CHAPTER 9: CONSTRUCTED TRAVEL

This chapter introduces constructed travel, the types of transportation modes, and the process to determine whether constructed travel should be approved as advantageous to the Government or convenient for the traveler. You should use constructed travel when the transportation mode for temporary duty (TDY) travel is other than the standard or authorized mode. The constructed cost is the amount the Government would have paid for the authorized transportation mode and route.

This chapter covers the following topics (unless otherwise indicated, from the point of view of the traveler):

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9.1 Overview of Constructed Travel

An organization's local policy ultimately determines the standard transportation mode for TDY trips. If you prefer to travel by a nonstandard transportation mode, you must make that request in the authorization. The Authorizing Official (AO) may authorize the request but must also protect the Government's interests by ensuring that authorizing your request will not adversely affect the mission or incur extra cost to the Government.

The process of allowing you the flexibility to request an alternate transportation mode while protecting the Government's financial interests is referred to as constructed travel.

Before learning about constructed travel and its benefits, let's review the types of transportation modes available for TDY travel.

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There are two types of transportation modes. The standard mode is the type of transportation your organization dictates for a particular destination. Your preferred mode is the type of transportation that you wish to use.

For most TDY destinations, the standard transportation mode is commercial air. Every organization may have destinations for which commercial air is not the most cost effective or desirable transportation mode. For those locations, your organization may designate alternate transportation modes to be standard.

On many trips, the standard transportation mode and your preferred transportation mode are the same. However, there are times the two transportation modes differ; for instance, when you want to drive a privately owned conveyance (POC) to a TDY location, but your organization directs you to use the standard transportation mode (commercial air).

9.2 Constructed Travel Policy

The Joint Travel Regulations (JTR) require you to use an available Traffic Management Company (TMC), formerly known as a Commercial Travel Office, to make all official transportation reservations. When a travel order directs a specific transportation mode, if that transportation mode is available but you do not use it, per diem is payable for the actual travel you perform, not to exceed the per diem that you would have received if you had used the directed transportation mode.When the directed transportation mode is not available, or you are not directed to use a specific transportation mode, per diem is paid as though the transportation mode you used was directed.

9.3 POC Use for TDY Travel Within 800 Miles Round-Trip/400 Miles One-Way

For single-destination TDYs, using a private auto or private motorcycle for travel to a location within 800 miles round-trip (400 miles one-way) of the Permanent Duty Station (PDS) is considered advantageous to the Government. Cost comparisons are not required in these cases.

For multi-location TDYs, a cost comparison is not required for any travel segment that is 400 miles or less one-way.

This does not apply when using a private plane. You must follow standard constructed cost procedures when using a private plane for TDY travel.

9.3.1 DTS Document Processing

When the traveler requests use of a POC for TDY travel, and every travel leg is less than 400 miles, the traveler and AO must follow the guidelines below to record the constructed travel request in DTS.

Traveler Instructions

Mileage Expenses screen. When you select **Save Expenses** on a Mileage Expenses screen that includes a **Private Auto TDY/TAD** or **Private Motorcycle TDY/TAD** expense, a pop-up message displays. This message tells you that you may need to complete a constructed travel worksheet (CTW). (See Section 9.7.4). You may disregard this message.

Pre-Audit Trip screen. When the constructed travel warning displays on the Mileage Expenses screen, a pre-audit flag also displays on the Pre-Audit Trip screen (See Section 9.7.8). You must enter justification into the text box similar to, “Elected to use POC. Since TDY location is within 800 miles round-trip, no CTW is needed.”

AO Instructions

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Cost Comparison screen. After you select **Approve and Continue** to submit a travel document as APPROVED, a Cost Comparison screen displays (See Section 9.8.2). Do not enter any amounts in the **Worksheet** fields or check the **Approve as Limited** box.

9.4 Constructed Travel Worksheet

You may need to complete a CTW to help your AO determine the best way for travel to be performed and decide whether to limit your transportation reimbursement to the constructed cost. If the AO decides to limit your reimbursement, you may need to adjust your en route per diem allowances. If travel by commercial air is the standard mode, you are typically only authorized one day of travel (and related per diem) when traveling in the contiguous United States (CONUS). You must zero out your per diem allowances on any extra travel days by recording them as “Leave,” “Duty Day,” or “Non-Duty Day”.

Your AO compares your preferred costs from the authorization with the constructed costs from the CTW to decide whether to limit your transportation reimbursement.

Constructed travel considers only the en route portion of travel. En route travel includes the following travel segments:

- Travel from trip start location to first TDY location
- Travel from one TDY location to another
- Travel from last TDY location to trip end location

Constructed travel does not consider other any transportation costs (at any TDY location, to/from the trip start location, etc.).

You must enter your preferred transportation mode on the authorization and the standard transportation mode costs on a CTW. You must then attach the CTW to the authorization.

Note: If your AO determines that your preferred transportation mode is the best way for you to travel, they can approve your preferred transportation mode, and no limited reimbursement applies. Local business rules may help decide the AO select the best travel mode.

9.4.1 Determine the Necessity for a Constructed Travel Worksheet

DTS triggers a pre-audit flag stating that you may need to complete a CTW when you select any of the following transportation modes:

- Rental Car (See Section 9.7.1)
- Other Transportation (Section 9.7.2)
  - Commercial Rail
  - Commercial Bus
  - Commercial Vessel
- Non-Mileage Expenses (Section 9.7.3)
  - Commercial Auto-TDY/TAD
- Mileage Expenses (Section 9.7.4)
  - Private Auto - TDY/TAD
  - Private Motorcycle - TDY/TAD
  - Private Plane
  - Private Vessel

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The decision process below will help you determine if constructed travel applies to a trip (Figure 9-1).

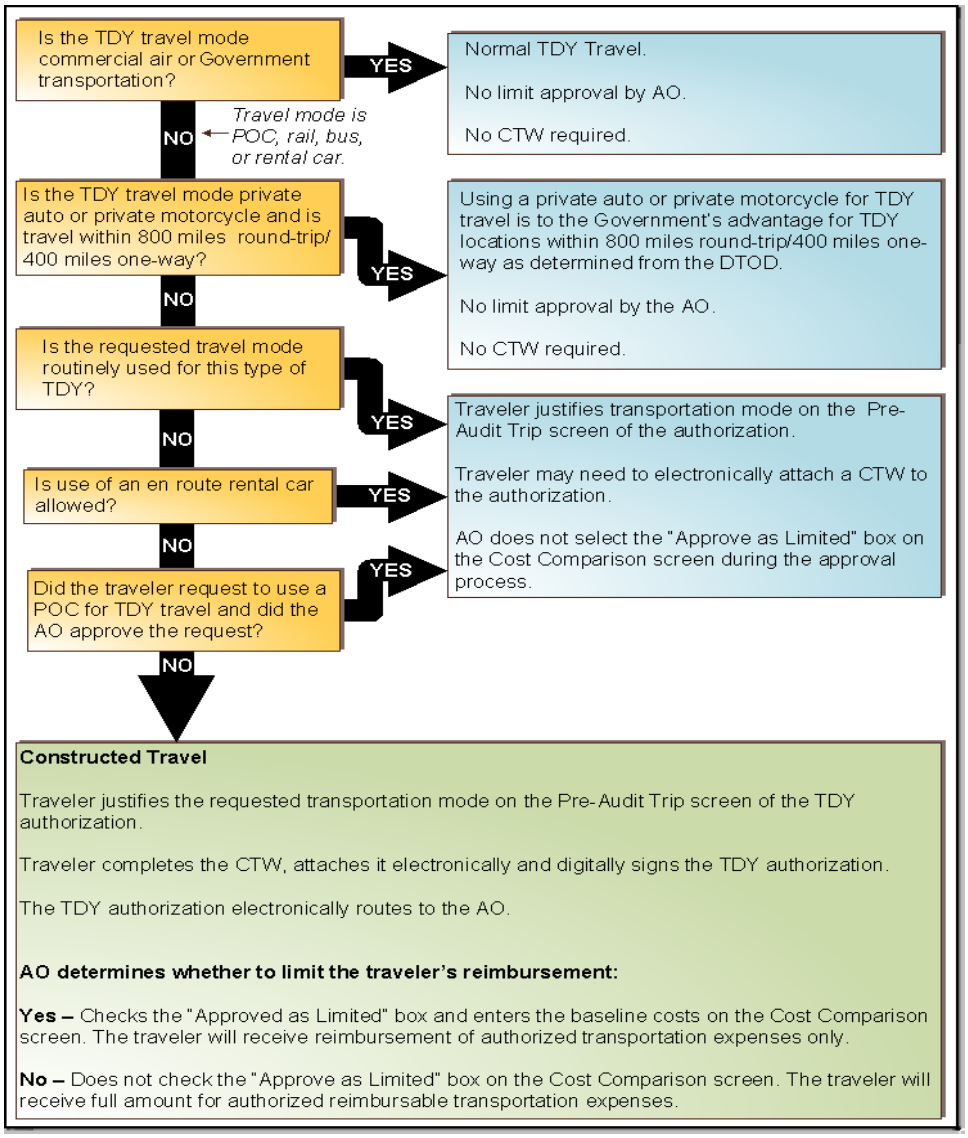

Figure 9-1: Constructed Travel Decision Process

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These scenarios will help you determine if constructed travel applies to a trip:

Scenario 1. *Travel is to a TDY destination near enough to the duty station that use of Government-provided transportation or commercial air is either* ***not required*** *or* ***more costly*** *than use of a POC, rental car, or other commercial transportation type.*

Constructed travel does not apply. Your local business rules should state that POC, rental car, or commercial transportation (other than air) are that standard transportation types for this trip. When creating an authorization in DTS, on the Pre-Audit Trip screen, you need to provide justification indicating the trip is normally completed by using the selected transportation mode. No CTW is necessary.

