

CHAPTER 9: CONSTRUCTED TRAVEL

Constructed travel is when a traveler chooses a mode of travel other than the standard or authorized mode. One example is when a traveler drives a privately owned conveyance (POC) or rental car instead of flying. When this occurs, the traveler may be required to provide a cost-comparison to the Authorizing Official (AO). This chapter describes constructed travel and how it is used. This chapter covers the following topics:

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9.1 Overview of Constructed Travel

Government travel should be performed using the most expeditious and cost-effective transportation mode. Typically, this means traveling by one of the following standard transportation modes:

- Commercial Air
- Other Government transportation:
 - Government auto
 - Government bus
 - Government plane
 - Government vehicle

A traveler may prefer to use a travel mode other than the standard. For instance, a traveler may want to drive a POC or a rental car instead of flying. Travelers who wish to use a nonstandard mode must provide the AO a comparison of costs and travel details for both the standard and preferred modes. The traveler enters this information on a constructed travel worksheet.

A constructed travel worksheet helps the AO determine the best way for travel to be performed and whether to limit reimbursement to the costs associated with the standard mode. In addition to limiting the transportation-related costs, it may be necessary to adjust the en route per diem entitlements as part of the constructed travel process. If travel by commercial air is the standard mode, then only one day of allowable travel (and related per diem) per leg of travel is typically authorized when traveling in the continental United States (CONUS). The AO must ensure that per diem entitlements are entered correctly for the excess travel days. If chargeable as leave, the duty condition “Leave” must be selected. If the excess travel days are 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 travel costs with the standard travel costs from the worksheet. The AO can then 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 mode(s) of travel on the authorization and enters the standard travel costs on a constructed travel worksheet (Section 9.2.8). This worksheet is then attached to the travel document.

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

9.1.1 Determine the Necessity for a Constructed Travel Worksheet

The possibility that the requirement for a constructed travel worksheet is triggered when the traveler selects any of the following travel modes in the authorization or voucher:

- Rental Car (Section 9.2.1)
- Other Transportation (Section 9.2.2)
 - Commercial Rail
 - Commercial Bus
 - Commercial Vessel
- Non-Mileage Expenses (Section 9.2.3)
 - Commercial Auto-TDY/TAD
- Mileage Expenses (Section 9.2.4)
 - Private Auto-TDY/TAD
 - Private Motorcycle-TDY/TAD
 - Private Plane
 - Private Vessel

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Use the following decision process to determine if constructed travel applies to a trip (Figure 9-1).

