Constructed Travel

DTA JumpStart @ Connect 2011 Seminar
April 2011

For Official Use Only
Agenda

• What is Constructed Travel?
• Standard vs. Preferred Transportation Mode
• When is Constructed Travel Needed?
• Key DTS Screens
  • DTS Constructed Travel Triggers
  • Pre-Audit Flag
  • Constructed Travel Worksheet
  • Authorizing Official (AO) Decision Points
• Demonstration
• Resources
What is Constructed Travel?

- Constructed Travel is the cost the government should have incurred for the official travel
- JTR, par. C2001-A3d

“Traveler's Cost Liability when Selected Mode Not Used. The employee should use the transportation mode administratively authorized/approved by the DoD Component concerned as being to the GOV'T's advantage. Additional cost resulting from use of a transportation mode other than specifically authorized/approved, or required by regulation, e.g., contract air service, is the employee's responsibility.”
Policy cont’d

JFTR, par. U3002-B

“Except PCS transoceanic travel (par. U5108-A), when a specific transportation mode is directed a member may be reimbursed for personally procured transportation NTE the directed mode cost.”
Standard vs. Preferred Transportation Mode

• Standard transportation mode
  – Dictated by local policy
  – Typically commercial air
  – May vary by location
    • Example: Travel from Chesapeake to Richmond, VA for week-long training. Local policy may dictate standard mode as rental car.

• Preferred transportation mode
  – How traveler wants to travel
  – Examples: Rental Car or POC/POV
When is Constructed Travel Needed?

- If standard mode = preferred mode, no constructed travel necessary
- If standard and preferred mode differ, constructed travel is necessary and Authorizing Official (AO) determines how to approve

- Key questions to consider
  - What is standard transportation mode as defined by local business rules?
  - Does traveler’s preferred mode cost more than standard mode?
  - Will traveler’s preferred mode have an adverse effect on mission?
DTS Constructed Travel “Triggers”

Trip Overview

A
I am leaving from - (Select from list or enter below):
*Starting Point: RES: ARLINGTON
*Departing On: 03/10/2010
*Trip Type: AA-Routine TDY/TAD
*Trip Purpose: CONFERENCE ATTENDANCE

Trip Description:

B
I will be traveling to my TDY location by - (Select from the list below)

Commercial
Air
Rail
Rental Car
Other

Time: 09:00 AM

(Credit Private Vehicle Transportation in Expense-Mileage. Use of Government Vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

C
My TDY location is - (Where I will be working):
DTS Constructed Travel “Triggers” (continued)
DTS Constructed Travel “Triggers” (continued)

You have selected a transportation mode that may require a Constructed Travel Cost-Compensation Worksheet to be completed and included with the document via fax or scanning. The Worksheet is located at http://www.defensetravel.dod.mil/crsvts/ or within DTS under Review/Sign>Pre-Audit.

Do you wish to continue?
DTS Constructed Travel “Triggers” (continued)

You have selected a transportation mode that may require a Constructed Travel Cost-Comparison Worksheet to be completed and included with the document via fax or scanning. The Worksheet is located at http://www.defensetravel.dod.mil/cnstrvl/ or within DTS under Review/Sign > Pre-Audit.

Do you wish to continue?

OK  Cancel
Pre-Audit Trip

Help for this screen

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

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

**Constructed Travel Worksheet**

2 Items have been Flagged in this Travel Document

<table>
<thead>
<tr>
<th>Reason Flagged</th>
<th>Item Description</th>
<th>* Justification to Approving Official</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="CONSTRUCTED TRAVEL WORKSHEET" /></td>
<td><img src="image" alt="A transportation mode of other than Commercial Air or Government Transportation may require a constructed travel cost-comparison worksheet to be completed and included with the document via fax or scanning." /></td>
<td><img src="image" alt="Help" /></td>
</tr>
</tbody>
</table>
Constructing Travel Worksheets

1. Select the appropriate worksheet from the list below.
2. Instructions for completion of the worksheets are included with the respective worksheet.

