

## 47.103-1 General.

(a)

(1) Regulations and procedures governing the *bill of lading*, documentation, payment, and audit of transportation services acquired by the *United States* Government are prescribed in 41 CFR part 102-118, Transportation Payment and Audit.

(2) For DoD *shipments*, corresponding guidance is in DoD 4500.9-R, Defense Transportation Regulation, Part II.

(b) Under [31 U.S.C. 3726](#), all agencies are required to establish a prepayment audit program. For details on the establishment of a prepayment audit, see 41 CFR part 102-118.

(c) The agency designated in paragraph (a)(3) of the clause at [52.247-67](#) shall forward original copies of paid *freight bills/invoices*, bills of lading, passenger coupons, and supporting documents as soon as possible following the end of the month, in one package for postpayment audit to the General Services Administration, Transportation Audit Division (QMCA), Crystal Plaza 4, Room 300, 2200 Crystal Drive, Arlington, VA 22202. The specified agency shall include the paid *freight bills/invoices*, bills of lading, passenger coupons, and supporting documents for first-tier subcontractors under a cost-reimbursement contract. If the inclusion of the paid *freight bills/invoices*, bills of lading, passenger coupons, and supporting documents for any subcontractor in the *shipment* is not practicable, the documents may be forwarded to GSA in a separate package.

(d) Any original transportation bills or other documents requested by GSA shall be forwarded promptly. The specified agency shall ensure that the name of the *contracting* agency is stamped or written on the face of the bill before sending it to GSA.

(e) A statement prepared in duplicate by the specified agency shall accompany each *shipment* of transportation documents. GSA will acknowledge receipt of the *shipment* by signing and returning the copy of the statement. The statement shall show-

(1) The name and address of the specified agency;

(2) The contract number, including any alpha-numeric prefix identifying the *contracting office*;

(3) The name and address of the *contracting office*;

(4) The total number of bills submitted with the statement; and

(5) A listing of the respective amounts paid or, in lieu of such listing, an adding machine tape of the amounts paid showing the Contractor's voucher or check numbers.

**Parent topic:** [47.103 Transportation Payment and Audit Regulation.](#)