Scenario 2. *The standard transportation mode for the TDY destination is Government-provided transportation or commercial air, but you request to use a different transportation mode.*

Constructed travel applies. The steps shown below apply to your authorization in DTS:

1. Complete the authorization and enter the expenses associated with your preferred travel mode.
2. Select the **Constructed Travel Worksheet** link on the Pre-Audit Trip screen.
3. Complete the CTW and attach it to the authorization.
4. Enter “CTW attached” in the **Justification to Approving Official** text box on the Pre-Audit Trip screen.
5. For any extra travel days, select a non-per diem status - leave, duty day, or non-duty day.
6. Your AO reviews the CTW, determines whether limited transportation reimbursement is justified, and if so, enters the reimbursement limits on the Cost Comparison screen.
7. If the AO limited your transportation reimbursement, DTS sends you an email to let you know.

Scenario 3. *Your local business rules do not identified a standard transportation mode for a particular TDY destination, but travelers in your organization regularly go to it. That experience has shown that travel by POC, rental car, or a commercial mode of transportation other than air is far less expensive than travel by commercial air.*

Constructed travel may not apply. Local business rules apply in this situation. You *may* need to follow the steps listed in Scenario 2 when creating your authorization in DTS, but the AO will not enter any reimbursement limits.

9.5 Create an Authorization

When you select a nonstandard transportation mode, you must complete a CTW and attach it to the authorization in DTS. You create the authorization based on your preferred mode of transportation, while the CTW identifies the constructed cost.

Selecting any en route transportation mode other than Government-provided transportation or commercial air triggers the constructed travel pre-audit flag.

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9.5.1 Steps to Create an Authorization

The steps for creating an authorization containing constructed travel are:

1. Create an authorization based on your preferred mode of transportation.

2. Complete the CTW, which shows the constructed cost.

3. Electronically attach the CTW to the authorization.

9.5.2 Constructed Cost

You must enter the constructed cost of the standard transportation mode. If the standard mode is commercial air, the constructed cost must be the least expensive, unrestricted, economy/coach class airfare.

You can find this cost by searching for flights using the Travel module:

- Select a flight from the **GSA Contract Airfare** tab.
- Select the **Price** radio button to sort the available flights by cost. The lowest one-way fare will be displayed first. To determine the round-trip fare, multiply displayed the fare by two.

If there are no selections available under **GSA Contract Airfare**, you can use the City Pair tab in Travel Explorer (TraX) under Trip Tools to determine the cost.

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9.6 How the Constructed Travel Flag is Triggered

The following sections explain when the constructed travel flag is activated.

9.6.1 Rental Car

If you use a rental vehicle to drive to and from the TDY location should select the (ER) En Route box. (Figure 9-2). This box is located in the center of the screen.

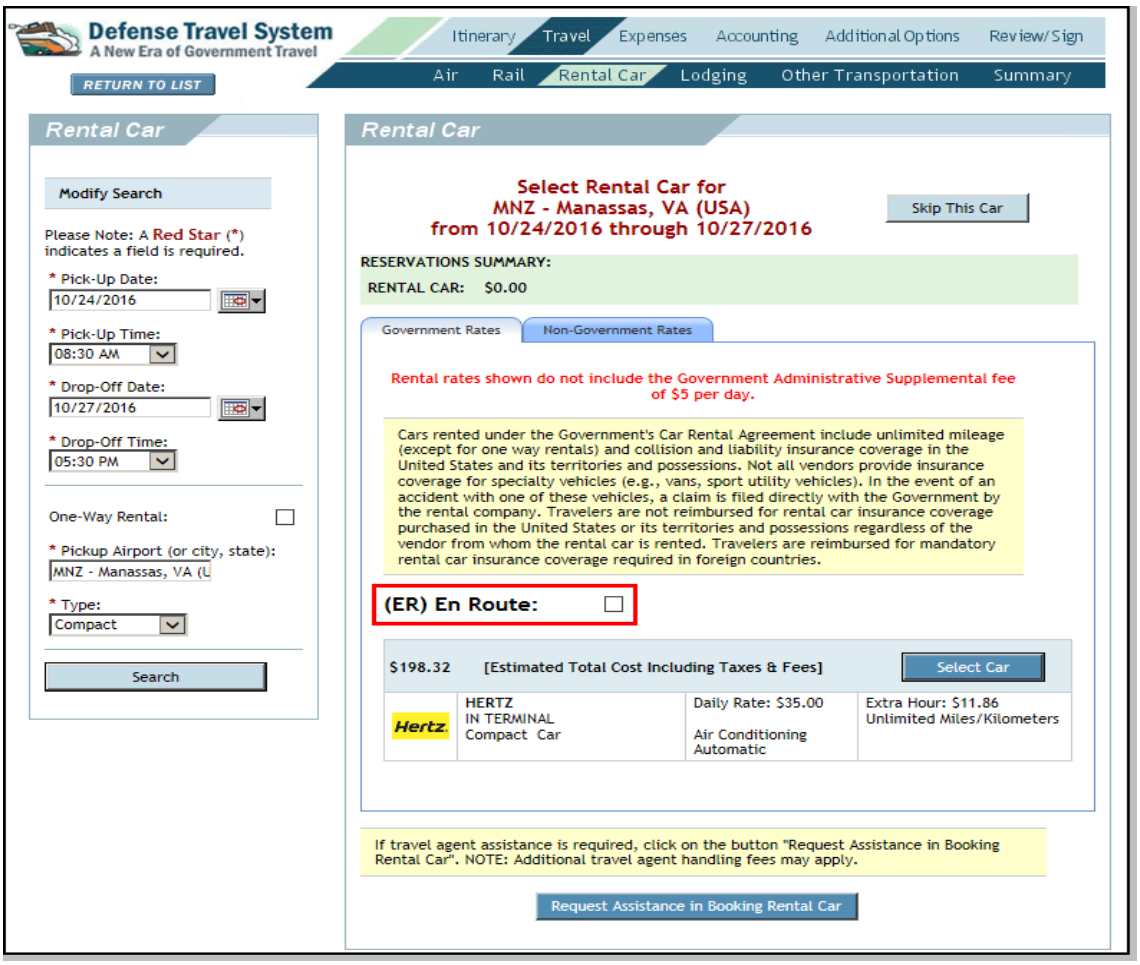

Figure 9-2: Rental Car Screen

This action triggers the constructed travel flag on the Pre-Audit Trip screen. The constructed travel pre-audit flag will trigger if this box is not checked, and rental car is the only transportation mode used.

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9.6.2 Other Transportation

If you use another ticketed transportation mode, access the Other Trans. screen and follow the steps below to add the transportation cost into your authorization (Figure 9-3).

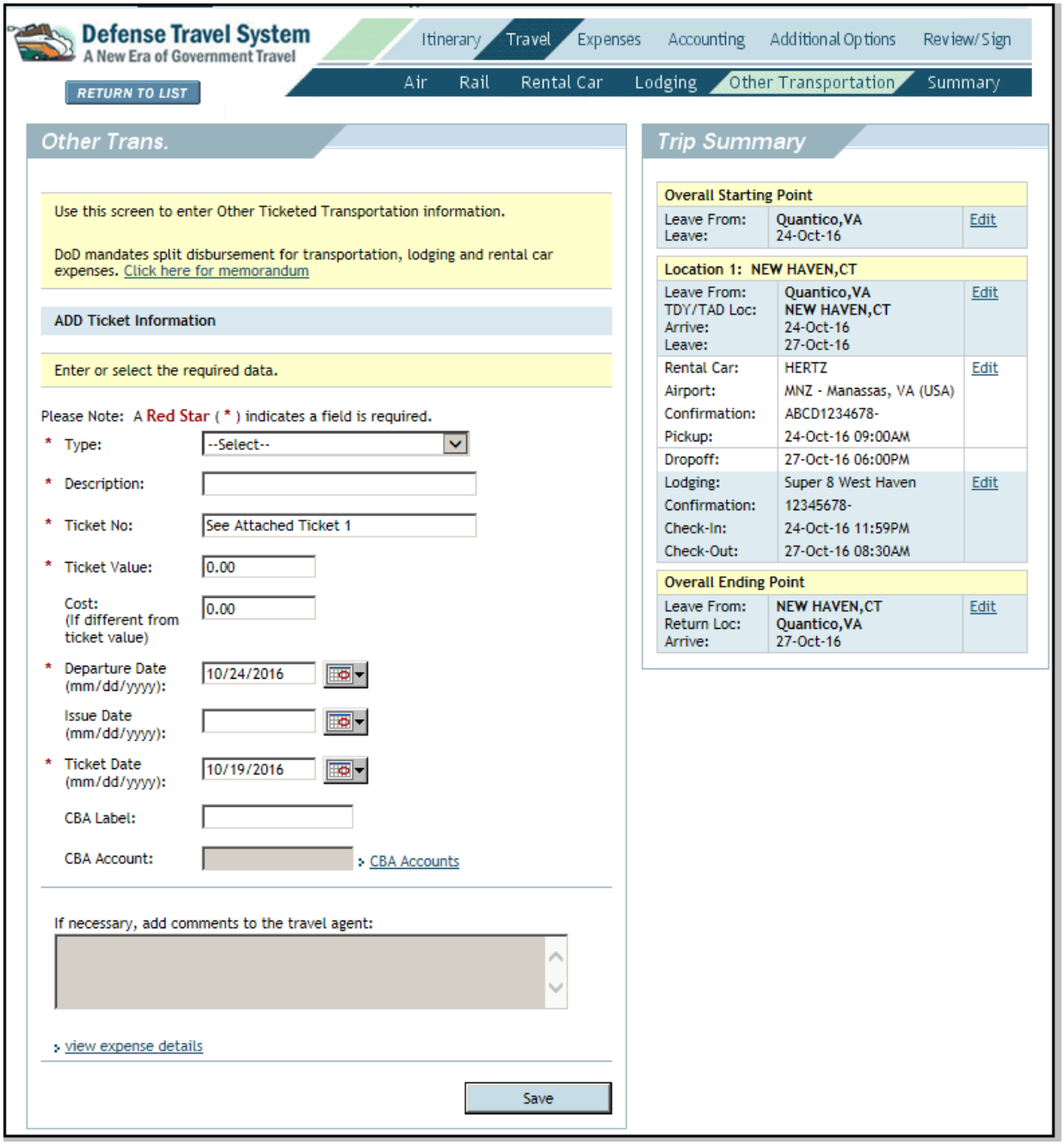

Figure 9-3: Other Transportation Screen

1. Select the **Type** drop-down list arrow and choose the transportation type you will use.

DTS automatically completes the **Description** field.

