

CHAPTER 9: CONSTRUCTED TRAVEL

This chapter introduces you to 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. Constructed travel will be used when the traveler chooses a transportation mode other than the standard or authorized mode. The constructed cost is the amount the Government would have paid for the authorized transportation mode and/or route. No other costs are added to the computation. This chapter covers the following topics:

9.1 Overview of Constructed Travel	9-1
9.2 Constructed Travel Regulations	9-2
9.3 Beneficial to the Government or Traveler.....	9-2
9.4 POC Use for TDY Travel Within 800 Miles Round-Trip/400 Miles One-Way.....	9-3
9.4.1 DTS Document Processing	9-3
9.5 Constructed Travel Worksheet.....	9-4
9.5.1 Determine the Necessity for a Constructed Travel Worksheet	9-4
9.6 Create an Authorization	9-7
9.6.1 Steps to Create an Authorization	9-7
9.6.2 Contracted Cost	9-7
9.7 How the Constructed Travel Flag is Triggered.....	9-8
9.7.1 Rental Car	9-8
9.7.2 Other Transportation	9-9
9.7.3 Non-Mileage Expenses	9-10
9.7.4 Mileage Expenses – Privately Owned Conveyance	9-12
9.7.5 Substantiating Documents	9-13
9.7.6 Accounting Codes	9-14
9.7.7 Preview Trip	9-14
9.7.8 Pre-Audit Flags for Constructed Travel	9-17
9.7.9 Constructed Travel Worksheet.....	9-18
9.7.10 Update Per Diem Entitlements	9-22
9.7.11 Digital Signature	9-26
9.8 Constructed Travel Instructions for AOs	9-26
9.8.1 Reviewing the Constructed Travel Worksheet.....	9-27
9.8.2 Reviewing the Cost Comparison Screen	9-28
9.8.3 Important Information for AOs.....	9-30
9.9 Traveler Views Reimbursement Limits on an Authorization or Voucher	9-31
9.9.1 Creating and Approving a Constructed Travel Voucher.....	9-33

9.1 Overview of Constructed Travel

An organization's local policy ultimately determines the standard transportation mode for any trip. A traveler who prefers to travel by a nonstandard transportation mode may 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 the traveler's request will not adversely affect the mission or incur extra cost to the Government.

The process of allowing the traveler 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, a review of the types of transportation modes available for temporary duty (TDY) travel is necessary.

Chapter 9: Constructed Travel

There are two types of transportation modes. The standard transportation mode is the mode of transport the organization's local policy dictates for a particular destination. The traveler's preferred transportation mode is the mode of transport that the traveler wants 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 destinations, local business rules may designate one or more alternate transportation modes to be the standard modes.

On many trips, the standard transportation mode and the traveler's preferred transportation mode are the same. Sometimes, the two transportation modes differ; for instance, when a traveler wants to drive a privately owned conveyance (POC) to a TDY location, but local business rules dictate that the standard transportation mode is commercial air.

9.2 Constructed Travel Regulations

Constructed travel is beneficial to the traveler, who has the flexibility to choose a preferred transportation mode, and the Government, whose financial interests are protected by the AO. Constructed travel is more than just a good idea, it has a legal basis in the Joint Travel Regulations (JTR).

- The basis of a cost comparison is the constructed cost, which is simply the transportation cost, with all applicable taxes and fees included. No other costs are added to the computation.
- The AO may direct a transportation mode (e.g., Government or commercial air, bus, train) for mission reasons, but cannot require the traveler to use a personal or rental vehicle for official travel. If the AO directs one transportation mode and the traveler uses another transportation mode, the traveler's transportation-related reimbursement is not to exceed the directed transportation mode cost.
- The AO may also authorize/approve a transportation mode for the traveler's convenience (e.g., driving a car instead of flying commercial air), but limit the traveler's transportation-related reimbursement to the constructed cost.

9.3 Beneficial to the Government or Traveler

When the standard transportation mode and the traveler's preferred transportation mode differ, the AO must decide how to authorize transportation for the trip. This decision affects the traveler's reimbursement. The AO makes this decision based on which transportation mode is beneficial to the Government.

- Government - If the traveler's preferred transportation mode is more advantageous to the Government than the standard transportation mode, the AO may approve the trip as advantageous to the Government.
- Traveler - If the traveler's preferred transportation mode is more advantageous to the traveler, the AO may approve the trip as convenient for the traveler.

The advantage of constructed travel is that both the Government and the traveler benefit, regardless of how the trip is authorized.

For example; if the standard transportation mode for a TDY destination is commercial air, but the traveler wants to drive a personally-owned conveyance (POC).

- If the traveler's preferred transportation mode (POC) is less expensive, the Government saves money and the traveler uses their preferred transportation mode with no reimbursement limitation.

- If the POC trip is more expensive, the AO can limit the traveler's transportation-related reimbursement to the constructed cost. Again, the traveler is allowed to travel using the preferred transportation mode, while the Government is protected from bearing the extra costs.

9.4 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. As a result, cost comparisons are not required in such cases.

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

For example, a traveler has an upcoming multi-location TDY and intends to drive a private auto for personal reasons. The first travel segment is 230 miles from the PDS to the first TDY location. The next travel segment is 360 miles from the first TDY location to the second TDY location. The last travel segment is 300 miles from the second TDY location back to the PDS. Although the trip is over 800 miles round-trip, a cost comparison is not required because each travel segment is 400 miles or less. In this case, using a private auto is considered to be advantageous to the Government.

Mileage should be determined by using the Defense Table of Official Distances (DTOD) for DoD.

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

9.4.1 DTS Document Processing

When using a POC for TDY travel that applies to the 800 miles round-trip/400 miles one-way allowance, travelers and AOs should follow the below guidelines for DTS actions specific to constructed travel.

