

CHAPTER 108

BULK TICKET AND TOKEN PURCHASES

A. PURCHASING

1. A single GTR/credit card transaction shall be used to bulk purchase carrier tickets and tokens valid for individual travel. The number of tickets or tokens purchased shall not exceed the normal requirement for a six-month period.

2. A Purchase Request and Commitment, DOD Purchase Card or a requisition may be used to purchase, in bulk, identiplates, toll script, tokens, bridge tickets, and similar negotiable media for individual/group travel in conduct of official business. The quantity purchased will not exceed a 90-day requirement unless further constrained by Service/local regulations.

B. PURCHASE CONDITIONS

1. Ticket Purchase. Tickets and tokens may be purchased in bulk quantities when all of the following conditions exist:

- a. A continuing requirement for travel between the same points.
- b. The same mode and class of transportation is to be used.
- c. A minimum of five tickets is required for use within a 60-day period.
- d. The per capita net cost to the government does not exceed \$250 for each one-way or round-trip single fares exclusive of federal transportation tax.

2. GTR Purchase. The following shall apply when a GTR is used to purchase tickets or tokens in bulk:

- a. A GTR shall be issued to the person who actually makes the purchase.
- b. One GTR shall be used for travel chargeable to a fiscal appropriation(s) of only one DOD Component.
- c. Fiscal Entry Block. If more than one appropriation is used by a single DOD Component for the bulk purchase of tickets or tokens, indicate next to each appropriation the quantity of tickets or tokens chargeable to that appropriation.
- d. Special Accommodation Block. Enter "Bulk Purchase."

3. Ticket Data. Tickets must contain all travel data prior to purchase except the traveler's name and travel date which shall be entered by the TO when the ticket is issued.

C. SPECIAL INSTRUCTIONS

1. Stamping Tickets. Unless stamped by the issuing carrier, tickets procured under the bulk ticket purchase plan shall be stamped "U.S. Government" and "Not Redeemable for Cash Except by the U.S. Government."

2. Record Requirement. A record shall be maintained of each GTR issued for tickets or tokens purchased in bulk quantities, and for individual tickets or tokens. Such records may be maintained as follows:

a. Copy of travel orders shall be retained and annotated with the origin, destination, ticket or token number(s), and date issued to traveler. A rubber stamp format may be used.

b. Travel orders shall be filed with the GTR copy.

c. Receipt of tickets or tokens may be certified by the traveler's signature in a ledger maintained for recording distribution.

d. Negotiable media issued from the Property Book level to a user/activity will require a form/format to be maintained indicating usage by an individual. At a minimum, the following essential data elements will be included:

- (1) Date of issue
- (2) Name of individual to whom issued
- (3) Value of item
- (4) Serial number.

3. Internal Audit. Records of tickets and tokens procured by the quantity or bulk ticket and token purchase plan and issuance thereof, shall be subject to internal auditing procedures prescribed by DOD Components.

D. TRAVEL PATTERN REVIEW

TOs shall periodically review travel patterns for possible application of bulk purchase procedures. TOs may contact MTMC/MTPP-SA, 200 Stovall Street, Alexandria VA, 22332-5000, to obtain special computer reports and analysis of passenger traffic data from specific activities to assist in identifying repetitive travel patterns.