2. Complete the **Ticket No.** field.

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3. Complete the **Ticket Value** field.

4. Complete the **Cost** field, if the cost is different from the ticket value.

5. Complete the **Departure Date** field.

6. Complete the **Issue Date** field (if known).

7. Complete the **Ticket Date** field (if not already filled in).

8. Select **view expense details** if you need to change your reimbursement method or currency type. Make appropriate changes.

9. Select **Save**.

10. Select **Create a New Ticketed Transportation Entry** if another ticketed entry is necessary.

11. Complete the **fields** described above if any other transportation expense needs to be entered.

9.6.3 Non-Mileage Expenses

Selecting a **Commercial Auto-TDY/TAD** or **Private Vessel** expense triggers the constructed travel flag on the Non-Mileage Expenses screen.

1. Select **Expenses** from the navigation bar.

The Non-Mileage Expenses screen opens.

2. Use the **Select Expense Type** drop-down list arrow to select either **Commercial Auto-TDY/TAD** or **Private Vessel** (Figure 9-4).

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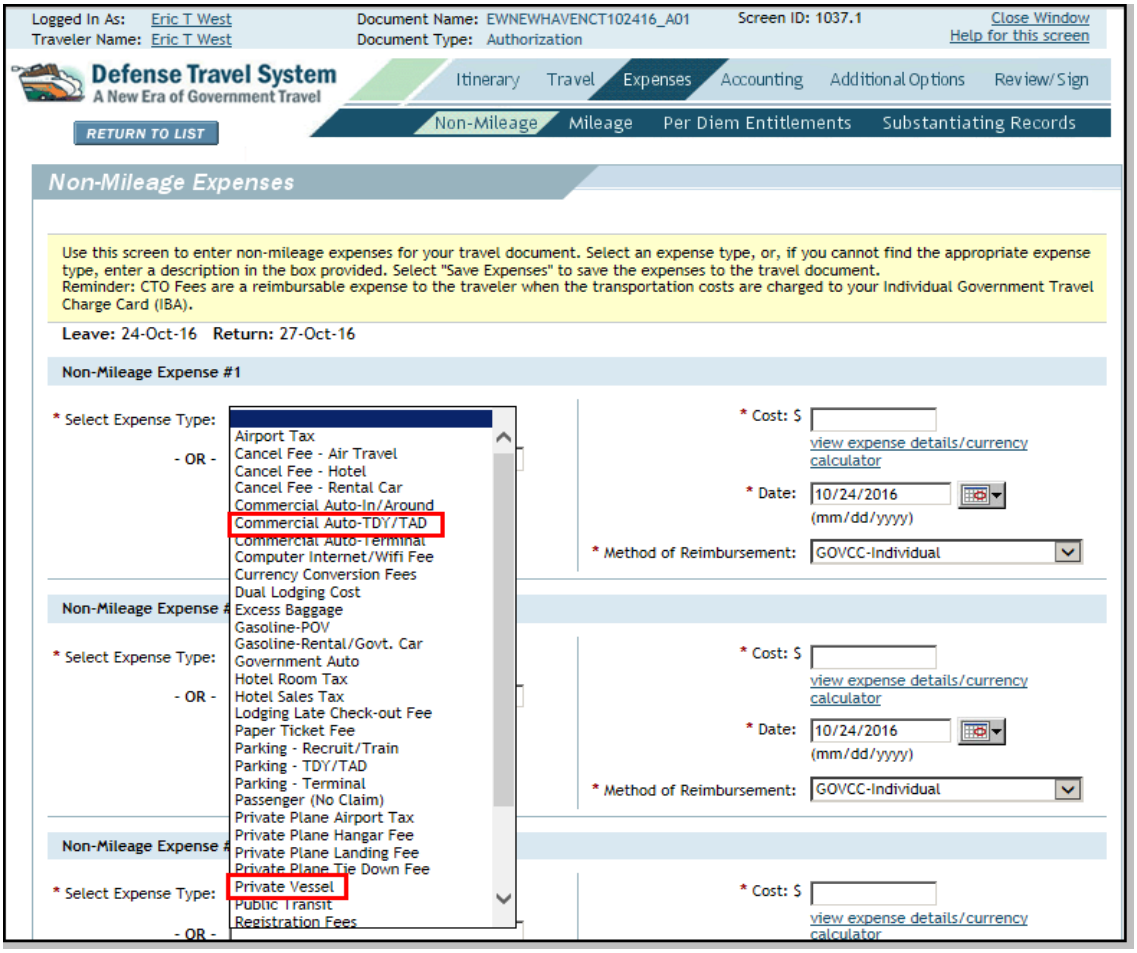

Figure 9-4: Non-Mileage Expenses Drop-Down List

3. Complete all required fields.Select **Save Expenses**.

A pop-up message informs you that you selected a transportation mode that may require you to complete a CTW (Figure 9-5).

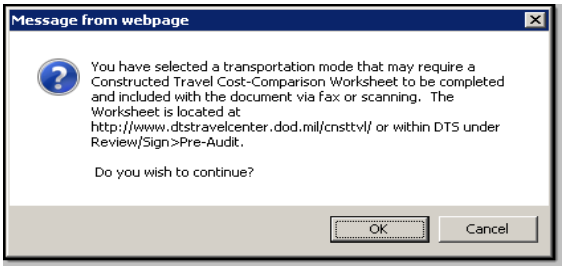

Figure 9-5: Pop-up Message When Certain Modes Are Selected

4. Select **OK**.

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9.6.4 Mileage Expenses – Privately Owned Conveyance

Selecting a **Private Auto TDY/TAD**, **Private Motorcycle TDY/TAD**, or **Private Plane** expense triggers the constructed travel flag. A pop-up message notifies you that you may need to complete a CTW .

1. Select **Expenses** on the navigation bar.

The Non-Mileage Expenses screen opens by default.

2. Select **Mileage** on the subnavigation bar.

The Mileage Expenses screen opens (Figure 9-6).

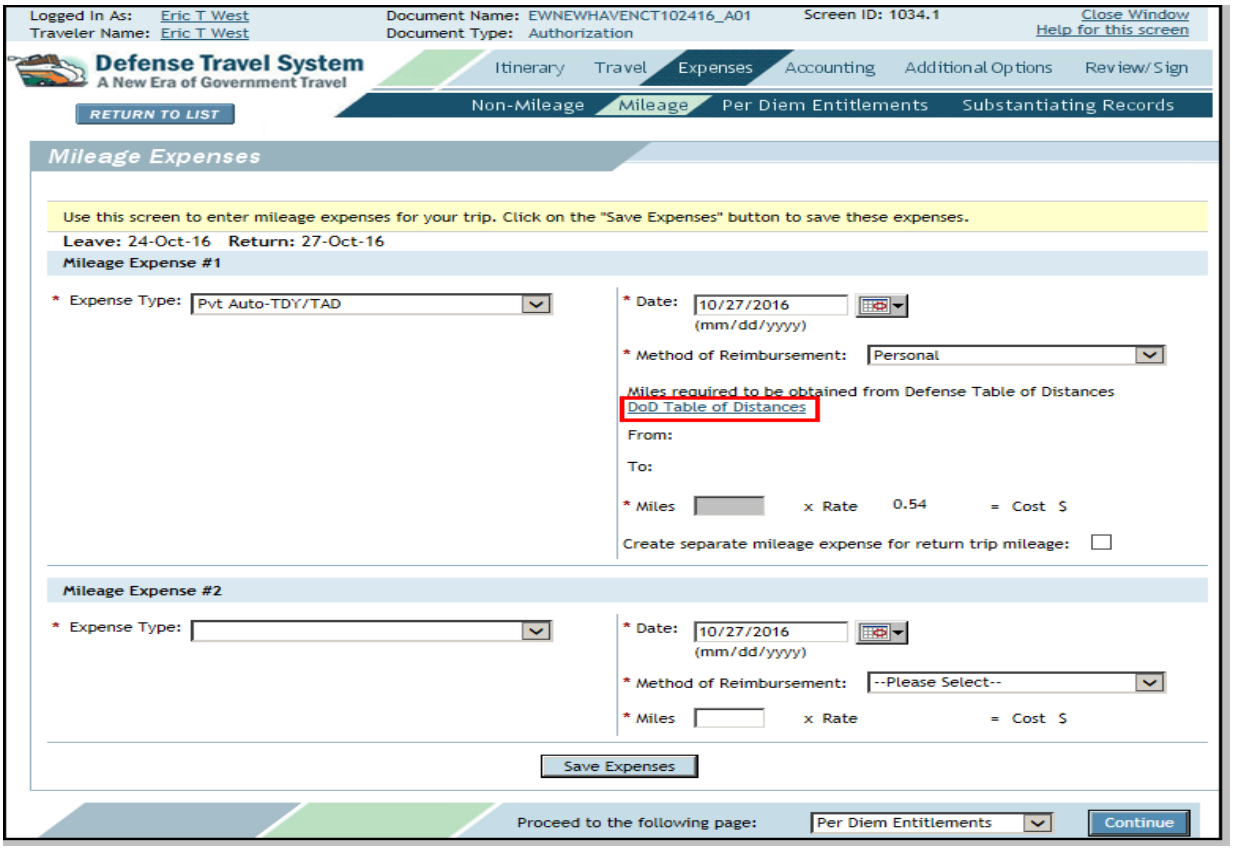

Figure 9-6: Mileage Expenses Screen and DoD Table of Distances

3. Select the **Expense Type** drop-down list arrow and choose the transportation you will use.

4. Select the **DoD Table of Distances** link and enter the **Traveling From** and **Traveling To** locations.

For travel by privately-owned airplane, enter the official distance as determined by Federal Aviation Administration (FAA) Aeronautical charts and skip Steps 5 and 6.