Travelers

Mileage Expenses screen. When the traveler selects Save Expenses on the Mileage Expenses screen and Private Auto TDY/TAD or Private Motorcycle TDY/TAD was chosen, a pop-up message displays. It alerts the traveler that a transportation mode has been selected that may require a constructed travel worksheet (See Section 9.7.4). This message can be disregarded.

Pre-Audit Trip screen. When the constructed travel flag is triggered on the Mileage Expenses screen, a pre-audit flag displays on the Pre-Audit Trip screen (See Section 9.7.8). Travelers need to enter an appropriate comment in the justification box such as "No CTW required - Privately owned car is being used for TDY travel within 800 miles round-trip".

AOs

Cost Comparison screen. When the AO approves a travel document that has triggered the constructed travel pre-audit flag, a Cost Comparison screen displays after the APPROVED stamp is submitted (See Section 9.8.2). AOs should select **Approve and Continue**. Amounts should not be entered in the Worksheet fields nor should the Approve as Limited box be checked.

9.5 Constructed Travel Worksheet

The constructed travel worksheet helps the AO determine the best way for travel to be performed and whether to limit reimbursement to the constructed cost. In addition to limiting the transportation cost, it may be necessary to adjust the en route per diem allowances as part of the constructed travel process. If travel by commercial air is the standard mode, only one day of allowable travel (and related per diem) per leg of travel is typically authorized when traveling in the contiguous United States (CONUS). The AO must ensure that per diem allowances are entered correctly for the excess travel days. If not chargeable as leave, the duty condition of "Duty Day" or "Non-Duty Day" should be selected.

The AO uses the Cost Comparison screen in the Route and Review module to compare the traveler's preferred costs with the constructed costs from the worksheet. The AO can then decide whether to limit reimbursement for travel expenses.

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

The traveler enters the preferred transportation mode on the authorization and enters the standard transportation mode costs on a constructed travel worksheet. The worksheet is then attached to the travel authorization.

Note: If the AO determines the use of a nonstandard transportation mode is the best way to travel, the transportation mode is approved, and no limited reimbursement applies. Local business rules may help the AO determine the best mode for travel.

9.5.1 Determine the Necessity for a Constructed Travel Worksheet

DTS will trigger the pre-audit flag stating that a constructed travel worksheet may need to be completed when the traveler selects 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

Use the below decision process to assist in determining if constructed travel applies to a trip (Figure 9-1).

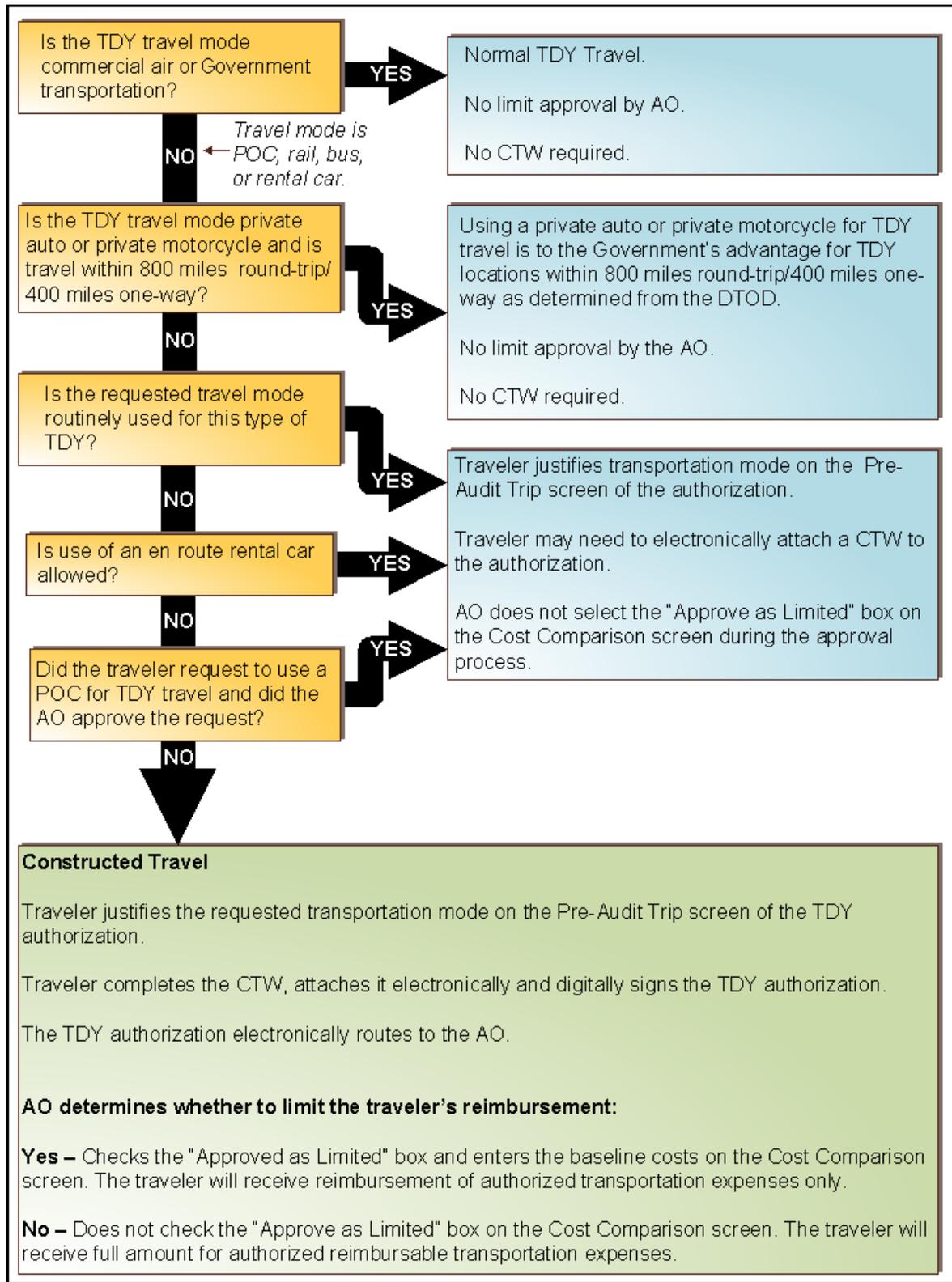


Figure 9-1: Constructed Travel Decision Process

Chapter 9: Constructed Travel

The below scenarios are provided as examples to assist in determining if constructed travel applies to a trip:

