



**DEFENSE TRAVEL  
MANAGEMENT OFFICE**

## Completing a Constructed Travel Worksheet Authorization

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### I. Overview of Constructed Travel

When triggered on an authorization, the DTS Constructed Travel pre-audit indicates that a constructed travel worksheet (CTW) may be required. A CTW is not required if your trip meets one of the following conditions:

1. You will use the standard transportation mode (commercial air, unless a local policy dictates otherwise).
2. You will use your privately owned conveyance (POC) – automobile or motorcycle only – and the official driving distance will be 400 or fewer miles for every travel segment\*, per the Defense Table of Official Distance (DTOD).

If either of the above conditions applies, you do not need to complete a CTW. Justify the Constructed Travel pre-audit flag by stating the condition that applies. The AO will authorize the transportation mode and full transportation reimbursement.

If neither condition applies, you must complete a CTW. The CTW will help the AO decide whether to limit your transportation reimbursement to the constructed transportation cost. You are not required to use this particular CTW. You may use any locally-approved worksheet.

This outline is summarized in the flowchart on the next page. Consult your AO or DTA if you still do not know whether you need to complete a CTW, or if an alternate, locally-approved worksheet exists.

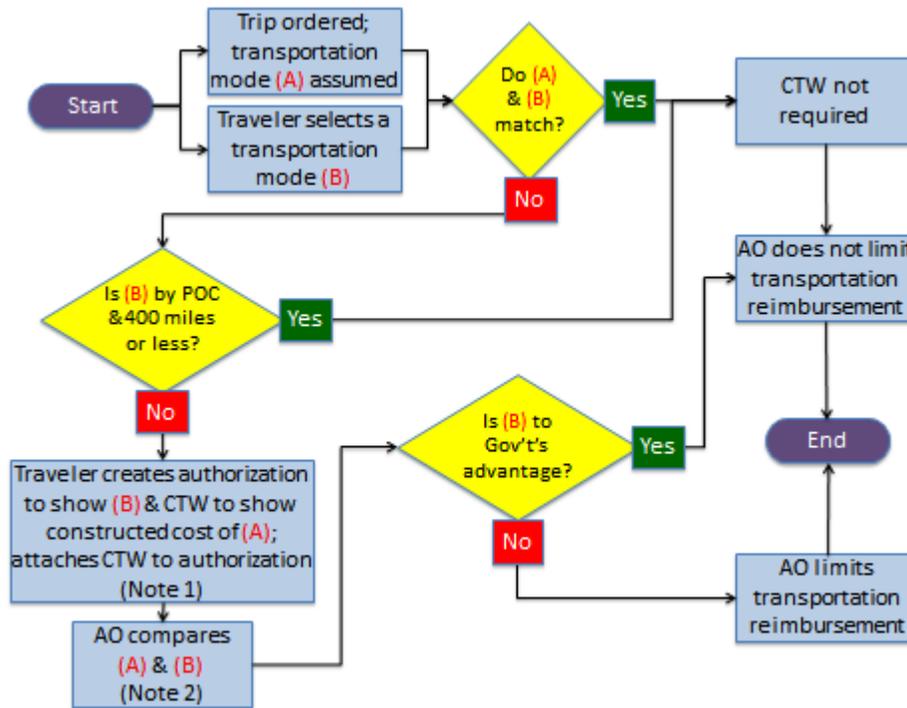
\* A travel segment is any one-way journey:

- From the PDS to a TDY location
- From one TDY location to another TDY location
- From a TDY location to the PDS

So in other words:

- A TDY to 1 location has 2 legs: PDS → TDY1 TDY1 → PDS
- A TDY to 2 locations has 3 legs: PDS → TDY1 TDY1 → TDY2 TDY2 → PDS
- A TDY to 3 locations has 4 legs: PDS → TDY1 TDY1 → TDY2 TDY2 → TDY3 TDY3 → PDS
- And so on...

