



**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 transportation mode the AO authorized or directed on every travel leg. The AO will usually authorize or direct you to use commercial air, unless a local policy dictates otherwise.
2. You will use your privately owned vehicle (POV) – automobile or motorcycle only – for every travel leg that is 400 or fewer miles, per the Defense Table of Official Distance (DTOD).
3. Government transportation is authorized or directed.

If any 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 not limit your transportation reimbursement.

If none of the conditions applies, you must complete a CTW to help the AO decide whether to limit your transportation reimbursement to the constructed transportation cost. You are not required to use the CTW available through DTS. You may use any locally-approved worksheet.

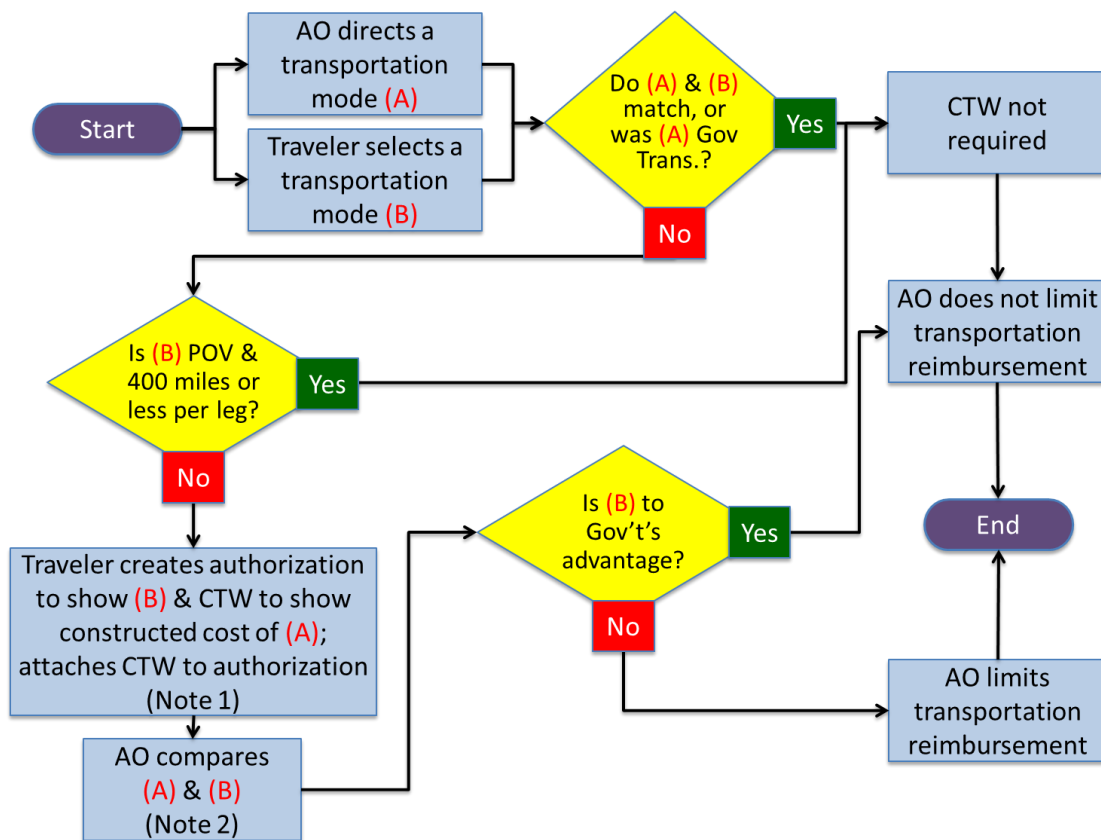
The above process is summarized in the flowchart on the next page. Consult your AO or DTA if you still do not know whether you need to complete a CTW, or if an alternate, locally-approved worksheet exists.

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:

- A TDY to 1 location has at least 2 legs: PDS → TDY1 TDY1 → PDS
- A TDY to 2 locations has at least 3 legs: PDS → TDY1 TDY1 → TDY2 TDY2 → 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 Authorizations



Notes:

1. The **Traveler Instructions** section of this document explains how to complete a 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 authorization 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 or directed. 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 would 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**. As 2b, but for the arrival terminal.