5. Search for the departure and arrival locations and save the results.

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6. Select **Save Expenses**. A pop-up message alerts you that you selected a transportation mode that may require you to complete a CTW (Figure 9-5). If required, you must complete and attach a CTW to the document.

You must use the **Justification to Approving Official** text field on the Pre-Audit Trip screen to identify whether you have attached a CTW. You can access the CTW via the **Constructed Travel Worksheet** link.

Note: Refer to Section 9.4 if using a POC (i.e., Private Auto TDY/TAD or Private Motorcycle TDY/TAD) for TDY travel of 800 miles or less round-trip (400 miles one-way).

9.6.5 Substantiating Documents

Attach the CTW to your DTS document.

1. Complete the CTW.

2. Select **Save**. Save the CTW to your computer.

3. Print the CTW and fax it to the telephone number on the fax cover sheet.
   -OR-
   Upload the CTW into the DTS document.

4. Once the CTW is attached, select the box in the **CTW** column (Figure 9-7).

Selecting this box quickly informs the reviewer or AO that the attached record is a CTW.

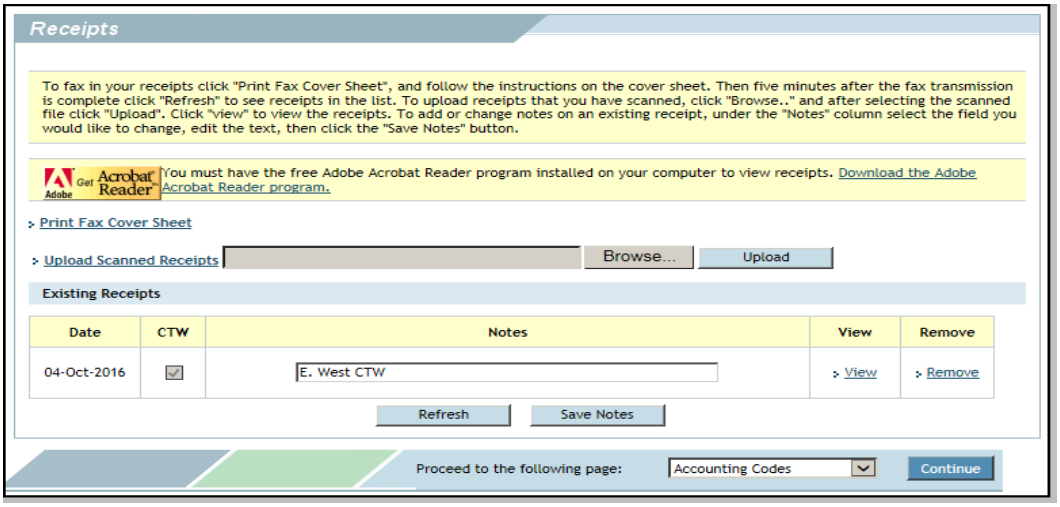

Figure 9-7: Substantiating Records (Receipts) Screen with CTW Attached

5. Select **Save Notes** to save the updated text. After saving, you cannot clear the CTW box, but you can delete the attachment by selecting **Remove** in the Remove column.

9.6.6 Accounting Codes

The Expenses Summary on the right side of the Accounting Codes screen displays the allowed costs and the actual costs for each expense category. The Actual column shows the costs entered in the document. The Allowed column shows the maximum reimbursement approved by the AO.

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- For standard travel, the Allowed and Actual columns will contain the same data on all versions of the document.
- For constructed travel trips, the two columns contain the same data unless the AO uses the Cost Comparison screen to limit reimbursement for transportation.
- If the AO limits reimbursement, the Allowed column will reflect the maximum reimbursement for each expense category.

DTS calculates the Allowed values based on specific cost factors. The AO can edit these values when limiting reimbursement. You can view the Allowed Cost limits after approval.

9.6.7 Preview Trip

Follow the steps listed below to access the features on the Preview Trip screen:

1. Select **Review/Sign** on the navigation bar.

The Preview Trip screen opens by default (Figure 9-8).

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Logged In As: Eric T West
Traveler Name: Eric T West
Document Name: EWLEXINGTONKY102416_A01
Document Type: Authorization
Screen ID: 1064.5
Close Window
Help for this screen

Defense Travel System
A New Era of Government Travel

Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

RETURN TO LIST

Preview | Other Auths. | Pre-Audit | Digital Signature

Print Document

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. Click here for memorandum

Reference Information

Reference:

Document Comments

Comments to the Approving Official:

Comments from the Travel Agent:

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

Other Trip Information

Trip Type: AA-ROUTINE TDY/TAD
Trip Purpose: CONFERENCE ATTENDANCE
Trip Description:
Conference/Event Name: Other

Overall Starting Point Time Zone: EST (06)

Itinerary: Edit
Leave From: Quantico,VA
Leave: 24-Oct-16

Location 1 - LEXINGTON,KY Time Zone: EST (06)

Itinerary: Edit
Leave From: QUANTICO, VA
TDY/TAD Location: LEXINGTON,KY
Arrive: 24-Oct-16
Leave: 28-Oct-16

Commercial Lodging:
Reserved: Yes

Lodging Edit
Name: Quality Inn Northwest
Cost: $60.00 / Night
Tax: 0%
Check-In: 24-Oct-16 11:59PM
Check-Out: 28-Oct-16 08:30AM
Method Of Reimbursement: GOVCC
Confirmation: 12345678-
Total Room & Tax: $60.00 / Night excluding additional fees

Comments to the Travel Agent:
ROOM DATA: GOVERNMENT/MILITARY RATE::2 DOUBLE BEDS/

Overall End Point Time Zone: EST (06)

Itinerary: Edit
Leave From: LEXINGTON, KY
Return Location: Quantico,VA
Arrive: 28-Oct-16

Expenses

Non-Mileage:

	No.	Expense Type	Date	Cost	Method Of Reimbursement
Edit	1.	Hotel Sales Tax	10/24/16	$15.00	GOVCC-Individual
Edit	2.	Parking - TDY/TAD	10/24/16	$45.00	GOVCC-Individual
			Total:	$60.00	

Mileage:

	No.	Expense Type	Date	From	To	Cost	Method Of Reimbursement	Miles
Edit	1.	Pvt Auto-TDY/TAD	10/28/16	22134 Quantico, VA	40504 Lexington, KY	$277.56	Personal	514
Edit	2.	Pvt Auto-TDY/TAD	10/28/16	40504 Lexington, KY	22134 Quantico, VA	$277.56	Personal	514
					Total:	$555.12		

Per Diem Entitlements

Lodging M&IE:

	Start Date	End Date	Total Lodge	Total M&IE
Edit	10/24/16	10/28/16	$240.00	$243.00

Accounting Summary

Actual/Estimate		Allowed	
Accounting Code:	17 CONFERENCE Edit	Accounting Code:	17 CONFERENCE Edit
LODGING:	$240.00	LODGING:	$240.00
M&IE:	$243.00	M&IE:	$243.00
MILEAGE:	$555.12	MILEAGE:	$555.12
OTHER:	$60.00	OTHER:	$60.00
17 CONFERENCE Sub Total:	$1,098.12	17 CONFERENCE Sub Total:	$1,098.12
Calculated Trip Cost:	$1,098.12	Calculated Trip Cost:	$1,098.12

Document Totals

Actual/Estimate		Baseline Trip	View Worksheet
LODGING:	$240.00	LODGING:	$240.00
M&IE:	$243.00	M&IE:	$243.00
MILEAGE:	$555.12	MILEAGE:	$555.12
OTHER:	$60.00	OTHER:	$60.00
Calculated Trip Cost:	$1,098.12	Calculated Trip Cost:	$1,098.12

Advances and Scheduled Partial Payments Summary

No Advances requested.

Trip Length does not allow Scheduled Partial Payments.

Save And Proceed To Other Auths

Proceed to the following page: Other Authorizations Continue

Figure 9-8: Preview Trip Screen

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9.6.7.1 En Route Indicator

If you check the En Route (ER) box on the Rental Car screen (Figure 9-2), **Yes** will display in the En Route line in the Rental Car section of the Preview Trip screen. This indicates that you will use the rental car as transportation to the TDY location.

9.6.7.2 Actual/Estimate Compared with Allowed

The Actual/Estimate and Allowed Amounts will display as the same amount unless the AO selects the **Approve as Limited** option on the Cost Comparison screen during the approval process. If the AO selects this option, the Allowed and Baseline Trip amounts are updated to reflect the limited reimbursement.

9.6.7.3 View Worksheet

If the preaudit flag is triggered, the Preview Trip screen will display a **View Worksheet** link in the Document Totals section (Figure 9-9).