**Flowchart Summarizing the Constructed Travel Process for Authorizations**



Notes:

1. The **Traveler Instructions** section of this document explains how to complete this CTW. If you are using an alternate worksheet, contact your chain of command for complete instructions.
2. The **AO Instructions** section of this document outlines the considerations the AO uses to determine which transportation mode is advantageous to the Gov't.

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## II. Traveler Instructions

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When a CTW is required, fill it out, attach it to your DTS authorization using the **Substantiating Records** screen, and justify the Constructed Travel pre-audit by stating that the CTW is attached.

Your AO will use the CTW to decide whether to authorize full reimbursement for your travel expenses or to limit your reimbursement to the constructed transportation cost.

Complete the CTW as follows:

1. Enter your **Name**.
2. Complete the **Section 1. Travel Itinerary** chart to reflect the standard transportation mode. The first row is for the outbound trip to start your TDY. The second row is for the return trip back to your PDS. Four extra rows give you space to enter additional travel legs from one TDY location to another. Do not use them if your trip does not include multiple TDY locations. For each travel leg, enter:
  - a. The **Date** of travel.
  - b. The **Departure Location**. If applicable, also enter the code of the terminal you would have traveled from. Example: You might list a flight out of Los Angeles as, “Los Angeles, CA (LAX)”.
  - c. The **Arrival Location**. Enter the terminal code, if applicable.

**Note for 2b and 2c:** Do not list en route stops unless you would have received per diem or paid separately for the flight. Example: If your flight to San Antonio, TX includes a short layover in Phoenix, AZ, do not enter Phoenix as an arrival or departure airport.

- d. The transportation **Mode** (air, rail, etc.). For air travel, include the fare class (e.g., YCA). Enter authorized factors that affect the cost (e.g., “sleeper car” for overnight rail travel).
- e. The travel **Cost**. In most cases, only enter the ticket cost plus all taxes and fees except the CTO fee. Do not include any other expenses.
  - i. If the standard transportation mode is commercial air, use DTS to find the terminal codes, fare classes, and ticket costs. Here’s how:
    1. Use the **Travel > Air** screen to search for flights, using the airports you would use if you were to travel by commercial air.
    2. On the results screen (Figure 1, next page), select the **GSA Contract Airfare** tab **1** to see full-cost GSA contract flights (listed as fare class YCA **2**), the airport terminal codes, and the total flight costs **3**. Do not select the **GSA Contract w/ Limited Availability** tab, which shows limited-availability GSA contract flights (i.e., \_CA fares). The JTR does not allow \_CA fares in constructed costs.