Scenario 1. *The transportation mode for the TDY destination **does not** require the use of Government provided transportation or commercial air.*

Constructed travel does not apply. The trip is to a location within driving distance, or not serviced by a scheduled airline. This trip is typically taken by POC, rental car, or commercial transportation other than air. When creating an authorization in DTS; on the Pre-Audit Trip screen, the traveler provides justification that indicates the trip is normally completed by using the selected transportation mode. No constructed travel worksheet is necessary.

Scenario 2. *The transportation mode for the TDY destination is Government provided transportation or commercial air, but the traveler requests to use a different transportation mode.*

Constructed travel applies. The traveler wants to use a preferred transportation mode other than the Government provided transportation or commercial air. The below steps apply when creating the authorization in DTS:

1. The traveler completes the authorization and enters the expenses associated with the preferred mode of travel.
2. The traveler selects the Constructed Travel Worksheet link on the Pre-Audit Trip screen.
3. The traveler completes the constructed travel worksheet and attaches it to the authorization.
4. The traveler enters "CTW attached" in the Justification to Approving Official text box on the Pre-Audit Trip screen. .
5. The AO reviews the constructed travel worksheet to determine if the limited reimbursement rules apply. If the rules apply, the AO enters the reimbursement baseline costs for transportation on the Cost Comparison screen.
6. For any extra travel days, the AO ensures the traveler is in a non-per diem status, such as leave, duty day (military), or non-duty day (civilians).
7. The traveler receives an e-mail stating that reimbursement will be limited to the authorized amount.

Scenario 3. *The transportation mode for the TDY destination is usually Government provided transportation, but the AO has approved travel by rental car or a different commercial mode of transportation (except commercial air).*

Constructed travel does not apply. Local business rules may apply in this situation. In this case, the below steps *may* be required when creating the authorization in DTS:

1. The traveler enters "No CTW required" or "CTW attached" (as directed by local business rules) in the Justification to Approving Official text box on the Pre-Audit Trip screen.
2. Per local business rules, the traveler may need to select the Constructed Travel Worksheet link on the Pre-Audit screen, complete the worksheet, and attach it the authorization.
3. The AO does not check the Approve as Limited box on the Cost Comparison Screen.

9.6 Create an Authorization

When a traveler chooses a nonstandard transportation mode as defined by the organization's local policy, the traveler must complete a Constructed Travel Worksheet (CTW) and electronically attach it to the authorization in DTS. The traveler creates an authorization based on the preferred mode of transportation, and the CTW identifies the constructed cost.

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

The most common actions that trigger the constructed travel pre-audit flag in DTS are selecting Pvt Auto-TDY/TAD from the Expense Type drop-down list on the Mileage Expenses screen or checking the En Route box on the Rental Car screen. The constructed travel pre-audit flag indicates that the traveler may need to complete and attach the CTW.

9.6.1 Steps to Create an Authorization

The steps to create an authorization containing constructed travel are shown below:

1. Create an authorization based on the traveler's preferred mode of transportation.
2. Complete the CTW.
3. Electronically attach the CTW and other supporting documentation, such as the cost of the standard transportation mode to the authorization.

9.6.2 Contracted Cost

The CTW requires the cost of the standard transportation mode. The cost the traveler must use is the least expensive, unrestricted, economy/coach class airfare.

In most cases, travelers can find this cost by searching for flights using the Travel module (select Air on the subnavigation bar under Travel). Travelers will use whichever airport best suits their needs, unless a written local policy identifies a particular airport that official travelers must use. When results are displayed:

- Select 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. If travel is round-trip, multiply the cost by two.

If the GSA Contract Airfare tab does not display any flights, contact the CTO to request the cost of the least expensive, unrestricted, economy/coach class airfare.

9.7 How the Constructed Travel Flag is Triggered

The following sections explain how the constructed travel flag is triggered.

9.7.1 Rental Car

A traveler who is renting a car 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.

The screenshot shows a web interface for selecting a rental car. At the top, there are navigation tabs: RETURN TO LIST, Air, Rail, Rental Car (selected), Lodging, Other Transportation, and Summary. The main heading is "Rental Car".

Search Criteria (Left Panel):

- Modify Search
- Please Note: A Red Star (*) indicates a field is required.
- * Pick-Up Date: 08/04/2013
- * Pick-Up Time: 08:30 AM
- * Drop-Off Date: 08/10/2013
- * Drop-Off Time: 05:30 PM
- One-Way Rental:
- * Pickup Airport (or city, state): DCA - Washington Ron
- * Type: Compact
- Search button

Reservation Summary (Right Panel):

- Select Rental Car for DCA - Washington Ronald Reagan National Apt, DC (USA) from 08/04/2013 through 08/10/2013. Skip This Car button.
- RESERVATIONS SUMMARY: RENTAL CAR: \$0.00
- Government Rates / Non-Government Rates tabs.
- Warning: Rental rates shown do not include the Government Administrative Supplemental fee of \$5 per day.
- Disclaimer: Cars rented under the Government's Car Rental Agreement include unlimited mileage (except for one way rentals) and collision and liability insurance coverage in the United States and its territories and possessions. Not all vendors provide insurance coverage for specialty vehicles (e.g., vans, sport utility vehicles). In the event of an accident with one of these vehicles, a claim is filed directly with the Government by the rental company. Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented. Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries.
- (ER) En Route:
- \$191.02 [Estimated Total Cost Including Taxes & Fees] Select Car button.

