing and imple-
menting a prepayment audit pro-
gram?

(a) As shown in §102–118.45, the man-
ner in which your agency orders trans-
portation services determines how and
by whom the bill for those services will
be presented. Each method of ordering
transportation and transportation
services may require a different kind of
prepayment audit.

Your agency’s prepayment audit pro-
must consider all of the methods
that you use to order and pay for trans-
portation services. With each method
of ordering transportation services,
your agency should ensure that each
TSP bill or employee travel voucher
contains enough information for the
prepayment audit to determine which
contract or rate tender is used and that
the type and quantity of any additional
services are clearly delineated.

(b) For transportation payments
made through cost reimbursable con-
tracts, the agency must include a
statement in the contract that the con-
tractor shall submit to the address
identified for prepayment audit, trans-
portation documents which show that
the United States will assume freight
charges that were paid by the con-
tractor.

(c) Cost reimbursable contractors
shall only submit for audit bills of lad-
ing with freight shipment charges ex-
ceeding $100.00. Bills under $100.00 shall
be retained on-site by the contractor
and made available for on-site audits.

[69 FR 57619, Sept. 24, 2004]

§ 102–118.280 What advantages does
the prepayment audit offer my
agency?

Prepayment auditing will allow your
agency to detect and eliminate billing
errors before payment and will elimi-
nate the time and cost of recovering
agency overpayments.

§ 102–118.285 What options for per-
forming a prepayment audit does
my agency have?

Your agency may perform a prepay-
ment audit by:

(a) Creating an internal prepayment
audit program;