Completing a Constructed Travel Worksheet Voucher

- Overview of Constructed Travel . . . . . Page 1
- Traveler Instructions . . . . . . . . Page 3
- AO Instructions . . . . . . . . Page 7
- Per Diem when the AO Limits Reimbursement . . . Page 10

I. Overview of Constructed Travel

When triggered on a voucher, the DTS Constructed Travel pre-audit indicates that a constructed travel worksheet (CTW) may be required because your actual transportation mode was different from the mode the AO authorized.

A CTW is not required if you used your privately owned vehicle (POV) – automobile or motorcycle only – for every travel leg\(^*\) that was 400 or fewer official miles, per the Defense Table of Official Distance (DTOD). Trips meeting these criteria are always beneficial to the Government. Justify the Constructed Travel pre-audit flag by stating your transportation mode and official driving distance. The AO will not limit your transportation reimbursement.

If the above does not apply, 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.

The above process 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.

Note: A travel leg is usually a one-way journey from the PDS to a TDY location, from one TDY location to another, or from a TDY location to the PDS. Short stopovers with no change of transportation mode do not create a new travel leg. So in other words:
• 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 \(\rightarrow\) TDY1 \(\rightarrow\) PDS
• A TDY to 2 locations has 3 legs: PDS \(\rightarrow\) TDY1 \(\rightarrow\) TDY2 \(\rightarrow\) PDS
• And so on...

However, overnight stops and changes of transportation mode do create additional travel legs. For example, if you take a one-way rental car to the airport, then a flight to your TDY location, you wind up with two travel legs to get to your TDY location.

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

Notes:
1. The ***Traveler Instructions*** section of this document explains how to complete this CTW. If you are using an alternate worksheet, contact the document creator 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.
II. Traveler Instructions

When a CTW is required, fill it out, attach it to your DTS voucher on the My Expenses 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 transportation mode the AO authorized. The first row is for the outbound trip to start your TDY. The second row is for the return trip 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 did not include multiple TDY locations. For each travel leg, enter:

   a. The Date of travel.

   b. The Departure Location. If applicable, also enter the terminal code you were approved to travel from. Example: You might list a flight out of Los Angeles as, “Los Angeles, CA (LAX)”.

   c. The Arrival Location. As 2b, but for the arrival terminal.

       Note for 2b and 2c: Do not list en route stops unless you were paid separately for the transportation, switched transportation modes, or received per diem. Example: If your flight to Dallas, TX included 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 authorized fare class (i.e., “YCA” or “Non-YCA”). For other transportation modes, enter authorized factors that affect the cost (e.g., “sleeper car” for overnight rail travel).

   e. To find the travel Cost, refer to the last approved version of the authorization. Do not include any transportation costs (e.g., rental car, taxi, etc.) at any location.

       i. If the AO authorized travel by air, rail, or bus, include all ticket costs, including taxes and fees except the TMC fee.

       ii. If the AO authorized travel by Gov’t furnished automobile (e.g., motor pool vehicle), enter the following costs:
Completing a Constructed Travel Worksheet – Voucher

1. If another traveler used the Gov’t furnished automobile you are not entitled to receive a mileage allowance. You must enter $0.

2. If no another traveler used that Gov’t furnished automobile, include the mileage allowance per the DTOD, calculated at the “Other” mileage rate (per JTR, par. 020210). You are only authorized mileage. Do not include any other costs (e.g., gas, oil, parking, tolls).

   iii. If the AO authorized travel by rental car, enter the cost of the authorized rental car, plus the cost of any authorized reimbursable expenses for that vehicle (e.g., gas, oil, parking, tolls).

   Note: In most cases, for round-trip travel, if you used the authorized transportation mode for one travel leg, and a different transportation mode for the other travel leg, use the cost of the authorized transportation mode as the constructed cost for both legs. Example: The AO authorized you to fly round-trip to and from Cleveland, but you flew to Cleveland, bought a car, and drove it home. On the CTW, use the cost of the flight to Cleveland as the constructed cost for both the outbound and return travel legs.

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 first travel leg.

   b. Line 2B shows the transportation cost of your final travel leg.

   c. Line 2C shows the total transportation cost for all other travel legs. If you only have 2 travel legs (i.e., PDS → TDY1 and TDY1 → PDS) 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 TMC transaction fee. If you don’t know what your TMC 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 authorized transportation mode. With the exception of Line 3G, do not enter any costs that were not included on the last approved version of your authorization. The AO will consider this information when deciding whether or not to limit your transportation reimbursement.
a. In Line 3A, enter the authorized transportation cost (e.g., POV mileage, taxi, etc.) to travel from your home or PDS, to the departure airport.

b. In Line 3B, enter the authorized 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 authorized 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 authorized 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 authorized cost of parking your POV at the outbound terminal (e.g., airport) while you are TDY.

f. In Line 3F, enter the authorized cost to ship official material to/from the TDY location. Include excess baggage fees the airline charges.

g. In Line 3G, enter the estimated transportation cost for all official travelers who shared your POV. Multiply the amount that appears in Line 2F by the number of passengers.