Note for 2b and 2c: Do not list en route stops unless you would have paid separately for the transportation, switched transportation modes, or received per diem. Example: If your flight to Dallas, 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.).
 - i. For air travel, include the fare class. Since DTS no longer shows the actual fare class, you have two options. If DTS lists the flight (see Figure 1) as:
 1. A **GSA Contract Rate**, enter “YCA”.
 2. A **GSA Contract Rate w/ Limited Availability, Other Gov’t Rate, or Other Rate**, enter “Non-YCA”.
 - ii. For other travel modes, enter factors that affect the cost (e.g., “sleeper car” for overnight rail travel).
- e. The travel **Cost**. Enter the constructed cost of the transportation mode the AO authorized or directed. Do not include any other expenses. For ticketed transportation, the constructed cost is the ticket cost plus all taxes and fees except the TMC fee. See JTR, par. 020210-F for more detail about constructed costs.

i. If the AO authorized or directed **travel by commercial air**, use DTS to find the terminal codes, fare classes, and ticket costs. Here’s how:

1. Use DTS’s Flight screens to search for flights, using the airports and dates you would use if you were to travel by commercial air.
2. On the Flight Step 1 of 3 screen (Figure 1), find the lowest cost flight listed as a **GSA Contract Rate** ¹. Take note of the cost ², and the airport terminal codes ³. You’ll need to enter them on the CTW. The cost listed in DTS includes tax and all fees except the TMC fee.

Note: A flight listed as a **GSA Contract Rate** is always classed as a YCA fare – the rate the JTR requires you to use for constructed costs. The JTR does not allow you to use a **GSA Contract Rate w/ Limited Availability** ⁴ for a constructed airfare cost.

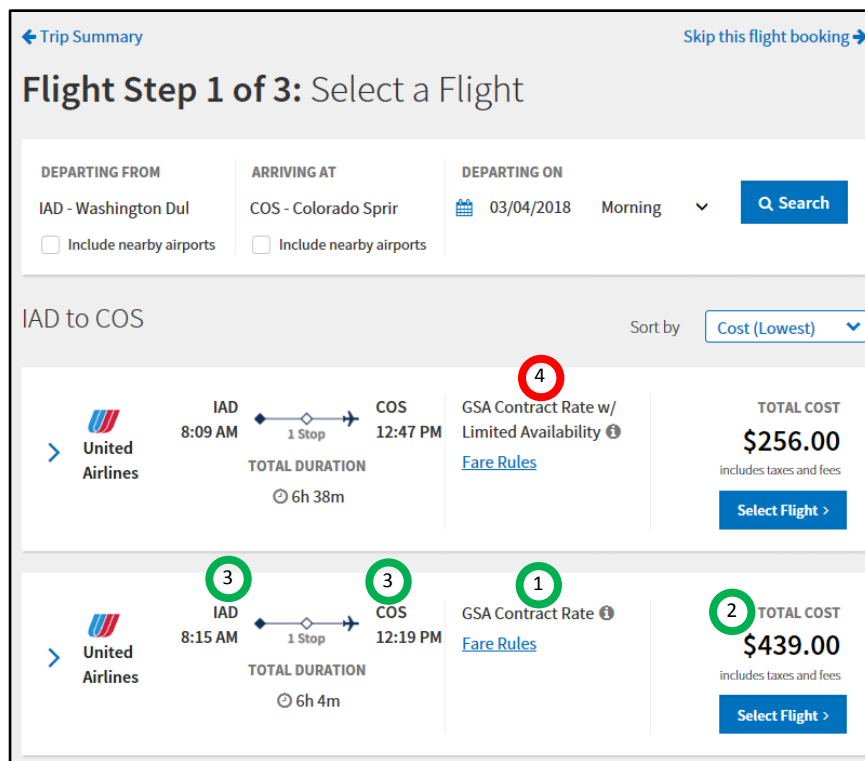


Figure 1: Flight Search Results

3. 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.
4. If the search results display no flights with a **GSA Contract Rate**, ask your TMC for the cost and fare class of the least expensive,

unrestricted economy/coach class airfare including tax and fees,
except for the TMC fee.

- ii. If the AO authorized or directed **travel by rail or bus**, enter the estimated ticket cost, including taxes and fees, except the TMC 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 the AO authorized or directed **travel by a Gov't-furnished automobile** (e.g., motor pool vehicle), enter the estimated amount you'd have to pay for gas and oil (usually \$0.00), plus any reimbursable expenses JTR, par. 020208 allows that would apply to the trip.
- iv. If the AO authorized or directed **travel by rental car** (including a one-way rental car to or from any official location) enter the cost of the lowest cost rental car that is suitable for the mission, and add any reimbursable expenses JTR, par. 020210-F allows that would apply to the trip. You can find the lowest cost rental car on DTS's Rental Car Screen 1 of 2.