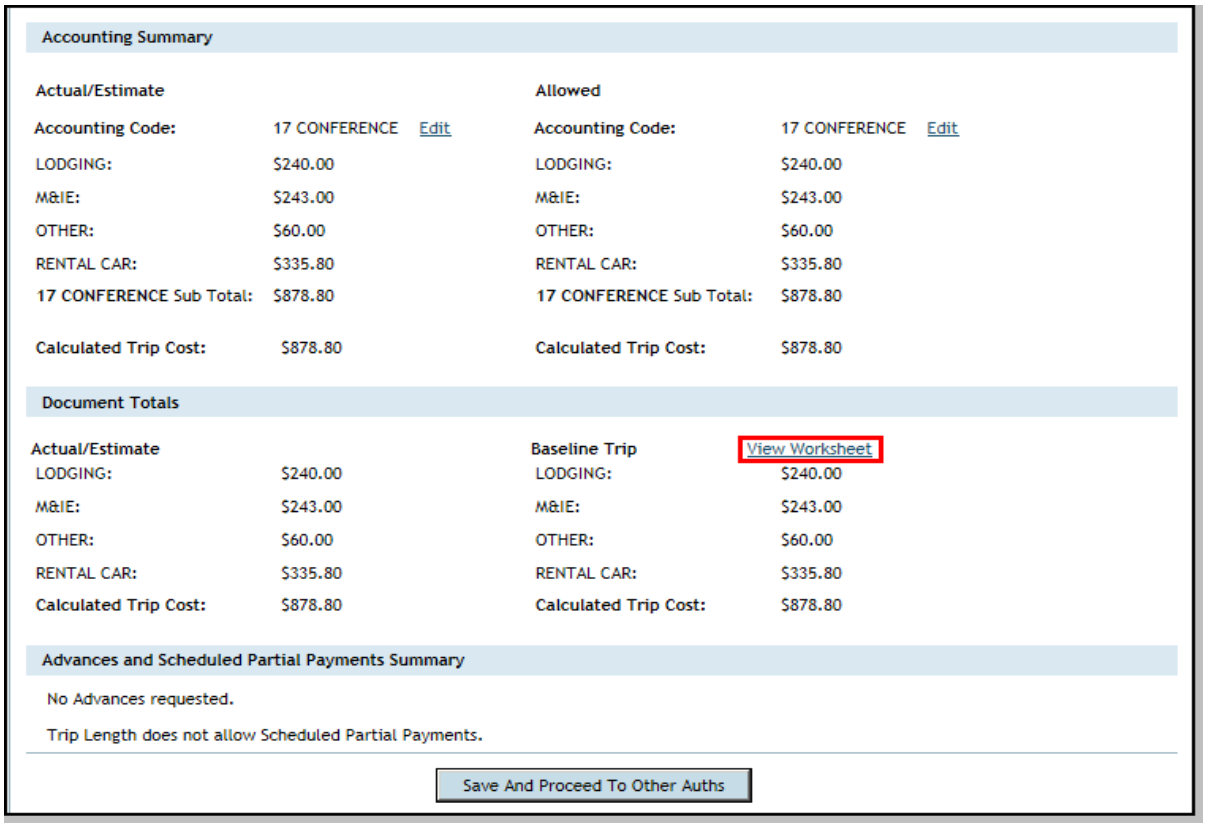

Figure 9-9: Preview Trip - View Worksheet Link

This link opens the Substantiating Records screen, which displays a list of the attached receipts and supporting documentation.

If you attach a CTW, you can view it from the Substantiating Records screen.

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9.6.8 Pre-Audit Flags for Constructed Travel

En route travel mode selections may trigger pre-audit flags (Figure 9-10).These flags are described in Table 9-1.

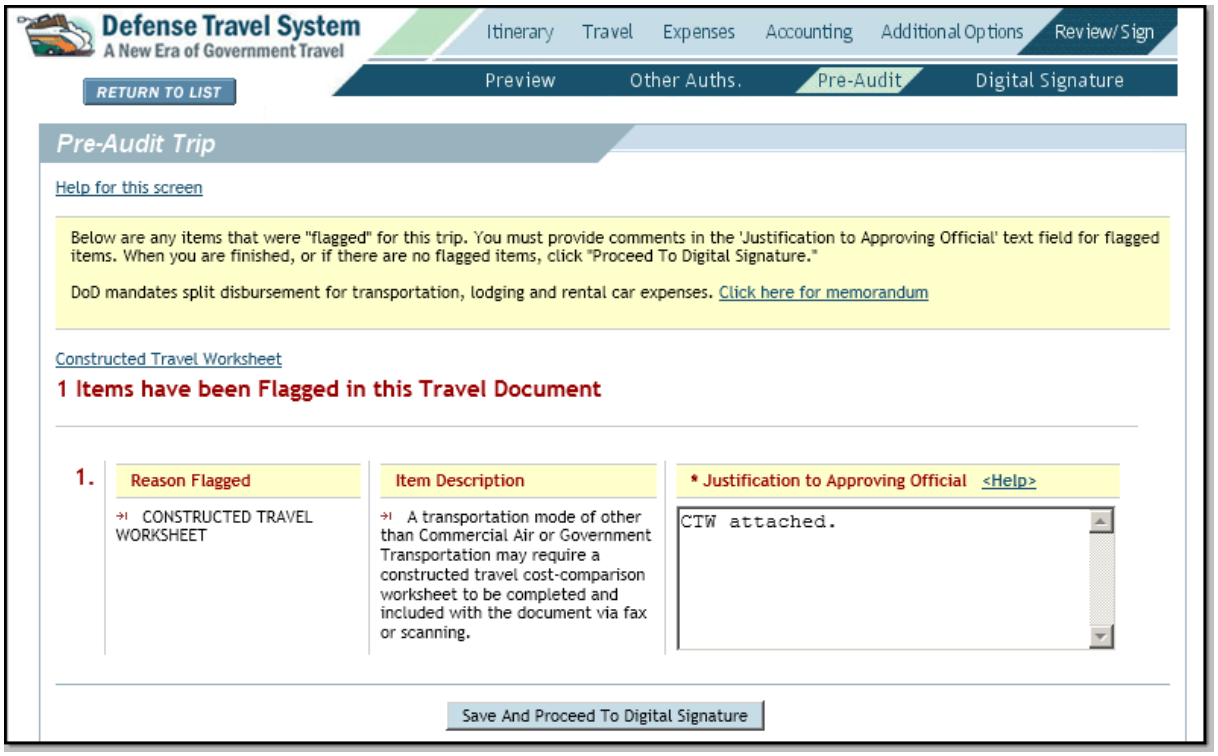

Figure 9-10: Pre-Audit Trip Screen for Constructed Travel - Traveler Justifies

Note: Refer to Section 9.4 if using a POC (i.e., Private Auto TDY/TAD, Private Motorcycle TDY/TAD) for TDY travel of 800 miles or less round-trip (400 miles one-way).

The **Constructed Travel Worksheet** link on the Pre-Audit Trip screen opens the Constructed Travel Worksheets screen. The screen displays links to two CTWs: one for the authorization and one for the voucher. Select the appropriate CTW to complete.

If you selected a CBA or prepaid transportation mode of travel, a justification populates in the **Justification to Approving Official** text box.

If you used a CBA, the AO cannot limit your reimbursement because the Government is obligated to pay the actual charge against the CBA. If you request to travel by commercial rail and pay for the tickets using a CBA, you may be required to compare the rail cost to the air cost. The AO may approve the use of rail or direct travel by air.

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Table 9-1: Constructed Travel Preaudit Flags

CONSTRUCTED TRAVEL PREAUDIT FLAGS		
FLAG	**REASON FOR FLAG**	**DESCRIPTION OR JUSTIFICATION**
Constructed Travel Worksheet	Any of the following en route travel modes exist in the document: •Pvt Auto-TDY/TAD •Pvt Motorcycle-TDY/TAD •Private Plane •Private Vessel •Commercial Auto-TDY/TAD •Rental Car Reservation (when used for en route travel) •Commercial Rail •Commercial Bus •Commercial Vessel	**Item description on flag:** A transportation mode of other than commercial air or Government transportation may require you to complete a CTW and attach it to the document.
Constructed Travel Worksheet	When any of the following en route travel modes exist in combination with any of the above modes: •Commercial Air •Commercial Rail •Prepaid Transportation	**Item Description on flag**: A transportation mode other than commercial air or Government transportation may require you to complete a CTW and attached it to the document. **Note**: This occurs when you use more than one transportation mode to complete the trip. A comparison should be made against the cost to use commercial air for the entire travel. The AO will determine the best way for travel to be performed and whether to approve as limited.
Transportation Mode Changed	Voucher indicates a transportation mode that was not approved on the authorization. May require a constructed travel worksheet to be completed and included with the document.	**Item description on flag**: A transportation mode of other than commercial air or Government transportation may require you to complete a CTW and attach it to the document.

9.6.9 Constructed Travel Worksheet

When you select an en route mode of transportation other than commercial air or Government provided transportation, DTS will trigger a flag on the Pre-Audit Trip screen.

If you need to complete a CTW, select the link on the Pre-Audit Trip screen.

Select the link associated to the document you need to complete: **Constructed Travel Worksheet - Authorization** (Figure 9-12) or **Constructed Travel Worksheet - Voucher from Authorization** (Figure 9-13).