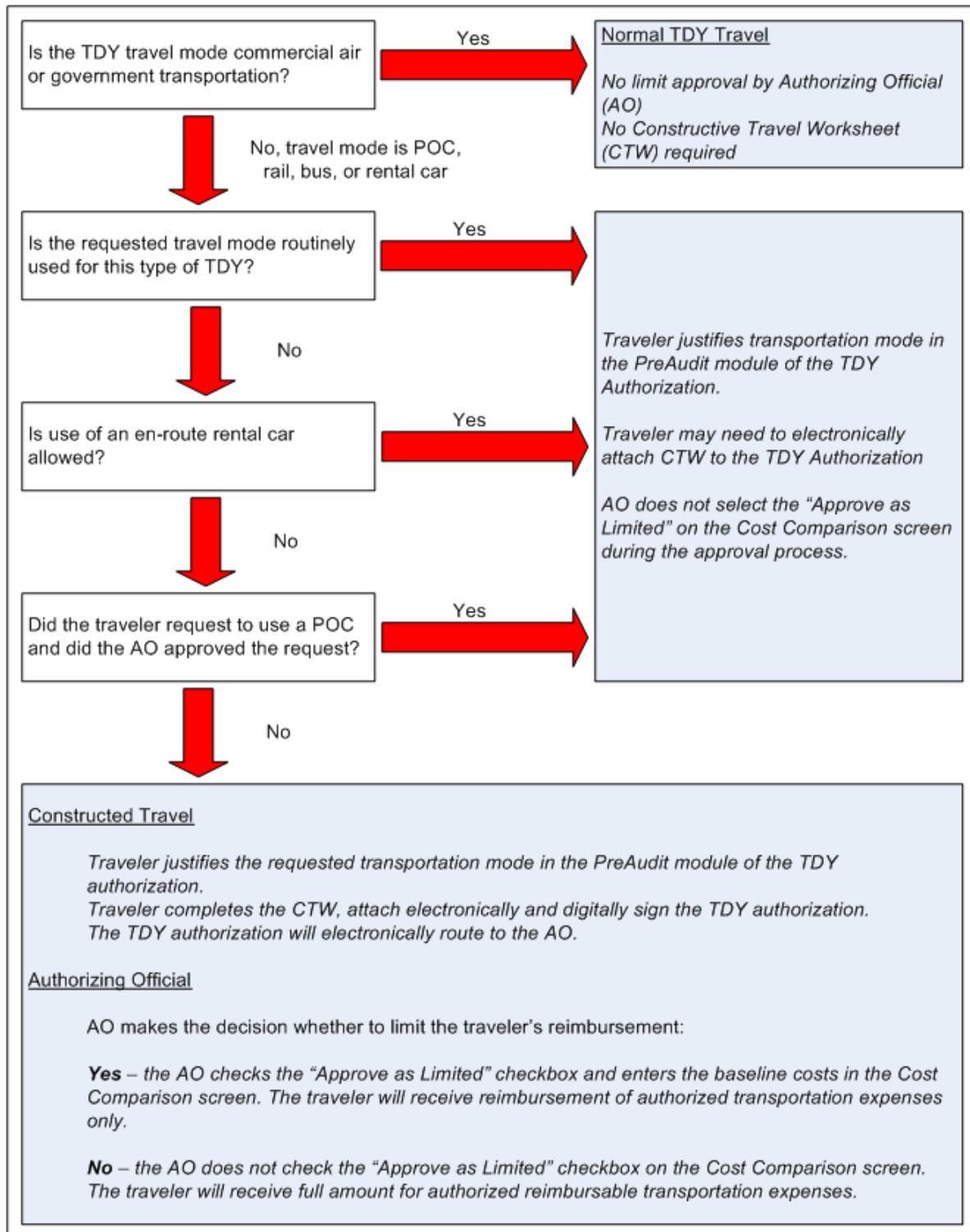


Figure 9-1: Constructed Travel Decision Process

Use the four scenarios below to determine if constructed travel applies to a trip:

Question. *Does the trip normally require use of commercial air or Government-provided transportation?*

Scenario 1. *NO. The trip does not normally require commercial air or Government transportation to be used.*

Constructed travel does not apply. This scenario indicates the trip is typically taken by POC, rental car, or commercial transportation other than air. For example, the trip is to a location within driving distance, or not serviced by a scheduled airline. The traveler performs the below:

1. During the preaudit process, 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. *YES. The trip normally requires commercial air or Government transportation, but the traveler requests to use a different mode of transportation.*

Constructed travel applies. The traveler **CHOOSES** to use one of the listed modes of transportation instead of commercial air or Government transportation. The below steps are taken:

1. The traveler completes the authorization using the expenses associated with the preferred mode of travel. See Section 9.2.3.
2. The traveler enters "CTW attached" in the Justification to Approving Official text box on the Pre-Audit Trip screen See Section 9.2.8.
3. The traveler selects the Constructed Travel Worksheet link on the Pre-Audit Trip screen See Section 9.2.8.
4. The traveler completes the constructed travel worksheet and attaches it to the authorization. See Section 9.2.9.
5. The AO reviews the constructed travel worksheet to determine if limited reimbursement rules apply. If the rules apply, the AO enters the reimbursement baseline costs for transportation and related expenses on the Cost Comparison screen See Section 9.3.
6. The AO ensures proper updates of per diem entitlements to reflect any leave, duty days for military members, or nonduty days for civilians See Section 9.2.10.
7. The traveler receives an e-mail stating that reimbursement will be limited to the authorized amount.

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Scenario 3. YES. *The trip normally requires Government 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 necessary:

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. See Section 9.2.8.
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. See Section 9.2.9
3. The AO does not check the Approve as Limited box on the Cost Comparison Screen. See Section 9.3.

Scenario 4. YES. *The trip normally requires commercial air or Government transportation, but the traveler CHOOSES to use a POC or rental car, AND the AO agrees this is the best way for travel to be performed.*

Constructed travel does not apply. Local business rules may apply. In this case, the below steps may be necessary:

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. See Section 9.2.8.
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. See Section 9.2.9.
3. The AO does not check the Approve as Limited box on the Cost Comparison 3.screen. See Section 9.3.

9.2 Constructed Travel Functionality

The following sections and screens explain the following:

- How the constructed travel flag is triggered
- How to complete a TDY authorization that requests constructed travel
- How an AO approves a TDY authorization that requests constructed travel

9.2.1 Rental Car

A traveler who is renting a car to drive to and from the TDY location should check the (ER) En Route box. (Figure 9-2). This box is located in the center of the screen.

