



**DEFENSE TRAVEL  
MANAGEMENT OFFICE**

## Completing a Constructed Travel Worksheet Voucher

➤ Overview of Constructed Travel	. . . . .	Page 1
➤ Traveler Instructions	. . . . .	Page 3
➤ AO Instructions	. . . . .	Page 6
➤ Per Diem when the AO Limits Reimbursement	. . . . .	Page 8

### 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 than the mode the AO authorized.

A CTW is not required if you used a privately owned conveyance (POC) – automobile or motorcycle only – and the official driving distance was 400 or fewer official miles for every travel segment\*, 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 authorize you the full 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.

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.

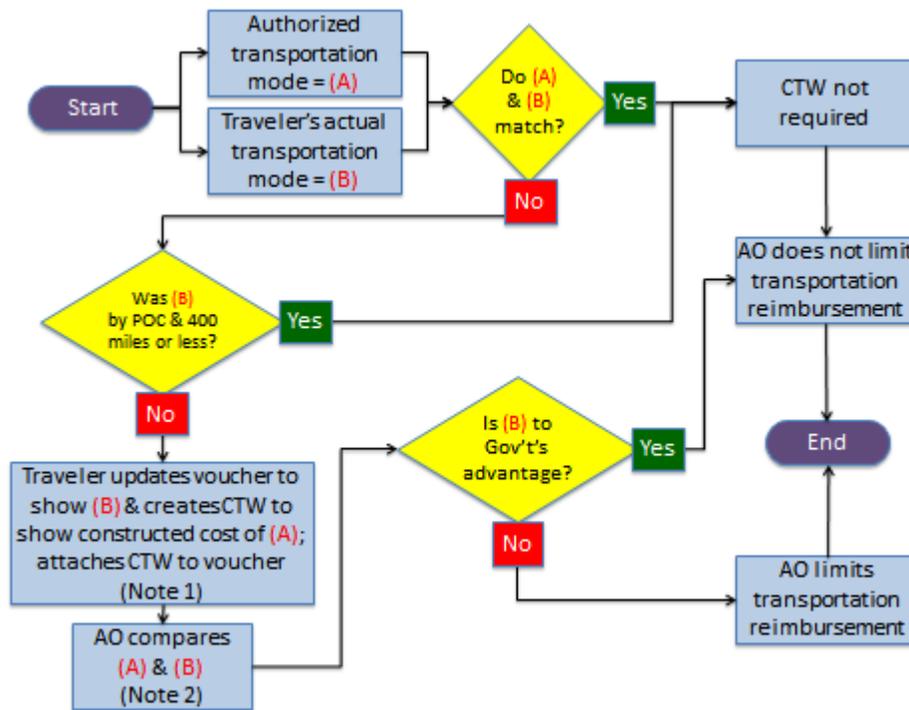
\* A travel segment is any one-way journey:

- 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 Vouchers**



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.

---

## II. Traveler Instructions

---

When a CTW is required, fill it out, attach it to your DTS voucher 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 authorized 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 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**. Enter the terminal code, if applicable.

**Note for 2b and 2c:** Do not list en route stops unless you were authorized to receive per diem or would have 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 authorized fare class (e.g., YCA). 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 in-and-around transportation costs (e.g., rental car, taxi, etc.) at any location.
  - i. If the authorized transportation mode was commercial air, rail, or bus, include all ticket costs, including taxes and fees except the CTO fee.
  - ii. If a Gov't furnished automobile (e.g., motor pool vehicle) was available for your use:
    1. If another traveler used that 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 (JTR, par. 2600-A). 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).
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 had 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 in the constructed cost.
  - e. In **Line 2E**, enter your 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 authorized transportation mode. With the exception of **Line 3G**, do not enter any costs that are 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., POC 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 POC 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 authorized transportation cost for all official travelers who shared your POC. 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: Use of 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: POC use was more efficient, was more economical, or would have 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.
  - 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 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 **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**.

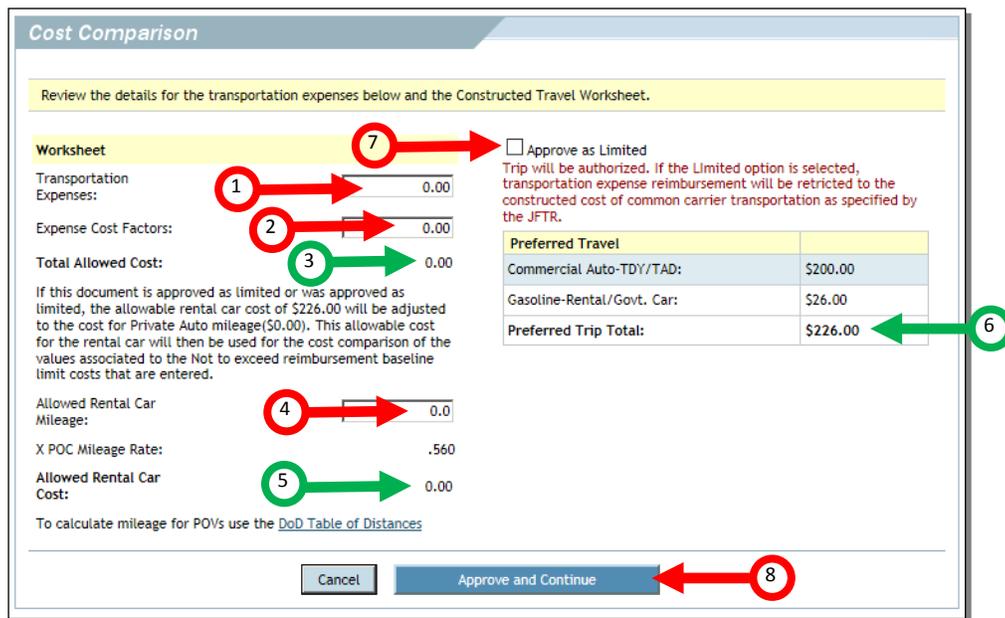


Figure 1: Cost Comparison Screen

4. Enter the amount (if any) from **Section 4. Official round trip distance** of the CTW into the **Allowed Rental Car Mileage** block **4**. DTS automatically calculates the **Allowed Rental Car Cost** **5**. (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** **6** 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 authorized transportation mode.

- 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.

#### 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 **7**, then select **Approve and Continue** **8** 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 **7**. Select **Approve and Continue** **8** to conclude the approval process.

#### Caution:

If the traveler used a POC that was 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.

---

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

---

#### 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. 4710-C.

**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 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.