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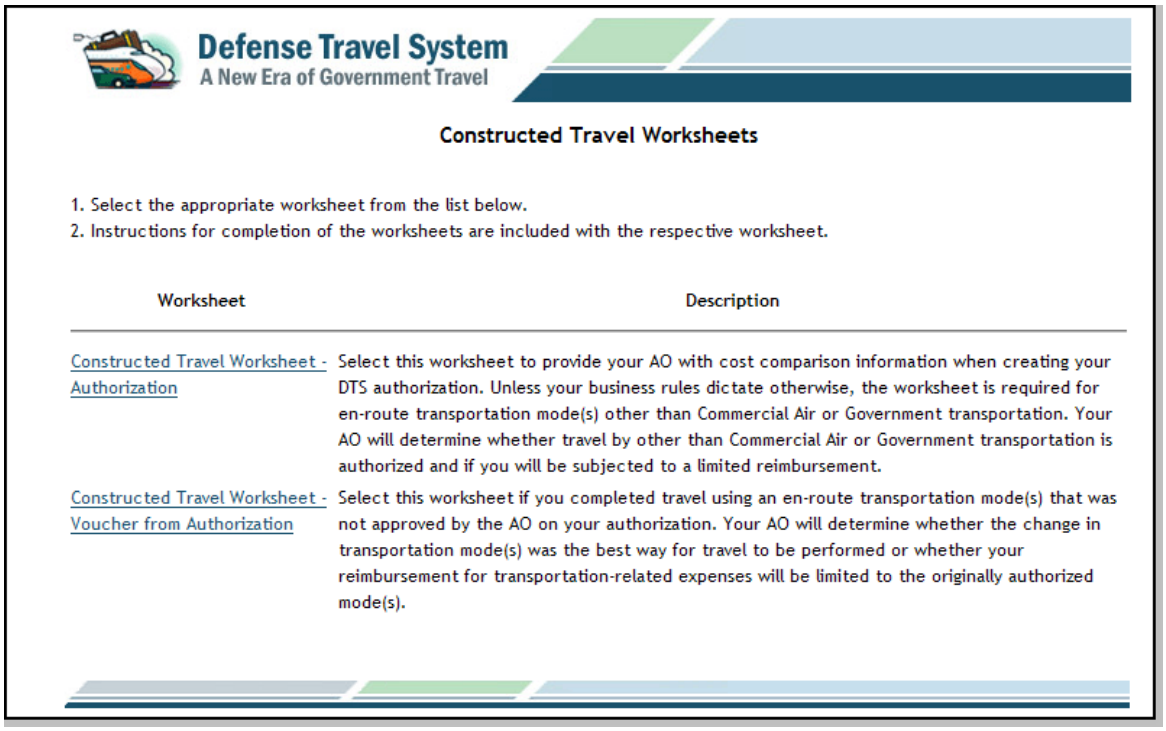

Figure 9-11: Constructed Travel Worksheets Screen

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Defense Travel System
A New Era of Government Travel

Worksheet Instructions

DTS Constructed Travel Worksheet - Authorization

Not required for travel legs shorter than 400 miles one-way

Refer to worksheet instructions for complete guidance

Name:

1. Travel itinerary for the standard transportation mode:

Travel Leg	Date	Departure Location	Arrival Location	Mode (+Fare Class if air)	Cost
PDS to TDY					$0.00
TDY to PDS					$0.00

For trips with multiple TDY locations:

TDY to TDY					$0.00
TDY to TDY					$0.00
TDY to TDY					$0.00
TDY to TDY					$0.00

2. Constructed cost of the standard transportation mode:

	Cost
A. Transportation costs from PDS departure terminal to TDY arrival terminal (e.g., home airport to TDY airport)	$0.00
B. Transportation costs from TDY departure terminal to PDS arrival terminal (e.g., TDY airport to home airport)	$0.00
C. Transportation costs from one TDY terminal to another (e.g.,TDY airport to TDY airport)	$0.00
D. Total transportation cost	$0.00
E. Fee normally charged by your CTO	$0.00
F. Total constructed transportation cost	$0.00

3. Potential transportation costs avoided by using your requested transportation mode:

	Cost
A. Transportation costs from trip start point to PDS departure terminal (e.g., driving from home to the airport)	$0.00
B. Transportation costs at all TDY sites (e.g., rental car, bus to/from airport, taxi)	$0.00
C. Transportation-related costs at all TDY sites (e.g., gas for rental car, parking at hotel, tolls)	$0.00
D. Transportation costs from PDS arrival terminal to trip end point (e.g., driving home from the airport)	$0.00
E. Parking at PDS terminal (e.g., parking at the airport while TDY)	$0.00
F. Shipping costs (e.g., baggage fees, official equipment shipping fees)	$0.00
G. Constructed transportation cost of official travelers sharing driver's vehicle (Line 2F x # of passengers)	$0.00
H. Total avoided transportation cost	$0.00

4. Additional considerations (non-monetary):

Check all that apply to this trip:

- Scheduled common carrier departure time, arrival time, or total travel time would negatively impact the mission
- Scheduled common carrier is not available or is not practical to support the mission
- Potential for traffic, weather, or routing delays would negatively impact the mission
- POC use would be more efficient, more economical, or result in a more expeditiously accomplished mission

Save

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Figure 9-12: Constructed Travel Worksheet – Authorization

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Defense Travel System
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Worksheet Instructions

DTS Constructed Travel Worksheet - Voucher

Not required for any travel leg shorter than 400 miles one-way

Refer to worksheet instructions for complete guidance

Name:

1. Travel itinerary for the transportation mode the AO authorized:

Travel Leg	Date	Departure Location	Arrival Location	Mode (+Fare Class if air)	Cost
PDS to TDY					$0.00
TDY to PDS					$0.00

For trips with multiple TDY locations:

TDY to TDY					$0.00
TDY to TDY					$0.00
TDY to TDY					$0.00
TDY to TDY					$0.00

2. Constructed cost of the transportation mode the AO authorized:

	Cost
A. Transportation costs from PDS departure terminal to TDY arrival terminal (e.g., home airport to TDY airport)	$0.00
B. Transportation costs from TDY departure terminal to PDS arrival terminal (e.g., TDY airport to home airport)	$0.00
C. Transportation costs from one TDY terminal to another (e.g., TDY airport to TDY airport)	$0.00
D. Total transportation cost	$0.00
E. Fee normally charged by your CTO	$0.00
F. Total constructed transportation cost	$0.00

3. Potential transportation costs avoided by using the actual transportation mode:

	Cost
A. Transportation costs from trip start point to PDS departure terminal (e.g., driving from home to the airport)	$0.00
B. Transportation costs at all TDY sites (e.g., rental car, bus to/from airport, taxi)	$0.00
C. Transportation-related costs at all TDY sites (e.g., gas for rental car, parking at hotel, tolls)	$0.00
D. Transportation costs from PDS arrival terminal to trip end point (e.g., driving home from the airport)	$0.00
E. Parking at PDS terminal (e.g., parking at the airport while TDY)	$0.00
F. Shipping costs (e.g., baggage fees, official equipment shipping fees)	$0.00
G. Constructed transportation cost of official travelers sharing driver's vehicle (Line 2F x # of passengers)	$0.00
H. Total avoided transportation cost	$0.00

4. Total official mileage per DTOD: ZIP-to-ZIP in CONUS or city-to-city if OCONUS: 0

5. Additional considerations (non-monetary):

Check all that apply to this trip:

- Scheduled common carrier departure, arrival, or total travel time would have negatively impacted the mission
- Scheduled common carrier was not available or was not practical to support the mission
- Potential for traffic, weather, or routing delays would have negatively impact the mission
- POC use was more efficient, more economical, or result in a more expeditiously accomplished mission

Save

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Figure 9-13: Constructed Travel Worksheet – Voucher from Authorization

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The AO uses the completed CTW and the Cost Comparison screen to determine the best way for travel to be performed. If approved as limited, the AO enters the cost comparison information provided on the CTW into the Cost Comparison screen to limit your reimbursement.

Note: If the travel consists of more than one leg, the CTW should reflect the total transportation costs for the entire trip.

9.6.10 Update Per Diem Entitlements

You must update the Per Diem Entitlements screen to reflect a non-per diem status (leave, duty day for military members, or non duty day for civilians) if you take extra travel days when using constructed travel. For example, if you use a POC for travel and the AO approves the trip with limited transportation reimbursement, you are entitled to per diem for the first and last day of travel only. All additional travel days must reflect a non-per diem status on the Per Diem Entitlements screen.

The Other Per Diem Entitlements section of the Per Diem Entitlements screen allows you to zero out the per diem allowance by selecting a non-per diem status.

9.6.11 Digital Signature

Text displays on your Digital Signature screen, regardless of whether constructed travel is triggered, to remind you that using a transportation mode that the AO did not authorize may limit your reimbursement to that of the authorized mode (Figure 9-14).

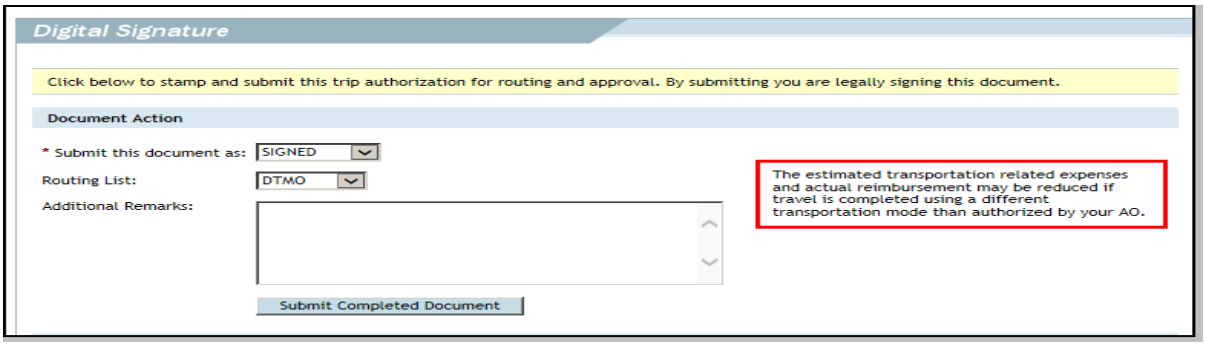

Figure 9-14: Traveler Digital Signature Screen

9.7 Constructed Travel Instructions for AOs

When approving a travel document that contains a CTW, the AO must determine how to reimburse you. This decision is based largely on whether your preferred transportation mode is to the Government's advantage. Other considerations include the transportation of baggage or equipment, the availability of other transportation, traffic conditions and weather, transportation availability at the TDY location, and overall cost advantage.