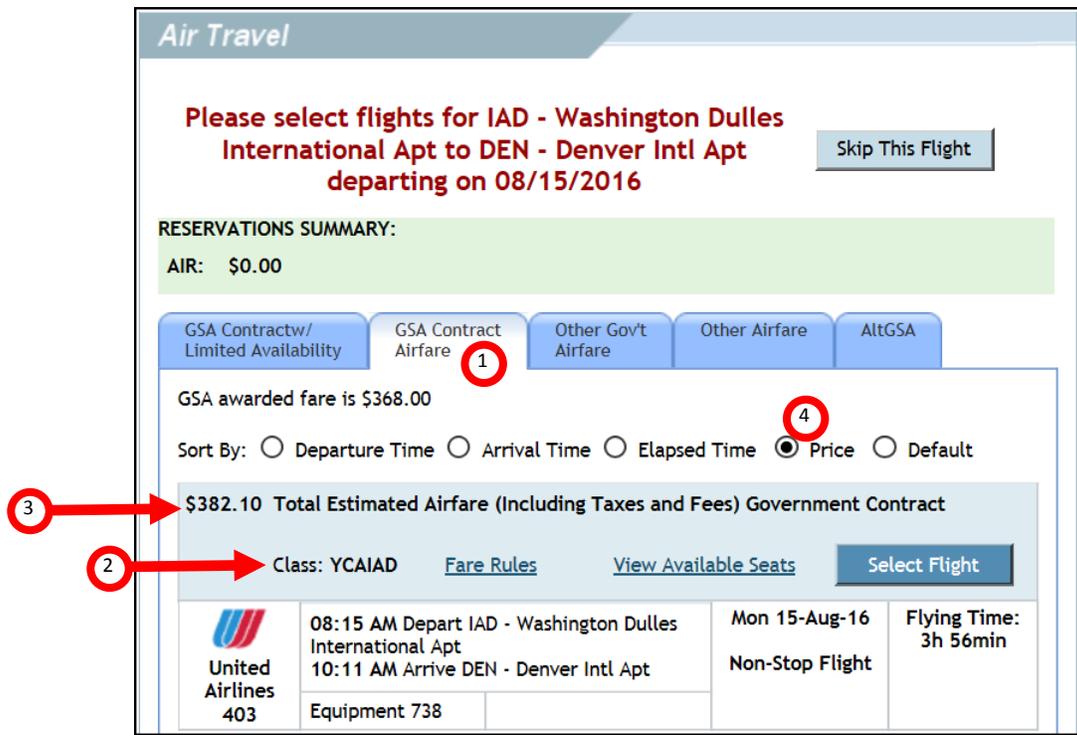


Figure 1: Flight Reservation Results

3. Select the **Price** radio button (4) to sort the results by total cost, lowest cost first. This price includes tax and fees, but does not include the CTO fee.
4. Electronically attach verification of the total ticket cost and fare class. You may use a screen shot of the DTS screen shown in Figure 1 or any document your local policy allows your AO to accept.
5. If the **GSA Contract Airfare** tab does not display any flights, ask your CTO for the cost and fare class of the least expensive, unrestricted economy/coach class airfare including tax and fees (except for the CTO fee).
  - ii. If the standard transportation mode is bus or rail, enter the estimated ticket cost, including taxes and fees, except the CTO fee. Your best source for ticket costs, terminal codes, and fare class (where applicable) is the provider’s website – for example, amtrak.com.
  - iii. If a Gov’t furnished automobile (e.g., motor pool vehicle) is available for your use, enter only the estimated cost of gas and oil, plus any reimbursable expenses allowed by JTR, par. 2830-G that will apply to the trip.
  - iv. If the standard transportation mode is rental car, enter the cost of the lowest cost rental car that is suitable for the mission, and add any reimbursable expenses allowed by JTR, par. 2830-G that will apply to this trip. You can find the lowest cost rental car on DTS’s Travel > Rental Car screen.

3. Complete **Line 2E** in **Section 2. Constructed cost**. All other costs in this section are entered for you.
  - a. **Line 2A** shows the transportation cost of your outbound travel leg.
  - b. **Line 2B** shows the transportation cost of your return travel leg.
  - c. **Line 2C** shows the total transportation cost of your travel between TDY locations. If you only have 1 TDY location on this trip, this will be \$0.
  - d. **Line 2D** shows the total cost of **Lines 2A, 2B,** and **2C**, which are the only transportation expenses the JTR allows you to include in the constructed cost.
  - e. In **Line 2E**, enter the standard CTO transaction fee. If you don't know what your CTO charges, ask your DTA or AO.
  - f. **Line 2F** shows the total cost of **Lines 2D** and **2E**, which is the constructed cost.
  
4. Complete **Section 3. Potential transportation costs**. These costs are not included in the constructed cost, but they provide the AO with more complete information about the total cost of the standard transportation mode. The AO will consider this information when deciding whether or not to limit your transportation reimbursement to the constructed cost.
  - a. In **Line 3A**, enter the transportation cost (e.g., POC mileage, taxi, etc.) to travel from your home or PDS to the departure airport.
  - b. In **Line 3B**, enter the transportation costs to travel to official destinations (e.g., places you eat, sleep, work, etc.) at all your TDY locations. This may include authorized rental cars, public transportation, taxis, etc.
  - c. In **Line 3C**, enter costs related to the use of the transportation modes in **Line 2B** (e.g., gas for a rental car, hotel parking, tolls).
  - d. In **Line 3D**, enter the transportation costs (e.g., mileage, taxi, etc.) to travel back to your home or PDS from the arrival airport.
  - e. In **Line 3E**, enter the cost for parking your POC at the outbound terminal (e.g., airport) while you are TDY.
  - f. In **Line 3F**, enter the cost to ship official material to/from the TDY location. Include excess baggage fees the airline charges.
  - g. In **Line 3G**, enter the constructed transportation cost for all official travelers who will be sharing your POC. Multiply the amount that appears in **Line 2F** by the number of passengers.