<table>
<thead>
<tr>
<th>Worksheet</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Constructed Travel Worksheet - Authorization</td>
<td>Select this worksheet to provide your AO with cost comparison information when creating your DTS authorization. Unless your business rules dictate otherwise, the worksheet is required for en-route transportation mode(s) other than Commercial Air or Government transportation. Your AO will determine whether travel by other than Commercial Air or Government transportation is authorized and if you will be subjected to a limited reimbursement. Select this worksheet if you completed travel using an en-route transportation mode(s) that was not approved by the AO on your authorization. Your AO will determine whether the change in transportation mode(s) was the best way for travel to be performed or whether your reimbursement for transportation-related expenses will be limited to the originally authorized mode(s).</td>
</tr>
<tr>
<td>Constructed Travel Worksheet - Voucher from Authorization</td>
<td></td>
</tr>
</tbody>
</table>

Office of the Under Secretary of Defense (Personnel and Readiness)
## Constructed Travel Worksheet - Authorization

**Defense Travel System**

**A New Era of Government Travel**

### Worksheet Instructions

**DTS Constructed Travel Comparison Worksheet - Authorization**

(refer to the worksheet instructions for completion guidance)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Locations and Dates of Travel:</th>
</tr>
</thead>
</table>

**Transportation Expenses for the Standard Mode (Commercial Air):**

Commercial Air Costs (see worksheet instructions for additional information):

- What it would cost to travel by commercial air: 

  $ \[ \text{______} \]

**Related Expense Cost Factors:**

- If applicable, enter the additional fee normally charged by your CTO:

  $ \[ \text{______} \]

- Cost for transportation to and from all airports:

  $ \[ \text{______} \]

**Total Expense Cost Factors (lines b+c):**

$ \[ \text{______} \]

**Per Diem cost factors required by your AO:**

- Per diem amount for the allowabe travel days for your preferred transportation mode(s):

  $ \[ \text{______} \]

- Per diem amount for the allowable travel days for travel by commercial air:

  $ \[ \text{______} \]

**Note:** If you are also planning to provide transportation for other passengers on official government travel, refer to the special instructions and add the necessary comments below.

Add additional comments as needed:

### Save To File for Upload to DTS

(this will take a few minutes)
Defense Travel System
A New Era of Government Travel

DTS Constructed Travel Comparison Worksheet - Voucher from Authorization
(refer to the worksheet instructions for completion guidance)

Name: __________________________ Location and Dates of Travel: __________________________

Transportation Expenses for the Authorized Mode (what the AO approved on the authorization):
The commercial transportation costs as approved by the AO on the authorization:
   a. Commercial transportation costs: $ __________

Expense Cost Factors:
   b. If applicable, enter the additional fee normally charged by your CTO: $ __________
   c. Cost for transportation to and from all airports: $ __________
   
Total Expense Cost Factors (lines b+c): $ __________

Per Diem cost factors required by your AO:
   d. Per diem amount for the allowable travel days for the transportation mode(s) originally authorized: $ __________
   e. Per diem amount for the allowable travel days of the actual transportation mode(s): $ __________

If an en-route rental vehicle was used but not authorized/approved by your AO, your reimbursement is based on POC rules and
not the actual cost of the rental vehicle. See the worksheet instructions for information:
   f. Enter the official round trip distance for the rental vehicle use: __________

Note: If you are also planning to provide transportation for other passengers on official government travel, refer to the
special instructions.

Add additional comments as needed: __________

Save To File for Upload to DTS
(this will take a few minutes)
Uploading a Constructed Travel Worksheet
AO Decision Points
Cost Comparison – Private Auto

Review the details for the transportation expenses below and the Constructed Travel Worksheet.

**Worksheet**

<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation Expenses</td>
<td>275</td>
</tr>
<tr>
<td>Expense Cost Factors</td>
<td>55</td>
</tr>
<tr>
<td><strong>Total Allowed Cost</strong></td>
<td><strong>330</strong></td>
</tr>
</tbody>
</table>

**Preferred Travel**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pvt Auto-TDY/TAD</td>
<td>$363.00</td>
</tr>
<tr>
<td>Tolls (highway bridge etc)</td>
<td>$45.00</td>
</tr>
<tr>
<td>Preferred Trip Total</td>
<td>$408.00</td>
</tr>
</tbody>
</table>

**Approve as Limited**

Trip will be authorized. If the Limited option is selected, transportation expense reimbursement will be restricted to the constructed cost of common carrier transportation as specified by the JFTR.
# Preview Trip Screen – Private Auto