	DOLLAR OFF TERMINAL, SHUTTLE TO CAR Compact Car	Weekly Rate: \$120.00 Air Conditioning Automatic	Extra Hour: \$10.00 Extra Day: \$25.00 Unlimited Miles/Kilometers
--	--	--	---

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.

9.7.2 Other Transportation

A traveler who uses another transportation mode will access the Other Trans. screen and follow the below steps to add other ticketed transportation to a DTS authorization (Figure 9-3).

Defense Travel System
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Air Rail Rental Car Lodging **Other Transportation** Summary

Other Trans.

Use this screen to enter Other Ticketed Transportation information.
DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

ADD Ticket Information

Enter or select the required data.

Please Note: A **Red Star** (*) indicates a field is required.

* Type:

* Description:

* Ticket No:

* Ticket Value:

Cost:
(If different from ticket value)

* Departure Date (mm/dd/yyyy):

Issue Date (mm/dd/yyyy):

* Ticket Date (mm/dd/yyyy):

CBA Label:

CBA Account: [CBA Accounts](#)

If necessary, add comments to the travel agent:

[view expense details](#)

Trip Summary

Overall Starting Point

Leave From:	Woodbridge, VA	Edit
Leave:	04-Aug-13	

Location 1: CHESAPEAKE, VA

Leave From:	Woodbridge, VA	Edit
TDY/TAD Loc:	CHESAPEAKE, VA	
Arrive:	04-Aug-13	
Leave:	10-Aug-13	

Overall Ending Point

Leave From:	CHESAPEAKE, VA	Edit
Return Loc:	Woodbridge, VA	
Arrive:	10-Aug-13	
Rental Car:		Edit
Airport:		
Confirmation:		
Dropoff:	10-Aug-13 12:00AM	
Pickup:	04-Aug-13 12:00AM	

Proceed to the following page:

Figure 9-3: Other Transportation Screen

1. Select the **Type** drop-down list arrow and choose the **correct type of transportation**.

The **Description** field will be filled in automatically.

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

Chapter 9: Constructed Travel

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 the reimbursement method or currency needs to be changed. 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.

9.7.3 Non-Mileage Expenses

The constructed travel flag is triggered if the Commercial Auto-TDY/TAD or Private Vessel expense type is chosen 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).

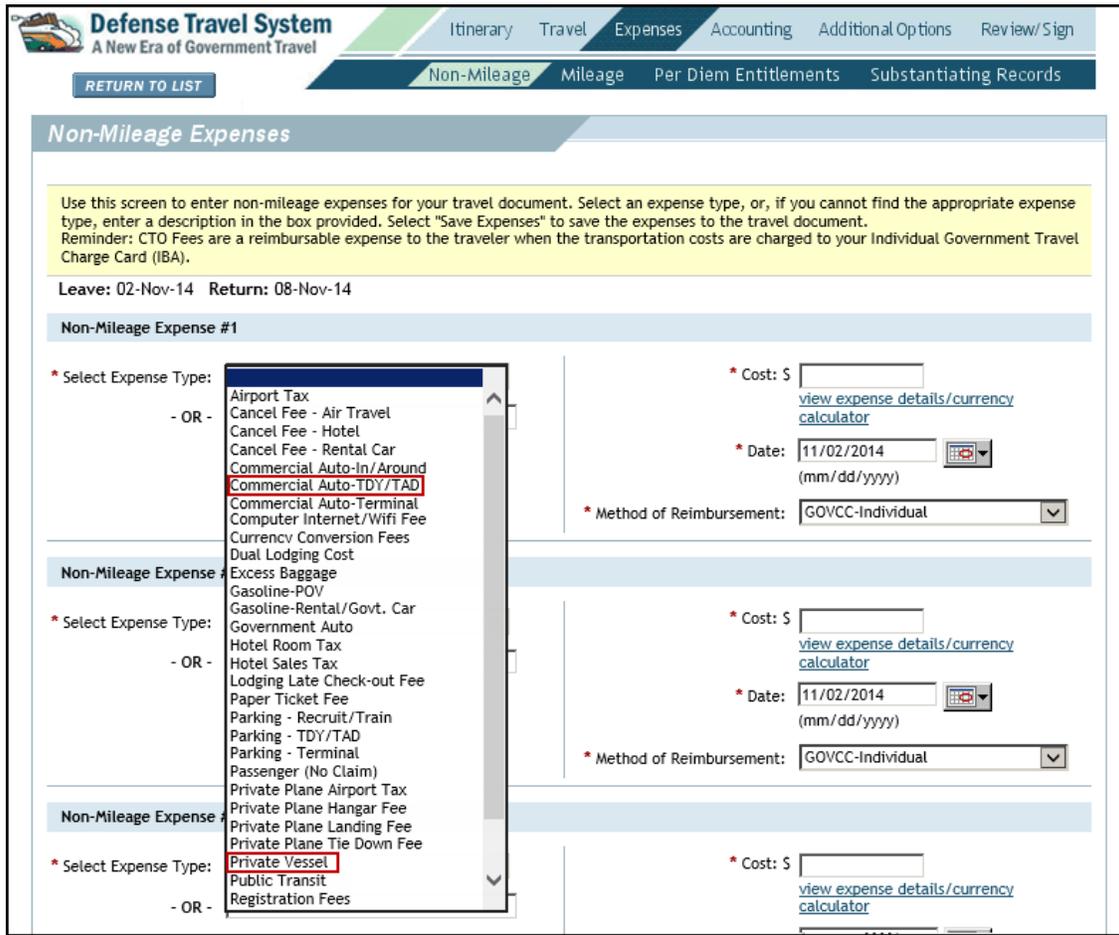


Figure 9-4: Non-Mileage Expenses Drop-Down List

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

A pop-up message alerts the traveler that a transportation mode has been selected that may require a constructed travel worksheet to be completed (Figure 9-5). If required, the constructed travel worksheet should be electronically attached to the document.