Defense Travel System
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Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

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

Rental Car

Modify Search

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

* Pick-Up Date: 05/03/2010

* Pick-Up Time: 10:30 AM

* Drop-Off Date: 05/03/2010

* Drop-Off Time: 06:00 PM

One-Way Rental:

* Pickup Airport (or city, state): IAD - Washington Dulles

Drop Off Airport (or city, state): MCO - Orlando Intern

* Type: Compact

Search

Select Rental Car for
IAD - Washington Dulles International Apt, DC (United States)
from 05/03/2010 through 05/03/2010

Skip This Car

RESERVATIONS SUMMARY:
RENTAL CAR: \$0.00

Government Rates | Non-Government Rates

Rental rates shown do not include the Government Administrative Supplemental fee of \$5 per day.

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.

One Way Rental From IAD to MCO

(ER) En Route:

| | | | |
|--|--|---|---|
| \$146.66 [Estimated Total Cost Including Taxes & Fees] Select Car | | | |
| | HERTZ OFF TERMINAL, SHUTTLE TO CAR Compact Car | Daily Rate: \$71.00 Air Conditioning Automatic | Extra Hour: \$53.00 Extra Mile: \$0.25 |
| \$519.28 [Estimated Total Cost Including Taxes & Fees] Select Car | | | |
| | DOLLAR IN TERMINAL/SHUTTLE TO CAR Compact Car | Daily Rate: \$46.00 Air Conditioning Automatic | Extra Hour: \$16.00 Extra Day: \$46.00 Unlimited Miles/Kilometers |
| \$519.28 [Estimated Total Cost Including Taxes & Fees] Select Car | | | |
| | THRIFTY IN TERMINAL/SHUTTLE TO CAR Compact Car | Daily Rate: \$46.00 Air Conditioning Automatic | Extra Hour: \$16.00 Extra Day: \$46.00 Unlimited Miles/Kilometers |

If travel agent assistance is required, click on the button "Request Assistance in Booking Rental Car". NOTE: Additional travel agent handling fees may apply.

[Request Assistance in Booking Rental Car](#)

Figure 9-2: Rental Car Screen

This action triggers the constructed travel flag on the Pre-Audit screen. The constructed travel preaudit flag will also trigger if this box is not checked, and rental car is the only mode of transportation used. See Section 9.2.3 for additional information on entering an en route rental car when reserving it by using the Travel module.

9.2.2 Other Transportation

A traveler who will use another mode of transportation, will access the Other Trans. screen and follow the below steps to add other ticketed transportation to a TDY document (Figure 9-3).

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RETURN TO LIST | Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

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: | WARRENTON,VA | Edit |
| Leave: | 23-Apr-10 | |

Location 1: VIRGINIA BEACH,VA

| | | |
|--------------|-------------------|----------------------|
| Leave From: | VIRGINIA BEACH,VA | Edit |
| TDY/TAD Loc: | VIRGINIA BEACH,VA | |
| Arrive: | 23-Apr-10 | |
| Leave: | 30-Apr-10 | |

Overall Ending Point

| | | |
|-------------|-------------------|----------------------|
| Leave From: | VIRGINIA BEACH,VA | Edit |
| Return Loc: | WARRENTON, VA | |
| Arrive: | 30-Apr-10 | |

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 fill.

2. Complete the **Ticket No.** field.
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** if any other transportation expense needs to be entered.

9.2.3 Non-Mileage Expenses

The constructed travel flag is triggered if the Commercial Auto - TDY or Private Vessel expense type is selected and saved on the Non-Mileage Expenses screen.

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

The Non-Mileage Expenses screen opens (Figure 9-4).