## Mileage:

<table>
<thead>
<tr>
<th>No.</th>
<th>Expense Type</th>
<th>Date</th>
<th>Cost</th>
<th>Method Of Reimbursement</th>
<th>Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pvt Auto-TDY/TAD</td>
<td>03/18/10</td>
<td>$181.50</td>
<td>Personal</td>
<td>363</td>
</tr>
<tr>
<td>2</td>
<td>Pvt Auto-TDY/TAD</td>
<td>03/18/10</td>
<td>$181.50</td>
<td>Personal</td>
<td>363</td>
</tr>
</tbody>
</table>

**Total:**

<table>
<thead>
<tr>
<th>Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>$363.00</td>
</tr>
</tbody>
</table>

## Accounting Summary

<table>
<thead>
<tr>
<th>Actual/Estimate</th>
<th>Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Code:</td>
<td>Accounting Code:</td>
</tr>
<tr>
<td>LODGING: $707.00</td>
<td>LODGING: $707.00</td>
</tr>
<tr>
<td>M&amp;IE: $382.50</td>
<td>M&amp;IE: $382.50</td>
</tr>
<tr>
<td><strong>MILEAGE:</strong> $363.00</td>
<td><strong>MILEAGE:</strong> $330.00</td>
</tr>
<tr>
<td><strong>OTHER:</strong> $65.00</td>
<td><strong>OTHER:</strong> $20.00</td>
</tr>
<tr>
<td>10 DEFAULT1 Sub Totals: $1,517.50</td>
<td>10 DEFAULT1 Sub Totals: $1,439.50</td>
</tr>
<tr>
<td>Calculated Trip Cost: $1,517.50</td>
<td>Calculated Trip Cost: $1,439.50</td>
</tr>
</tbody>
</table>

## Document Totals

<table>
<thead>
<tr>
<th>Actual/Estimate</th>
<th>Baseline Trip</th>
<th>View Worksheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>LODGING: $707.00</td>
<td>LODGING: $707.00</td>
<td></td>
</tr>
<tr>
<td>M&amp;IE: $382.50</td>
<td>M&amp;IE: $382.50</td>
<td></td>
</tr>
<tr>
<td><strong>MILEAGE:</strong> $363.00</td>
<td><strong>MILEAGE:</strong> $330.00</td>
<td></td>
</tr>
<tr>
<td><strong>OTHER:</strong> $65.00</td>
<td><strong>OTHER:</strong> $20.00</td>
<td></td>
</tr>
<tr>
<td>Calculated Trip Cost: $1,517.50</td>
<td>Calculated Trip Cost: $1,439.50</td>
<td></td>
</tr>
</tbody>
</table>
Cost Comparison – Rental Car

**Worksheet**

**Transportation Expenses:**

- Total Allowed Cost: $515

**Expense Cost Factors:**

- Cost: $450
- Factor: 65

If this document is approved as limited or was approved as limited, the allowable rental car cost of $248.69 will be adjusted to the cost for Private Auto mileage ($50.00). This allowable cost for the rental car will then be used for the cost comparison of the values associated to the Not to exceed reimbursement baseline limit costs that are entered.

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**Preferred Travel**

- Commercial Auto-TDY/TAD: $128.69
- Gasoline-Rental/Govt. Car: $80.00
- Tolls (highway bridge etc): $40.00
- Preferred Trip Total: $248.69

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To calculate mileage for POVs use the DoD Table of Distances

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[Buttons: Cancel, Approve and Continue]
Preview Trip Screen – Rental Car

[Image of the Defense Travel System Preview Trip screen with highlighted rental car cost]
Cost Comparison – Voucher

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as: APPROVED

Routing List: RL1

Additional Remarks:

Submit Completed Document

View Cost Comparison

Override Limited Reimbursement

By checking this box, the full trip transportation costs, less enroute per diem, will be reimbursed.

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

View Reasons for Audit Failures
Demonstration
Resources

DTMO Website
• Access eLearning, instructor resources, and reference materials through Training Resource Lookup Tool

www.defensetravel.dod.mil

Travel Explorer (TraX)
• Web-based training
• Instructor-led materials
• Distance Learning (T-200 Constructed Travel: Slides; T-200 Constructed Travel: Guide)
• Document Processing Manual – Chapter 9

www.defensetravel.dod.mil/Passport

Travel Assistance Center (TAC)
• 1-888-Help1-Go (1-888-435-7146)
• Overseas: Use DSN to dial directly
• 24 hours a day/7 days a week
• Submit a Help Ticket through the Tickets section of TraX