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

4. Select **OK**.

Note: The **Justification to Approving Official** text field must be completed on the Pre-Audit Trip screen to identify whether the constructed travel worksheet has been attached.

9.7.4 Mileage Expenses – Privately Owned Conveyance

The constructed travel flag is triggered when Private Auto TDY/TAD, Private Motorcycle TDY/TAD, or Private Plane is chosen. A pop-up message alerts the traveler that a constructed travel worksheet may need to be completed.

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 **Pvt Auto-TDY**, **Pvt Motorcycle-TDY**, or **Private Plane**.
4. Select the **DoD Table of Distances** link and enter the Traveling From and Traveling To locations if traveling via a privately-owned auto or motorcycle.

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.
6. Select **Save Expenses**. A pop-up message alerts the traveler that a transportation mode has been selected that may require a constructed travel worksheet to be completed (Figure 9-6). If required, a constructed travel worksheet must be electronically attached to the TDY document via the fax or scan and upload feature.

The traveler must use the **Justification to Approving Official** text field on the Pre-Audit Trip screen to identify whether the constructed travel worksheet has been attached. The traveler may access the worksheet 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).

9.7.5 Substantiating Documents

A constructed travel worksheet can be attached to a travel document via fax or scan and upload.

1. Complete the constructed travel worksheet.
2. Select **Save**.
3. Save the worksheet on the computer.
4. Print the worksheet and fax it to the telephone number on the fax cover sheet.
-OR-
Upload the worksheet into the DTS document. (Refer to Chapter 2, Section 2.7.4 for assistance).
5. Once the worksheet is attached, check the box in the **CTW** column (Figure 9-7).

Chapter 9: Constructed Travel

When checked, this box helps any reviewer and the AO identify the attached record as a constructed travel worksheet. (The traveler may add a description in the **Notes** text box in addition to checking the box.)

The screenshot shows the 'Substantiating Records (Receipts)' screen in the Defense Travel System. The page has a navigation bar with tabs for 'Itinerary', 'Travel', 'Expenses', 'Accounting', 'Additional Options', and 'Review/Sign'. Below this is a sub-navigation bar with 'Non-Mileage', 'Mileage', 'Per Diem Entitlements', and 'Substantiating Records'. The main content area is titled 'Receipts' and contains a yellow box with instructions: 'To fax in your receipts click "Print Fax Cover Sheet", and follow the instructions on the cover sheet. Then five minutes after the fax transmission is complete click "Refresh" to see receipts in the list. To upload receipts that you have scanned, click "Browse..." and after selecting the scanned file click "Upload". Click "View" to view the receipts. To add or change notes on an existing receipt, under the "Notes" column select the field you would like to change, edit the text, then click the "Save Notes" button.' Below this is a yellow box with the Adobe Acrobat Reader logo and text: 'You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. Download the Adobe Acrobat Reader program.' There are two expandable sections: '> Print Fax Cover Sheet' and '> Upload Scanned Receipts' with a 'Browse...' button and an 'Upload' button. Below these is a section titled 'Existing Receipts' with a table:

Date	CTW	Notes	View	Remove
24-Apr-2013	<input checked="" type="checkbox"/>	<input type="text" value="Added 04/24/13 at 11:13:05"/>	> View	> Remove

At the bottom of the table are two buttons: 'Refresh' and 'Save Notes'.

Figure 9-7: Substantiating Records (Receipts) Screen with Constructed Travel Worksheet Attached

6. Select **Save Notes** to save the edited text in the Notes column. Once the CTW box is checked, it cannot be cleared. The attachment may be deleted by selecting **Remove** in the Remove column.

9.7.6 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.

- 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. The traveler may view the Allowed Cost limits after approval.

9.7.7 Preview Trip

Follow the below step 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).

9.7.7.1 En Route Indicator

If the En Route (ER) box is checked 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 the traveler will use the rental car as transportation to the TDY location.

9.7.7.2 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.

9.7.7.3 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).

Accounting Summary			
Actual/Estimate		Allowed	
Accounting Code:	13 DEFAULT view	Accounting Code:	13 DEFAULT view SDN: M2017513T0004KX CIC: M2017513T0004KX
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.			
<input type="button" value="Save And Proceed To Other Auths"/>			

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 a worksheet was attached to the document, it can be viewed from the Substantiating Records screen.

9.7.8 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.

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

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](#)

1 Items have been Flagged in this Travel Document

1.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
	→ CONSTRUCTED TRAVEL WORKSHEET	→ 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.	CTW attached.

Save And Proceed To Digital Signature

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 constructed travel worksheets: one for the authorization and one for the voucher. The user selects the appropriate worksheet to complete.

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

If a CBA is used, there can be no limitation because the Government is obligated to pay the actual charge against the CBA. If the traveler requests to travel by commercial rail and pays for the tickets using a CBA, the traveler may still be required to compare the rail cost to the air cost. The AO may approve the use of rail or direct travel by air.

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: <ul style="list-style-type: none"> •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 a constructed travel worksheet to be completed and electronically attached to the document.
Constructed Travel Worksheet	When any of the following en route travel modes exist in combination with any of the above modes: <ul style="list-style-type: none"> •Commercial Air •Commercial Rail •Prepaid Transportation 	<p>Item Description on flag: A transportation mode other than commercial air or Government transportation may require a constructed travel worksheet to be completed and electronically attached to the document.</p> <p>Note: This occurs when the traveler uses 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.</p>
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 a constructed travel worksheet to be completed and electronically attached to the document.

9.7.9 Constructed Travel Worksheet

When the traveler selects 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.

Beginning on the Pre-Audit Trip screen, follow the below steps to access and complete the constructed travel worksheet if required:

1. Select the **Constructed Travel Worksheet** link.

The Constructed Travel Worksheets screen opens (Figure 9-11).

