



Transportation Service Provider (TSP) Instructions for Completing a Public Voucher for Transportation Charges (SF1113A)

The Public Voucher for Transportation Charges, SF1113A is to be used by TSPs in billing charges for freight, travel, and transportation expenses furnished to the U.S. Government in accordance with 41 CFR § 102-118.55 and official shipping requests. The SF1113A must be submitted to the billing office specified on the bill of lading (BOL). A link to this form is available on the Auditech & Associates, Inc. website (<https://www.goauditech.com/government-transportation-audit/>). TSPs should ensure that the forms conform to the exact size, wording, and arrangement of the approved standard forms.

TSPs should submit one SF1113A per BOL with the serial number and the amount of the BOL shown on the SF1113A as noted in these instructions. Small shipments (express) moving on commercial forms (generally not exceeding \$100.00 in transportation charges) do not require the use of an SF1113A for invoicing. These shipments can be billed to the Government using the normal commercial invoicing documents.

The “PAYEE’S CERTIFICATE” section of the voucher must be completed. TSPs may use a machine-typed name of the TSP’s certifying official, provided the machine-typed official’s name is initialed by a duly authorized person; or TSPs may use a facsimile signature of the TSP’s certifying official, as authorized by that official. The TSP is not required to furnish more than one copy of the voucher to the agency billed unless otherwise instructed by the agency. BOLs must not be combined on the same SF1113A. Payment of transportation charges must be made to the TSP as stated with the contract of carriage as evidenced by transportation documents.

Please see further instructions below:

1. DEPARTMENT OR AGENCY, BUREAU OR SERVICE, AND LOCATION SHOWN ON SUBVOUCHERS

Enter the complete name and address of the department or agency, bureau or service shown on the sub vouchers (BOLs). This information is shown in the “BILL CHARGES TO” space on the GBLs.

2. THE UNITED STATES, DR., TO: (Payee’s name and address)

Enter the complete name, Taxpayer Identification Number (TIN), and address of the TSP or agent authorized to receive payment.

3. CARRIER’S BILL NUMBER

The billing TSP should enter a number that will readily identify the transaction. This number is important in any subsequent correspondence regarding the billing.

4. CARRIER’S SCAC NUMBER

Enter the TSP’s SCAC. If the code is omitted, the forms and all supporting papers will be returned to the TSP unpaid with a request that the SCAC be added to the forms.

5. SERVICES FURNISHED (Check one)

Indicate by checking in the appropriate space (FREIGHT or PASSENGER) whether freight or passenger transportation service was provided.

6. ALPHA PREFIX AND SERIAL NO. OF SUBVOUCHER

The TSP should enter the BOL number for the shipment billed along with the TSP bill number reference for the shipment. This section should also include an itemized listing of all charges billed and other information relevant to the shipment (i.e. weight, mileage, tender/tariff reference, etc.).

7. AMOUNT

Enter the total charge for each line item billed.

8. TOTAL CLAIMED

Enter the total amount being billed to the department or agency, bureau or service (please use two decimal place format).

9. DATE

Enter the submission date of the voucher.

10. PAYEE

Enter the complete name of the billing TSP.

11. PER

Enter the complete name of the TSP's agent who is responsible for billing the government.

12. CAPACITY

Enter the title or capacity of the TSP's agent who is responsible for billing the government.

13. NAME

Enter the name of the billing TSP.

14. ADDRESS

Enter the complete address of the billing TSP.

15. (Department, Bureau or Establishment)

Enter the department or agency, bureau or service being billed.

16. BILL NO.

Enter the number from the "CARRIER'S BILL NUMBER" space above.

17. AMOUNT

Enter the amount from the "TOTAL CLAIMED" space above.

Note: Some information for this document was obtained from the U.S. Government Freight Transportation Handbook, May 2021, GSA