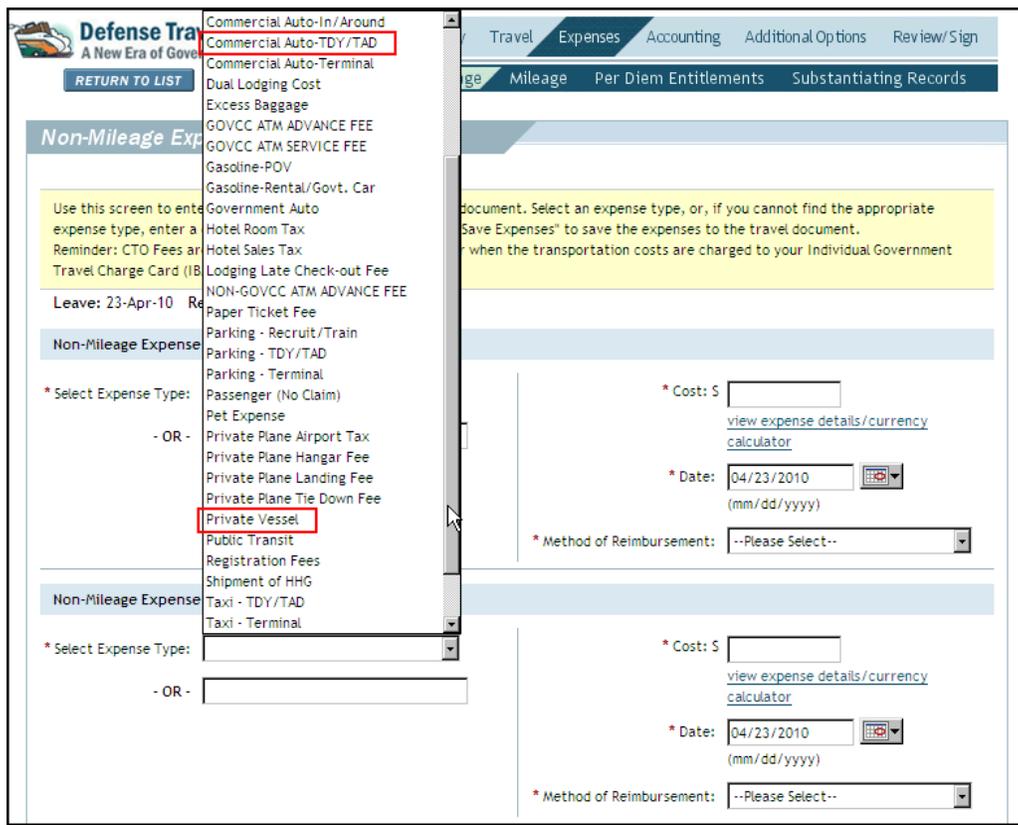


Figure 9-4: Non-Mileage Expenses Drop-Down List

2. Use the **Select Expense Type** drop-down list arrow to select either **Commercial Auto-TDY/ TAD** or **Private Vessel**.

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, a constructed travel worksheet must be electronically attached to the document via the fax or scan and upload feature. See Section 9.2.5.

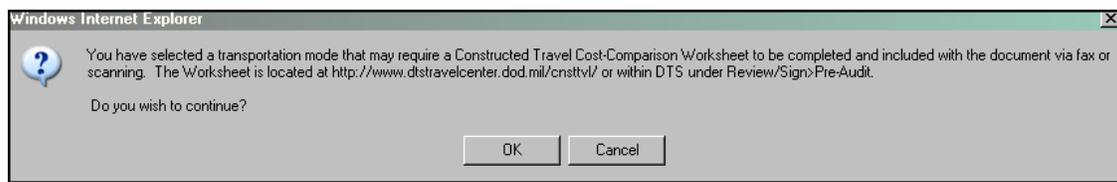


Figure 9-5: Pop-up Message When Certain Modes Are Selected

3. Complete the other fields. See Chapter 2, Section 2.7.1 of this manual for details on how to complete the fields on this screen.

4. Select **Save Expenses**.

Note: The user must use the **Justification to Approving Official** text field on the Pre-Audit screen to identify whether the constructed travel worksheet has been attached. The user may access the worksheet via the Constructed Travel Worksheet link.

9.2.4 Mileage Expenses – Privately Owned Conveyance

The constructed travel flag is triggered when Private Auto TDY/TAD, Private Motorcycle TDY/TAD, or Private Plane is selected and saved. A pop-up message alerts the user that a constructed travel worksheet may need to be completed. If a constructed travel worksheet is required, it must be electronically attached to the document.

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

The Non-Mileage expense screen opens by default.

2. Select **Mileage** from the subnavigation bar.

The Mileage Expenses screen opens (Figure 9-6).