Defense Travel System
A New Era of Government Travel

Constructed Travel Worksheets

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

Worksheet	Description
Constructed Travel Worksheet - Authorization	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.
Constructed Travel Worksheet - Voucher from Authorization	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).

Figure 9-11: Constructed Travel Worksheets Screen

2. Select the **link** for the appropriate **Constructed Travel Worksheet**.

If the authorization worksheet was selected, the Constructed Travel Worksheet - Authorization opens (Figure 9-12). If the voucher worksheet was selected, the Constructed Travel Worksheet - Voucher from Authorization opens (Figure 9-13).

Defense Travel System
A New Era of Government Travel

[Worksheet Instructions](#)

DTS Constructed Travel Worksheet - Authorization

(Refer to the worksheet instructions for completion guidance)

Name: Locations and Dates of Travel:

Policy Constructed Transportation Cost

A. Enter the cost of transportation (including taxes and fees):

B. Enter the fee normally charged by your CTO:

Total (Line A + Line B): _____

Note: If you will provide transportation for other passengers on official Government travel, refer to the worksheet instructions and add the necessary comments below.

Additional Comments:

Save

Figure 9-12: Constructed Travel Worksheet – Authorization

Defense Travel System
A New Era of Government Travel

[Worksheet Instructions](#)

DTS Constructed Travel Worksheet - Voucher from Authorization

(Refer to the worksheet instructions for completion guidance)

Name: Locations and Dates of Travel:

Policy Constructed Transportation Cost

A. Enter the transportation cost authorized by the AO:

B. Enter the fee normally charged by your CTO:

Total (Line A + Line B): _____

If a rental vehicle was used for en-route travel, but was not authorized by your AO, your reimbursement is based on POC rules, not the cost of the rental vehicle. See worksheet instructions for more information.

C. Enter the official round-trip distance for the rental vehicle use:

Note: If you provided transportation for other passengers on official Government travel, refer to the worksheet instructions and add the necessary comments below.

Additional Comments:

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

Chapter 9: Constructed Travel

3. Complete the **Name** field.
4. Complete the **Locations and Dates of Travel** field.
5. Complete Lines **A** and **B** as appropriate.
6. Complete Line **C**, if the worksheet is for a voucher and a rental vehicle that the AO did not authorize was used.

For guidance on completing the worksheet, select **Worksheet Instructions** in the top right corner of the screen. A pop-up window displays instructions in a printable, PDF format.

7. (Optional) Complete the **Add additional comments as needed**.
8. Select **Save**.
9. Save the worksheet on the computer.
10. Print the worksheet and fax it to the telephone number on the fax cover sheet.
-OR-
Upload the worksheet into the DTS document.

The AO uses the completed worksheet 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 worksheet into the Cost Comparison screen to limit the traveler's reimbursement.

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

9.7.10 Update Per Diem Entitlements

The traveler will need to 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 extra travel days are taken when using constructed travel. For example, if a POC is used for travel and the AO approves it as limited, the traveler is only entitled to per diem for the first and last day of travel. The AO must verify that the Per Diem Entitlements screen reflects a non-per diem status for additional travel days.

The Other Per Diem Entitlements section of the Per Diem Entitlements screen allows the traveler to edit the per diem allowance, by selecting a non-per diem status.

Follow the below steps to edit the other per diem entitlements:

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

The Non-Mileage Expenses screen opens by default.

2. Select **Per Diem Entitlements** on the subnavigation bar.

The Per Diem Entitlements screen opens (Figure 9-14).

Defense Travel System
A New Era of Government Travel

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Non-Mileage Mileage Per Diem Entitlements Substantiating Records

RETURN TO LIST

Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
08/10/13	IN TRANSIT	Edit	Reset	\$0.00	\$0.00 Personal	\$53.25 Personal	183 / 71	NONE				
08/11/13	BOSTON,MA	Edit	Reset	\$183.00	\$183.00 Personal	\$71.00 Personal	183 / 71	NONE				
08/12/13	BOSTON,MA	Edit	Reset	\$183.00	\$183.00 Personal	\$71.00 Personal	183 / 71	NONE				
08/13/13	BOSTON,MA	Edit	Reset	\$183.00	\$183.00 Personal	\$71.00 Personal	183 / 71	NONE				
08/14/13	BOSTON,MA	Edit	Reset	\$183.00	\$183.00 Personal	\$71.00 Personal	183 / 71	NONE				
08/15/13	BOSTON,MA	Edit	Reset	\$183.00	\$183.00 Personal	\$71.00 Personal	183 / 71	NONE				
08/16/13	BOSTON,MA	Edit	Reset	\$183.00	\$183.00 Personal	\$71.00 Personal	183 / 71	NONE				
08/17/13	BOSTON,MA	Edit	Reset	\$0.00	\$0.00 Personal	\$71.00 Personal	183 / 71	NONE				
08/18/13	IN TRANSIT	Edit	Reset	\$0.00	\$0.00 Personal	\$53.25 Personal	183 / 71	NONE				

Figure 9-14: Per Diem Entitlements Screen

3. Select **Edit** next to the date to be changed.

The Per Diem Entitlement Detail screen opens.

Chapter 9: Constructed Travel

4. Scroll down to the Other Per Diem Entitlements section and check the appropriate box (Figure 9-15). See Table 9-2 for descriptions these entitlements.

Other Per Diem Entitlements

If you need to claim actual lodging in excess of per diem, take leave, designate OCONUS incidental amount, indicate non-per diem duty days or indicate In Place, you may check the appropriate box. In-place and OCONUS incidental reduction selections can be made in combination with each other; for the other selections only one option may be applied.

No Other Per Diem Entitlements

Leave
Check here if you are taking leave for the above date or date range.