If your preferred transportation method benefits the Government more than the standard transportation mode, the AO may approve the transportation mode as advantageous to the Government, which will not limit your reimbursement.

If your preferred transportation mode benefits you, but not the Government, the AO may still authorize the transportation mode, but limit your transportation-related reimbursement to the constructed cost.

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Note: For single-destination TDYs, using a private auto or private motorcycle for travel to a location within 800 miles round-trip (400 miles one-way) of the Permanent Duty Station (PDS) is considered advantageous to the Government. As a result, cost comparisons are not required in such cases, and the AO should not limit the reimbursement.

9.7.1 Reviewing the Constructed Travel Worksheet

Beginning on the Preview Trip screen, follow the steps below to review the CTW:

1. Select **Substantiating Records**.

The Receipts screen opens (Figure 9-15).

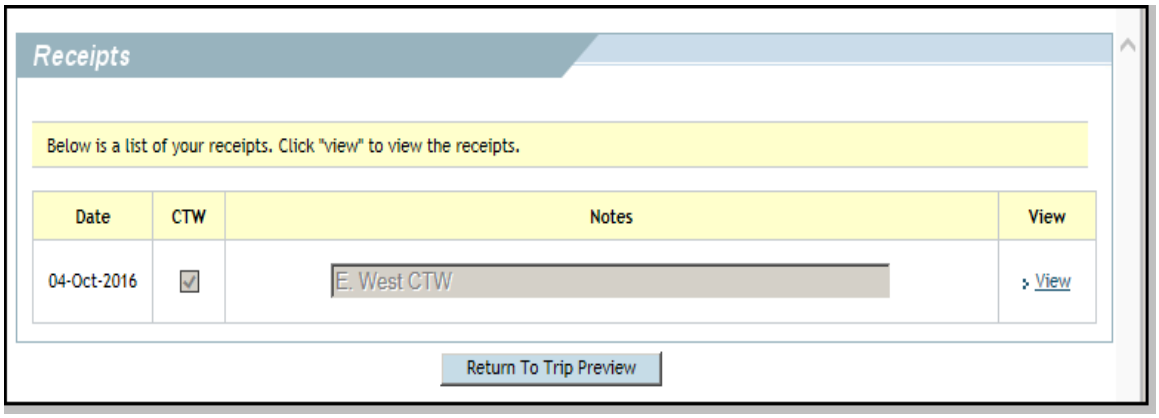

Figure 9-15: Receipts Screen - CTW Box

The CTW box should be checked to indicate the attached item is a constructed travel worksheet.

2. Select **View** next to the CTW.

The CTW opens.

3. Review the CTW. Compare the costs to the Document Totals (or Accounting Summary) on the Preview Trip screen as part of the decision whether to approve as limited or to allow full reimbursement for the nonstandard mode of travel.

4. Continue approving the document. For more information on approving documents in DTS, see Chapter 6 of this manual.

9.7.2 Reviewing the Cost Comparison Screen

After the AO selects Submit Completed Document, the Cost Comparison screen opens (Figure 9-16).

Follow the steps below to complete the Cost Comparison screen:

1. Complete the **Transportation Expenses** field with the amount entered in Line **A** of the CTW.

2. Complete the **Expense Cost Factors** field with the amount entered in Line **B** of the CTW.

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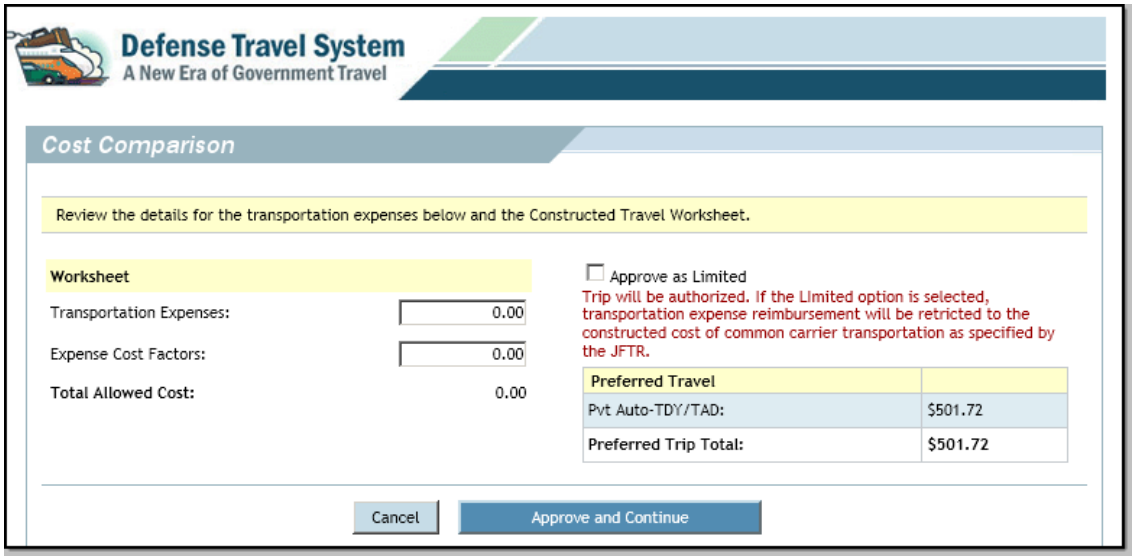

Figure 9-16: Cost Comparison Screen for Travel by Private Auto

3. If the document is a voucher and you used an en route rental car that the AO did not approve, complete the **Allowed Rental Car Mileage** field with the amount entered in Line **C** of the CTW.

Note: If the document is an authorization and the traveler requested to use a rental vehicle to travel to and from the TDY location, do not authorize the request as limited. If rental vehicle use is not the best way to perform travel, return the authorization to the traveler with instructions to select a different transportation mode.

4. Compare the **Preferred Trip Total** to the **Total Allowed Cost**.

5. If the nonstandard transportation mode is the best way to travel, proceed to Step 6.
   -OR-
   If the nonstandard transportation mode is not the best way to travel, check the **Approve as Limited** box.

6. Select **Approve and Continue**.

Additional Rental Car Information: If you used an en route rental car that the AO did not approve on the authorization, the rental car is treated as a private auto, unless the AO approves the change from the authorized transportation mode. If the AO did not approve of the change, the AO must enter the official round-trip mileage in the **Allowed Rental Car Mileage** field (Figure 9-17).

The cost of fuel for the rental car is not reimbursed, since the cost of fuel is factored into the mileage rates.

Note: When Approved as Limited is selected, reimbursement is based on the official mileage (using the DTOD) and the mileage rate, not the actual costs of the rental car. If the AO wants to allow full

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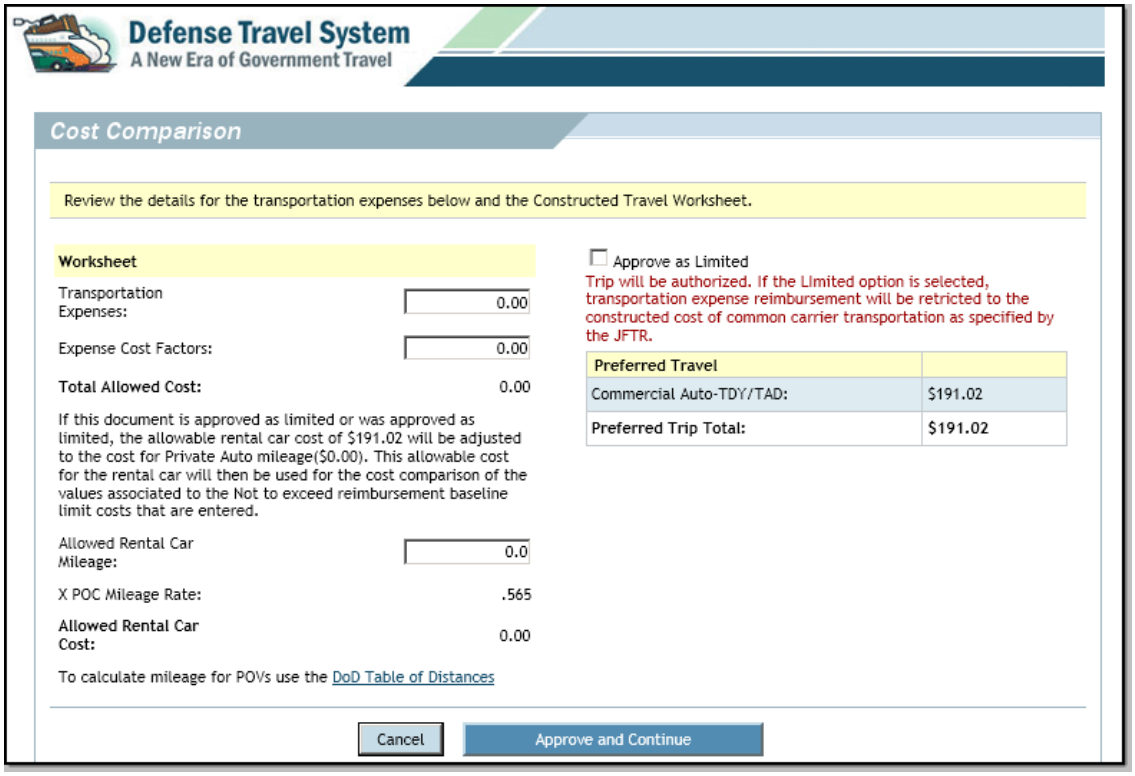

Figure 9-17: Cost Comparison Screen for Travel by Rental Car

reimbursement for the actual costs of the rental car, the Approve as Limited box should not be checked. Refer to the CTW instructions for additional information.