5. Complete **Section 4. Additional considerations**. This section identifies conditions that incur no cost, but could affect your ability to accomplish the mission if you use the standard transportation mode. Checking them will require you to explain the circumstances to your AO and add a comment in your authorization. Check each box that applies to this trip.
  - a. First box: Using the standard transportation mode would cause you to leave too late, arrive too late, or travel too long to successfully complete your mission. Example: All available flights to the TDY location arrive too late for you to make a mandatory meeting.
  - b. Second box: The standard transportation mode is not available or is not practical to support the mission. Example: All flights that serve the TDY location are fully booked for several days before and after the projected TDY start date.
  - c. Third box: There is a significant potential for traffic, weather, or routing delays. Example: An earthquake took down the tower at the only airport that serves your remote TDY destination, so all inbound flights are being re-routed to other airports until repairs are made.
  - d. Fourth box: POC use is more efficient, economical, or would result in a more expeditiously accomplished mission. Example: Using commercial air would be significantly more costly than driving.
  
6. When the CTW is complete:
  - a. Select **Save** at the bottom of the completed worksheet to save the file to your computer.
  - b. Follow the usual DTS process for electronically attaching the document to your authorization.
  - c. Mark the document as a constructed travel worksheet by checking the **CTW** box on the **Substantiating Records** screen.
  - d. (optional) Include the reason you are requesting this transportation mode in the justification for the Constructed Travel pre-audit.

**III. AO Instructions**

After you submit the authorization as APPROVED, the **Cost Comparison** screen opens (Figure 2). This screen helps you decide whether to limit the traveler’s transportation reimbursement to the constructed cost or to allow full reimbursement for travel. Please note that these instructions only apply to the CTW that is accessible directly from DTS. If the traveler used a locally-approved worksheet, use the instructions that came with that worksheet instead.

When the **Cost Comparison** screen opens:

1. Open the CTW from the DTS Substantiating Records screen.
2. Enter the amount on **Line 2D** of the CTW into the **Transportation Expenses** block **1**.
3. Enter the amount on **Line 2E** of the CTW into the **Expense Cost Factors** block **2**. DTS automatically calculates the **Total Allowed Cost** **3**.