Note: In most cases, for round-trip travel, if you plan to use the authorized or directed transportation mode for one travel leg, and a different transportation mode for the other travel leg, use the cost of the authorized or directed transportation mode as the constructed cost for both legs. Example: The AO directed you to fly round-trip to and from Cleveland, but you want to fly to Cleveland, buy a car, and drive 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 or directed transportation mode. The AO will consider this information when deciding whether or not to limit your transportation reimbursement to the constructed cost. **Note:** Do not include the costs associated with authorized or directed en-route rental cars in Section 3. Enter them in Section 1 (see step 2.e.iv.).
 - a. In **Line 3A**, enter the estimated 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 estimated transportation costs to travel between official destinations (e.g., places you eat, sleep, work, etc.) at all your TDY locations. This may include rental cars, public transportation, taxis, etc.
 - c. In **Line 3C**, enter all estimated 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 estimated 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 estimated cost for parking your POV at the outbound terminal (e.g., airport) while you are TDY.
 - f. In **Line 3F**, enter the estimated 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 POV. 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 authorized or directed 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 authorized or directed 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 authorized or directed 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: POV 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, 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 an 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**.

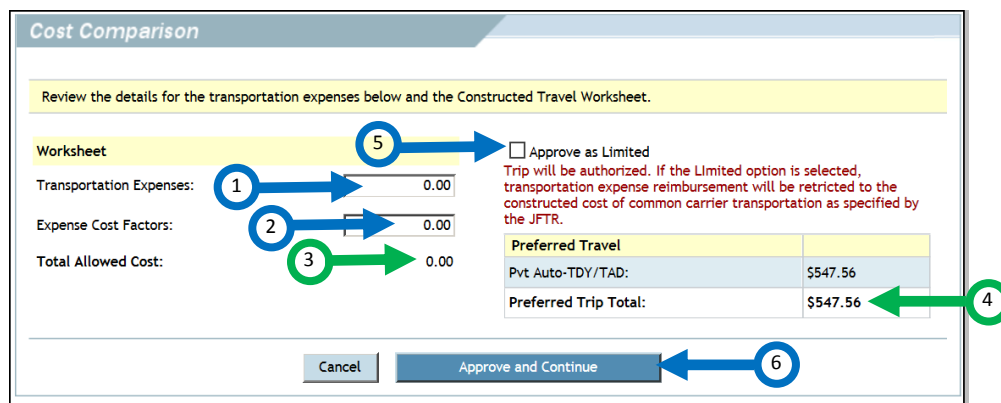


Figure 2: Cost Comparison Screen

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. 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 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.

Note: DTS does not display any booked airfare costs in the **Preferred Trip Total** list. If the traveler wants to travel part of the way using the authorized or directed transportation mode (e.g., fly to the TDY location and drive 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 requested transportation mode is not to the Government's advantage, you may authorize its use, but 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.

Exception: Per JTR, par. 020209, 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 Competed 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** box. Select **Approve and Continue** to conclude the approval process.

Caution:

When POV use is 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)**.

IV. ADDITIONAL LIMITATION CONSIDERATIONS FOR AOs

Cost Comparison Screen Values Zero Out on Authorization Amendments

If you approve an authorization with limited transportation reimbursement, the values you entered in the **Transportation Expenses** and **Expense Cost Factors** blocks on the Cost Comparison screen reset to zero on amendments to that authorization. You must re-enter them before approving the amended authorization.

Deselect the Approve as Limited Option

After limiting a traveler's transportation reimbursement, if you return to the authorization and uncheck the **Approve as Limited** box the allowable costs for the document revert to the actual/estimate costs for the trip.

Centrally Billed Accounts (CBAs) and Prepaid Options with Constructed Travel

When a traveler pays for transportation with a CBA or prepaid option, you cannot approve the travel as limited. The Government is obligated to pay the full charged cost for such transactions, so only the preferred values display on the Cost Comparison screen. Therefore, if a traveler who will pay by CBA or a prepaid option wants to use a transportation mode that you determine is not in the best interests of the Government, return the authorization to the traveler so they can change the transportation mode.

V. Per Diem when the AO Limits Reimbursement

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. 020210-F.

Example: The traveler plans to take 3 days to drive their POV 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.
 - **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.