Sick Leave - No Per Diem
Check here if you are taking Sick Leave without Per Diem for the above date or date range.

Sick Leave - Per Diem
Check here if you are taking Sick Leave with Per Diem for the above date or date range.

Duty Day(s)(No Per Diem)
Check here if you need to use Duty Day(No Per Diem) for the above date or date range.

Non-Duty Day(s)
Check here if you need to use Non-Duty Day for the above date or date range.

Authorized Delay
Check here if you need to use Authorized Delay for the above date or date range.

Actual Lodging
Check here if you need to use Actual Lodging for the above date or date range.

OCONUS Incidental Amount - (Used to reduce the daily incidental rate to the minimum.)
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.

In Place - (Used to increase the M&IE amount to 100% on first or last day of travel)
Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

Figure 9-15: Per Diem Entitlement Detail Screen – Other Per Diem Entitlements Section

5. Select **Save These Entitlements**.

Table 9-2: Other Per Diem Entitlements Definitions

OTHER PER DIEM ENTITLEMENTS DEFINITIONS	
OTHER PER DIEM ENTITLEMENTS	DEFINITION
No Other Per Diem Entitlements	This box is checked by default. If the traveler is not claiming any of the other per diem entitlements, then this box remains checked and no entitlements are affected.
Leave	Select if additional time is taken while on TDY that will be charged as leave. Military personnel use Annual leave. Government employees choose either Annual or Other . Government employees may enter the number of hours they wish to take. Note: The per diem entitlements will be zeroed out for the selected date range unless a civilian traveler is taking fewer than 8 hours leave.
Duty Day(s) (No Per Diem)	This option is only used by military personnel. Select if the AO does not approve the excess travel time as official (trip is extended beyond official travel date) but leave should not be charged because the traveler returned on a duty day. No per diem reimbursement is allowed and the day is not charged as leave.
Non-Duty Day(s)	This option is only used by Government employees. Select if the AO does not approve the excess travel time as official, but leave should not be charged because the traveler is traveling on a non-duty day. No per diem reimbursement is allowed and the day is not charged as leave.

9.7.11 Digital Signature

Text displays on the traveler’s Digital Signature screen, regardless of whether constructed travel is triggered, to remind the traveler that using a transportation mode that was not authorized, may limit the traveler’s reimbursement to that of the authorized mode (Figure 9-16).

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:

Routing List:

Additional Remarks:

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.

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	Eric T West	0

Document History

Status	Date	Time	Name	Remarks
CREATED	04/24/13	1029	Eric T West	

[View Reasons for Audit Failures](#)

Figure 9-16: Traveler Digital Signature Screen

9.8 Constructed Travel Instructions for AOs

When approving a travel document that contains a CTW, the AO must determine how to reimburse the traveler. This decision is based largely on whether the traveler’s 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 the traveler’s 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 the traveler’s reimbursement.

If the traveler's preferred transportation mode benefits the traveler, but not the Government, the AO may authorize the transportation mode as convenient for the traveler, and limit the traveler's transportation-related reimbursement to the constructed cost.

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.

9.8.1 Reviewing the Constructed Travel Worksheet

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

1. Select **Substantiating Records**.

The Receipts screen opens (Figure 9-17).

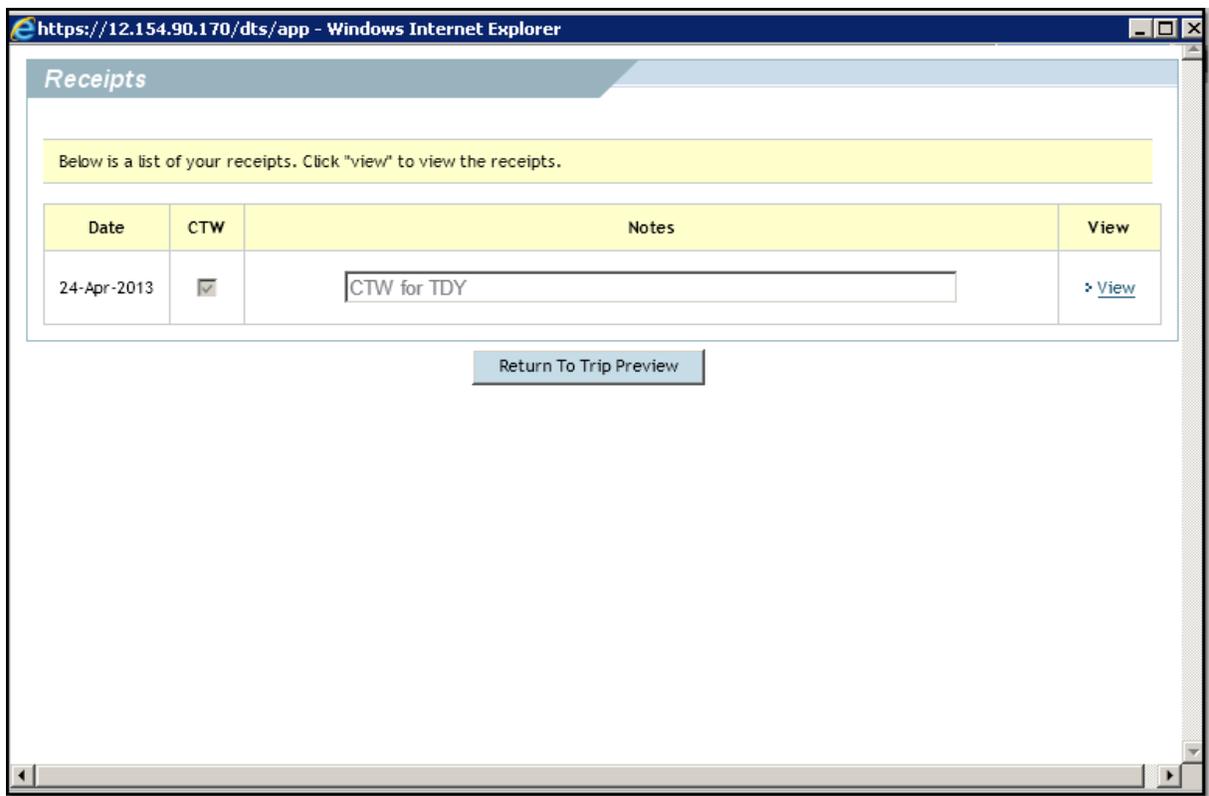


Figure 9-17: Receipts Screen - CTW Box

The CTW box should be checked to indicate the constructed travel worksheet.

