

Government Transportation Requests

Reference Guide

EDA Homepage

Transportation Data

Government Transportation Requests

Government Transportation Request Search

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Government Transportation Requests (GTRs) or SF 1169s are documents used to procure all passenger transportation services on behalf of the United States, except when the use of cash, or other substitute documents, i.e., Government issued charge card, Government Travel Account (GTA), or travel warrant has been specifically authorized by the Administrator or General Services (or his/her designee).

EDA Roles	EDA Roles with the capability to conduct a Government Transportation Request search: <ul style="list-style-type: none">Government Transportation Requests
Search Criteria	<p>The user will navigate to the Government Transportation Request page and enter criteria to retrieve desired data.</p> <p>Government Transportation Request Search</p> <ul style="list-style-type: none">GTR Number (Starts With/Equal to/Is Null/Not Null)Payment DateLoad Date <div data-bbox="300 1423 1518 1848"><p>The forms you are accessing contain information subject to the Privacy Act of 1974 as Amended.</p><p>Government Transportation Request Search</p><p>GTR Number</p><p>Starts With <input type="text"/></p><p>Payment Date</p><p>Greater than or equal to <input type="text"/> to Less than or equal to <input type="text"/></p><p>Load Date</p><p>Greater than or equal to <input type="text"/> to Less than or equal to <input type="text"/></p><p><input type="button" value="Search"/> <input type="button" value="Bookmark"/></p></div>

Once the search criteria are entered, selecting the Search button will return a list of GTRs with the requested criteria.

Government Transport Request Results

- GTR Number
- GTR Voucher
- Payment Date
- Load Date

Sample Search Results

Government Transport Request Results

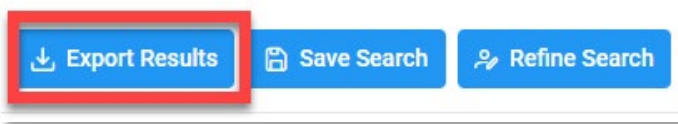
[Export Results](#)
[Save Search](#)
[Refine Search](#)

GTR Number ↑↓	GTR Voucher ↑↓	Payment Date ↑↓	Load Date ↑↓
B3707695	Voucher	2020-07-08	2020-07-08
GTR02021	Voucher	2021-05-17	2021-05-17
GTR07021	Voucher	2020-01-19	2020-07-07
GTR07022	Voucher	2020-03-29	2020-07-07
GTR07023	Voucher	2020-04-03	2020-07-07
GTR07024	Voucher	2020-02-29	2020-07-07
GTR07025	Voucher	2020-01-26	2020-07-07

Results: 1 to 7

<< < 1 > >> 10 ▾

Once the search results are returned, the Export Results button will allow the user to export search results in CSV format for import to a spreadsheet.



Sample Export:

Exporting Search Results

	A	B	C	D
1	GTR Number	GTR Voucher	Payment Date	Load Date
2	B3707695	e8f9b0e2-cd1f-4a24	7/8/2020	7/8/2020
3	GTR02021		5/17/2021	5/17/2021
4	GTR07021	0dec7914-aa3d-4b1	1/19/2020	7/7/2020
5	GTR07022	a94d3804-a00a-47d	3/29/2020	7/7/2020
6	GTR07023	c08c6634-01aa-492	4/3/2020	7/7/2020
7	GTR07024	eae9db-f8ec-44fe	2/29/2020	7/7/2020
8	GTR07025	ee7f70c7-307f-4600	1/26/2020	7/7/2020