5. Only complete Section 4. Official round-trip distance if you drove a rental car that the AO did not authorize. Enter the official number of miles for all travel segments, per the DTOD. You may only include official mileage to, from, and between TDY locations; you may not include in-and-around mileage at any location or the actual rental costs. (Note: The mileage allowance is not part of the constructed travel cost; it merely sets the upper limit for your transportation reimbursement.)

6. Complete Section 5. Additional considerations. This section identifies conditions that would have incurred no cost, but would have affected your ability to accomplish your mission if you had used the authorized transportation mode. Checking them will require you to explain the circumstances to your AO and add a comment in your voucher. Check each box that applies to this trip.

   a. First box: Using the authorized transportation mode would have caused 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 arrived too late for you to make a mandatory meeting.

   b. Second box: The authorized transportation mode was not available or was not practical to support the mission. Example: All flights that serve the TDY location were fully booked for several days before and after the projected TDY start date.
c. Third box: There was a significant potential for traffic, weather, or routing delays. Example: An earthquake took down the tower at the only airport that served your remote TDY destination, so all inbound flights were being re-routed to other airports until repairs are made.

d. Fourth box: POV use was more efficient, was more economical, or resulted in a more expeditiously accomplished mission. Example: Using commercial air would have been significantly more costly than driving.

7. 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 voucher, making sure to clearly identify the document as a constructed travel worksheet.

c. (optional) Include the reason you are requesting this transportation mode in the justification for the Constructed Travel pre-audit.
III. AO Instructions

For trips that contain constructed travel, after you submit the voucher as APPROVED, the Cost Comparison screen opens (Figure 1). 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.
3. Enter the amount on Line 2E of the CTW into the Expense Cost Factors block. DTS automatically calculates the Total Allowed Cost.
4. Enter the amount (if any) from Section 4, Official round trip distance of the CTW into the Allowed Rental Car Mileage block. DTS automatically calculates the Allowed Rental Car Cost. (Important: Ensure this total only includes official mileage to, from, and between – but not at – TDY locations as calculated by the DTOD.)
5. Compare the Preferred Trip Total to the Total Allowed Cost before you decide which transportation mode to authorize. You should also look at the following two sections of the CTW:

Figure 1: Cost Comparison Screen

Defense Travel Management Office
This instruction has been reviewed by the Per Diem, Travel and Transportation Allowance Committee staff in accordance with DoDI 5154.31, Volume 5, dated 8 October 2015, as PDTATAC Case D16006.
a. **Section 3, potential transportation costs**, to get a better look at the total cost of the authorized transportation mode. Also, don’t forget to check the traveler’s authorization for extra travel days, which drive up the trip’s per diem costs.

b. **Section 5, additional considerations**, to see factors that impacted mission accomplishment, but incurred 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 voucher.

**Note:** DTS does not display any booked airfare costs in the **Preferred Trip Total** list. If the traveler traveled part of the way using the directed transportation mode (e.g., flew to the TDY location and drove a POV back to the PDS), you must mentally add the cost of that flight into the **Preferred Trip Total** when comparing costs.

---

**Approving with limited reimbursement:**

If, after considering all cost and non-cost factors, you decide that the traveler’s actual transportation mode was not to the Government’s advantage, you should limit the traveler’s transportation reimbursement to the constructed cost. To do so, check the **Approve as Limited** box, then select **Approve and Continue** to conclude the approval process.

---

**Approving with no limited reimbursement:**

If you decide that the traveler’s actual transportation mode was to the Government’s advantage, do not check the **Approve as Limited** box. Select **Approve and Continue** to conclude the approval process.

---

**Caution:**

If the traveler used a POV that was not to the Government’s advantage:

1. You must limit the traveler’s transportation reimbursement to mileage allowances only. Mileage allowances display on the My Expenses screen as either **Pvt Auto-TDY/TAD** or **Pvt Motorcycle-TDY/TAD**.

2. Reimbursement of expenses associated with driving the POV is not authorized. POV-related driving expenses appear on the My Expenses screen as Non-Mileage Expense types, for example, **Parking-TDY/TAD** and **Tolls (highway bridge etc)**.
Overriding Limited Reimbursement Selection

If you approved an authorization with a limited transportation reimbursement, you can override that decision on the voucher, allowing the traveler to receive full reimbursement for their transportation. The most common reason to do so is when the traveler, for reasons beyond their control (e.g., airport closure, inclement weather), was forced to abandon the transportation mode you authorized.

The override selector appears as an Override Limited Reimbursement checkbox on the digital signature screen. Just check the box before approving the voucher, and the traveler’s transportation reimbursement will no longer be limited.
IV. Per Diem when the AO Limits Reimbursement

When the AO approves a voucher 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. 020210-F.

Example: The traveler took 3 days to drive their personal vehicle 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 extra travel day. DTS marks such days as IN TRANSIT, and 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 do one of the following:

• Update the trip itinerary to include each stopover location.
  
  o Note: Per JTR, par. 033301-B3, if the travel order identifies any locations associated with leave or personal travel, the authorization must make clear that the traveler must pay any excess costs.

• Adjust the first TDY location arrival day and the last TDY location departure day to show extra days at a TDY location.

Note: If your Component forbids both of the above approaches, 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.