9.7.3 Important Information for AOs

Cost Comparison Screen Values Reset When an Amendment Is Created

The limited values will be reset to zero on the Cost Comparison screen if the AO checked the Approved as Limited box on an authorization. This will also occur if you create an amendment to the authorization. If this occurs, the AO will have to reset the Total Allowed Costs in the Cost Comparison screen before approving the amended authorization.

An amendment to a voucher does not affect the limited values. The total allowed costs in the Cost Comparison screen are unchanged on an amended voucher.

AOs Can Deselect the Approve as Limited Option

After limiting your reimbursement, the AO can return to the authorization at a later time and deselect the Approve as Limited option. If the AO does so, the allowable costs for the document revert to the actual/estimate costs for the trip.

DTS Constructed Travel Does Not Limit or Recalculate Per Diem

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The AO must verify that the Per Diem Entitlements screen reflects non-per diem status for additional travel days. If the trip is approved as limited, en route travel is typically limited to one day for each leg of travel. Any additional days must reflect a non-per diem status.

CBA and Constructed Travel

When the preferred travel mode includes a CBA or prepaid expense, the travel cannot be approved as limited. When travel is charged to a CBA, the Government is obligated to pay the full cost. Only the preferred values display on the Cost Comparison screen. However, you should still complete a CTW, if required. For example, if you want to travel by commercial rail, a cost comparison for commercial rail versus commercial air must be provided. If the AO determines that the travel should be conducted by commercial air, the AO should return the authorization to the traveler and direct travel by commercial air.

Mixed-Mode Constructed Travel

Mixed-mode constructed travel occurs when travel by more than one en route transportation mode is indicated. For example, travel using both private auto and a commercial carrier. A comparison should be made between the cost of the mixed-mode and the cost of using the standard mode for the entire trip. If mixed-mode travel is approved with full reimbursement, the reimbursement is based on the actual cost of the mixed-mode. If the trip is approved as limited, reimbursement is based on the constructed cost for the entire trip.

Cost Savings Report

The Cost Savings Report displays the constructed travel cost savings of approved trip requests. It also provides users with the following:

- Information associated with the constructed cost comparisons
- Limited reimbursement baseline costs

See Chapter 10 of the *Defense Travel Administrator's (DTA) Manual* for more information on the Cost Savings Report.

9.8 View Reimbursement Limits on an Authorization or Voucher

After the AO has approved the authorization or voucher as limited, you can access the document to view the limited reimbursement baseline costs.

Beginning on the DTS User Welcome screen, use the steps listed below to see the approved limited reimbursements:

1. Open the travel document.

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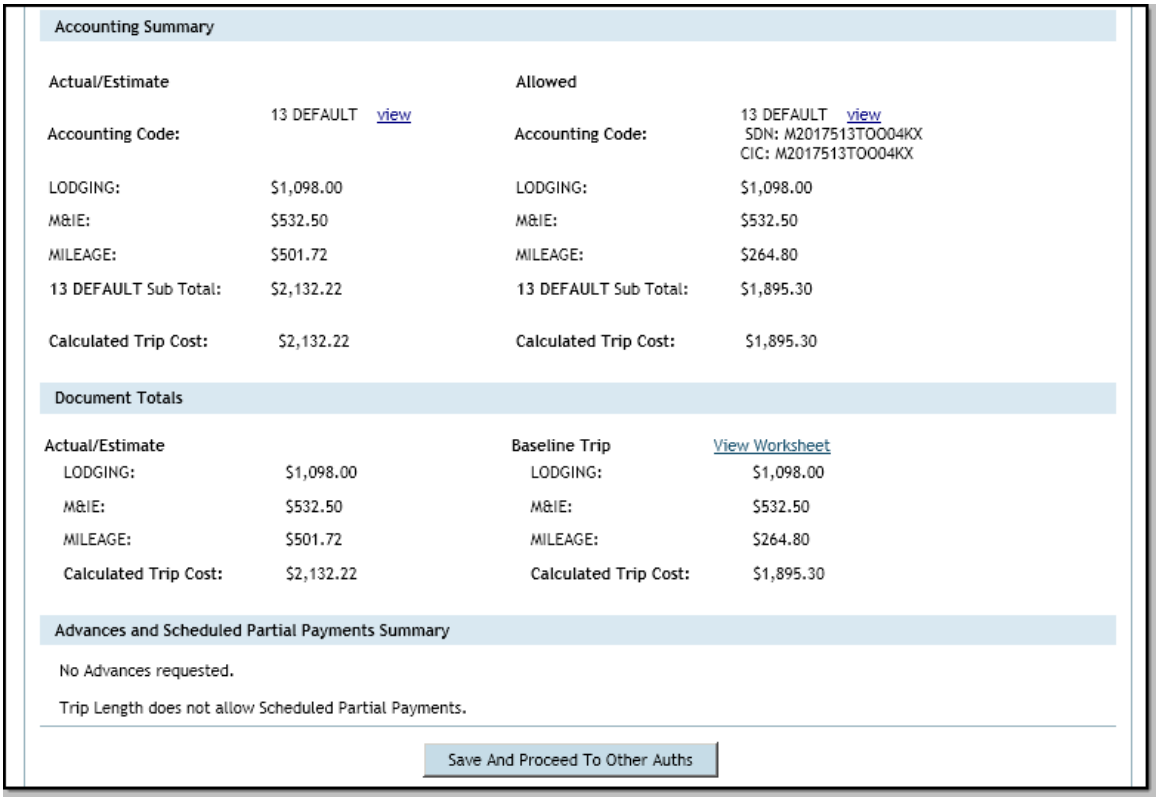
The Preview Trip screen opens (Figure 9-18). The screen shows the baseline values entered by the AO.



Accounting Summary

Actual/Estimate		Allowed	
Accounting Code:	13 DEFAULT view	Accounting Code:	13 DEFAULT view SDN: M2017513TOO04KX CIC: M2017513TOO04KX
LODGING:	$1,098.00	LODGING:	$1,098.00
M&IE:	$532.50	M&IE:	$532.50
MILEAGE:	$501.72	MILEAGE:	$264.80
13 DEFAULT Sub Total:	$2,132.22	13 DEFAULT Sub Total:	$1,895.30
Calculated Trip Cost:	$2,132.22	Calculated Trip Cost:	$1,895.30

Document Totals

Actual/Estimate		Baseline Trip	View Worksheet
LODGING:	$1,098.00	LODGING:	$1,098.00
M&IE:	$532.50	M&IE:	$532.50
MILEAGE:	$501.72	MILEAGE:	$264.80
Calculated Trip Cost:	$2,132.22	Calculated Trip Cost:	$1,895.30

Advances and Scheduled Partial Payments Summary

No Advances requested.

Trip Length does not allow Scheduled Partial Payments.

Save And Proceed To Other Auths

Figure 9-18: Preview Trip Screen - Approved as Limited Baseline Trip Values

2. View the **Document Totals**. Compare the differences in the **Actual/Estimate** section and the **Baseline Trip** section.

The Baseline Trip figures are the amounts you will be reimbursed.

3. Select **Digital Signature** on the subnavigation bar.

The Digital Signature screen opens.

4. Select **View Cost Comparison**.

A view-only version of the Cost Comparison screen opens, where you can see the limits applied to the transportation expenses.

5. Select **Return**.

9.8.1 Creating and Approving a Constructed Travel Voucher

The traveler creates a voucher as shown in the Document Processing Manual, Chapter 4. The edited expenses display in the Actual/Estimated column of the Preview Trip screen. The values in the Allowed and Baseline Trip sections will not change. These allowed amounts will only change if the AO edits the Cost Comparison screen upon approving the voucher.

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Typically, the AO's process for approving vouchers is the same, whether or not they contain constructed travel. The AO may occasionally need to approve a voucher when constructed travel was not requested in the authorization or override the decision to limit the traveler's reimbursement. For these circumstances, see the next two sections.

9.8.1.1 Claiming Constructed Travel When Not Requested On the Authorization

You can claim constructed travel on the voucher, even if you did not request it on the authorization. Simply update the voucher to show the en route transportation mode that you actually used, e.g., the authorization indicated travel by commercial air, but you actually drove your POC.

This triggers a preaudit flag, requiring a CTW and cost comparison. You must complete the CTW and include it in the voucher. The AO can either approve use of a POC on the voucher or limit your reimbursement to the constructed cost. As with authorizations, this is not necessary if local business rules allow use of a POC, or a POC was used for travel within 800 miles round-trip of the PDS, or 400 miles per travel segment for multi-location TDYs.

9.8.1.2 AO Override of Limited Reimbursement Rules

An AO may override an earlier decision to limit your reimbursement. For example, if the AO approved a nonstandard mode as limited, but due to reasons beyond your control (e.g., national emergency, airport closure) you could not have used the standard transportation mode. Overriding the decision removes the reimbursement limitation and allows you to receive full reimbursement. The override option is rarely used.

To override the decision to limit a reimbursement, the AO must follow the steps shown below:

1. Open the document in an editable form.

2. Select **Review/Sign** on the navigation bar.

The Preview Trip screen opens.

3. Select **Digital Signature** on the subnavigation bar.

The Digital Signature screen opens.

4. Check the **Override Limited Reimbursement** box.

5. Confirm that the **APPROVED** stamp displays in the **Submit this document as** field.

6. Select **Submit Completed Document**.

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