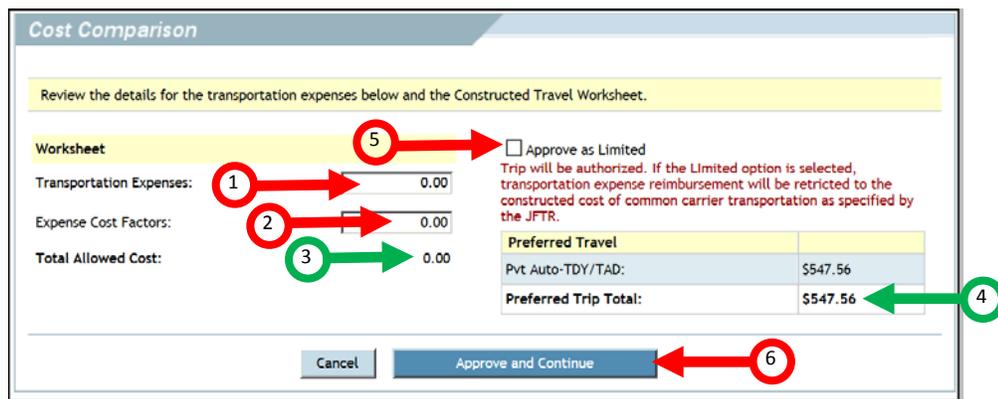


Figure 2: Cost Comparison Screen

4. Compare the **Preferred Trip Total** **4** to the **Total Allowed Cost** **3** before you decide which transportation mode to authorize. You should also look at the following two sections of the CTW:
  - a. **Section 3, potential transportation costs**, to get a better look at the total cost of the standard transportation mode.
  - b. **Section 4, additional considerations**, to see factors that could impact mission accomplishment but will incur no cost. Unless you are very familiar with the travel route and circumstances, you must verify the selected items with the traveler. You should also verify that the traveler included an explanation of the factors in the authorization.

**Approving with limited reimbursement:**

If, after considering all cost and non-cost factors, you decide that the traveler's requested transportation mode is not to the Government's advantage, you may authorize its use, but limit the traveler's transportation reimbursement to the constructed cost. To do so, check the **Approve as Limited** **5** box, then select **Approve and Continue** **6** to conclude the approval process.

**Exception:** Per JTR, par. 3320-A1, you may only authorize rental car use that is to the Government's advantage. If rental car use is not to the Government's advantage, do **not** authorize the request with limited reimbursement. Instead:

1. Select **Cancel** to return to the Digital Signature screen.
2. On the Digital Signature screen:
  - a. Change the **Submit this document as:** selection to **RETURNED**.
  - b. Use the **Additional Remarks** text box to inform the traveler they must select a different transportation mode.
  - c. Select **Submit Completed Document** to return the document to the traveler.

**Approving with no limited reimbursement:**

If you decide that the traveler's requested transportation mode is to the Government's advantage, **do not** check the **Approve as Limited** **5** box. Select **Approve and Continue** **6** to conclude the approval process.

**Caution:**

When POC use is not to the Government's advantage, you must limit the traveler's transportation reimbursement to mileage only<sup>1</sup>. Reimbursable expenses associated with driving a POC (e.g., parking, tolls<sup>2</sup>) are not authorized.

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<sup>1</sup> Found on the Mileage Expenses screen as expense type **Pvt Auto-TDY/TAD** and **Pvt Motorcycle-TDY/TAD**.

<sup>2</sup> Found on the Non-Mileage Expenses screen. These two items show up as expense types **Parking-TDY/TAD** and **Tolls (highway bridge etc)**.

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#### IV. Per Diem when the AO Limits Reimbursement

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When the AO approves an authorization with limited reimbursement, DTS sends the traveler an email to let them know about the limitation. Even so, the AO must inform the traveler of the limitation and ensure the traveler has manually adjusted the trip's per diem allowances, per JTR, par. 4710-C.

**Example:** The traveler plans to take 3 days to drive their POC to the TDY location and 3 days to drive back, but the AO limited the traveler's reimbursement to the cost of commercial air travel. Since using commercial air would have enabled the traveler to get to and from the TDY location in 1 day (each way), the traveler is limited to 1 day of per diem (each way), and must zero out the per diem on all other travel days.

The easiest way to zero out per diem in DTS is to select a **leave, duty day, or non-duty day** per diem status for each applicable day. Note, however, that since DTS always pays a meals and incidentals (M&IE) allowance on IN TRANSIT days, before selecting the appropriate per diem status, the traveler must identify a stopover or TDY location\* by:

- Updating the trip itinerary to include each stopover location.
  - **Note:** Per JTR, par. 3005-E4, the travel order must clearly identify all non-official locations and state that any excess cost is paid by the traveler.
- Adjusting the first TDY location arrival day and the last TDY location departure day to show extra days at a TDY location.

\*If your Component forbids either approach, contact your chain-of-command for alternate guidance.

When complete, every travel day on which no per diem is authorized must reflect \$0 in all per diem columns (i.e., those headed **Ldg Cost, Ldg Allowed, and M&IE Allowed**) on the DTS Per Diem Entitlements screen.