2. Select **View** next to the constructed travel worksheet.

The constructed travel worksheet opens.

Chapter 9: Constructed Travel

3. Review the constructed travel worksheet. 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.

9.8.2 Reviewing the Cost Comparison Screen

After the AO selects Submit Completed Document, the Cost Comparison screen opens (Figure 9-18).

Defense Travel System
A New Era of Government Travel

Cost Comparison

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

Worksheet

Transportation Expenses:

Expense Cost Factors:

Total Allowed Cost: 0.00

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.

Preferred Travel	
Pvt Auto-TDY/TAD:	\$501.72
Preferred Trip Total:	\$501.72

Figure 9-18: Cost Comparison Screen for Travel by Private Auto

Follow the below steps to complete the Cost Comparison screen:

1. Complete the **Transportation Expenses** field with the amount entered in Line **A** of the worksheet.
2. Complete the **Expense Cost Factors** field with the amount entered in Line **B** of the worksheet.
3. If the document is a voucher and the traveler 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 worksheet.

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 the traveler 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

Defense Travel System
A New Era of Government Travel

Cost Comparison

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

Worksheet

Transportation Expenses:

Expense Cost Factors:

Total Allowed Cost: 0.00

If this document is approved as limited or was approved as limited, the allowable rental car cost of \$191.02 will be adjusted to the cost for Private Auto mileage(\$0.00). 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.

Allowed Rental Car Mileage:

X POC Mileage Rate: .565

Allowed Rental Car Cost: 0.00

To calculate mileage for POVs use the [DoD Table of Distances](#)

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.

Preferred Travel	
Commercial Auto-TDY/TAD:	\$191.02
Preferred Trip Total:	\$191.02

Figure 9-19: Cost Comparison Screen for Travel by Rental Car

enter the official round-trip mileage in the **Allowed Rental Car Mileage** field (Figure 9-19).

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

9.8.3 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 the traveler creates 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 a traveler's 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

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, a traveler should still complete a constructed travel worksheet, if required. For example, if a traveler wants 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.

9.9 Traveler Views Reimbursement Limits on an Authorization or Voucher

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

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

1. Open the travel document.

The Preview Trip screen opens (Figure 9-20). 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.			
<input type="button" value="Save And Proceed To Other Auths"/>			

Figure 9-20: 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 the traveler will be reimbursed.

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

The Digital Signature screen opens (Figure 9-21).

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

Digital Signature

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 Cost Comparison](#)

Pending Routing Actions

None

Document History

Status	Date	Time	Name	Remarks
CREATED	04/24/13	1529	Eric T West	
SIGNED	04/24/13	1543	Eric T West	
APPROVED	04/24/13	1553	Chris A West	
CONSTRUCTED TRAVEL	04/24/13	1553	Chris A West	Document Approved as Limited
BUDGET ADJUSTED	04/24/13	1553	Chris A West	Trip #1 DTMO-TRAINING 13 DEFAULT 2013 QTR: 3 \$1895.30
PAY LINK	04/24/13	1555	Pay Mod Generated	Document data-linked to Payment Module
OBLIG SUBMITTED	04/24/13	1555	Pay Mod Generated	By XML Proc > View Awaiting Details
POS ACK RECEIVED	04/24/13	1558	Pay Mod Generated	

> [View Reasons for Audit Failures](#)

Figure 9-21: Digital Signature Screen After Approved as Limited

4. Select **View Cost Comparison**.

A view-only version of the Cost Comparison screen opens (Figure 9-22). The traveler may see the limits applied to the transportation expenses of the travel document.

Defense Travel System
A New Era of Government Travel

Cost Comparison

Review the details for the transportation expenses below and the Constructed Travel Worksheet. Prior limited values are shown for your convenience.

Worksheet	
Transportation Expenses:	199.80
Expense Cost Factors:	25.00
Total Allowed Cost:	224.80

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.

Preferred Travel	
Pvt Auto-TDY/TAD:	\$501.72
Preferred Trip Total:	\$501.72

[Return](#)

Figure 9-22: Traveler View-Only Cost Comparison Screen

5. Select **Return**.

9.9.1 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.

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.

9.9.1.1 Claiming Constructed Travel When Not Requested On the Authorization

A traveler can claim constructed travel on the voucher, even if it was not requested on the authorization. The traveler simply enters an en route transportation mode that was not selected on the authorization, e.g., the authorization indicated travel by commercial air, but the traveler updates the voucher to indicate they drove their POC.

This triggers a preaudit flag, requiring a constructed travel worksheet and cost-comparison. The traveler must complete the worksheet and include it in the voucher. The AO can either approve use of a POC on the voucher or limit the traveler's 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.

9.9.1.2 AO Override of Limited Reimbursement Rules

The AO may override a decision to limit the traveler's reimbursement. For example the override option may be used if a nonstandard mode was approved as limited, but, due to reasons beyond the traveler's control (e.g., national emergency, airport closure) commercial air could not have been used. In these cases, the AO can use the override option to remove the limited reimbursement and allow the traveler to receive full reimbursement. The override option is rarely used.

To override the decision to limit the traveler's reimbursement, follow the below steps:

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 (Figure 9-23)

Figure 9-23: Digital Signature Screen - Override Limited Reimbursement

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**.

This page is left blank intentionally.