The screenshot displays the 'Mileage Expenses' interface. At the top, the 'Defense Travel System' logo is visible, along with navigation tabs for 'Itinerary', 'Travel', 'Expenses', 'Accounting', 'Additional Options', and 'Review/Sign'. Below this, a subnavigation bar includes 'Non-Mileage', 'Mileage', 'Per Diem Entitlements', and 'Substantiating Records'. The main heading is 'Mileage Expenses'. A yellow banner instructs the user to use the screen to enter mileage expenses and click 'Save Expenses'. Below this, the travel dates are 'Leave: 23-Apr-10' and 'Return: 30-Apr-10'. There are two identical 'Mileage Expense' entry forms. Each form includes a dropdown for 'Expense Type', a date field set to '04/30/2010', a dropdown for 'Method of Reimbursement' (currently showing '--Please Select--'), and a calculation field 'Miles x Rate = Cost \$'. A 'Save Expenses' button is located at the bottom center of the form area.

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.

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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 See Chapter 2, Section 2.7.2 of this manual for details on how to complete the fields on this screen.
6. Select **Save Expenses**. A pop-up message alerts the user that a transportation mode has been selected that may require a constructed travel worksheet 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. See Section 9.2.5.

Note: The user must use the **Justification to Approving Official** text field on the Pre-Audit screen to identify whether the constructed travel worksheet has been attached. The traveler may access the worksheet via the Constructed Travel Worksheet link.

9.2.5 Substantiating Documents

A constructed travel worksheet can be attached to a travel document by way of fax or upload. Follow the directions shown in Chapter 2, Section 2.7.4 to attach the worksheet (via the fax or scan and upload feature) to the travel document.

1. Complete the constructed travel worksheet.
2. Select **Save To File for Upload to DTS**.
3. Select **Click here to Save (as PDF) to Desktop or other Folder**.
4. Fax or upload the PDF file.
5. Once the worksheet is attached, check the box in the **CTW** column (Figure 9-7).

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

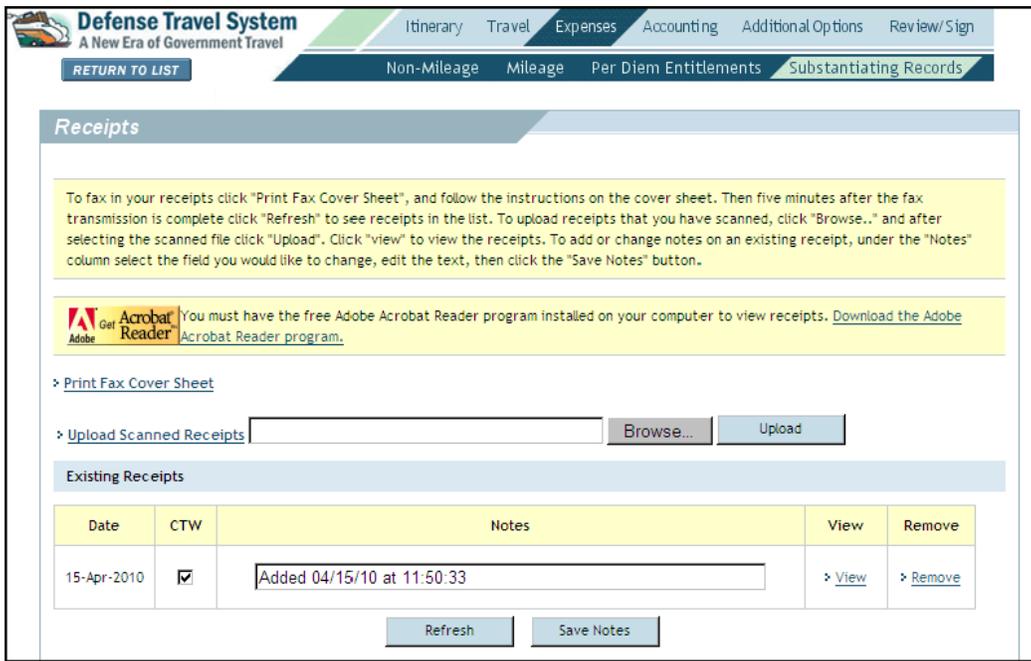


Figure 9-7: Substantiating Records (Receipts) Screen with Constructed Travel Worksheet Attached

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

9.2.6 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. See Table 9-3 for cost factors. The AO can edit these values when limiting reimbursement. The traveler may view the Allowed Cost limits after approval. See Section 9.4.

9.2.7 Preview Trip

Follow the below step to access the features on the Preview Trip screen:

1. Select **Review/Sign** from the navigation bar.

The Preview Trip screen opens by default (Figure 9-8).

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Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign

RETURN TO LIST

Preview | Other Auths. | Pre-Audit | Digital Signature

Print Document

Preview Trip

Review the details for this trip below. To make edits, click on the links at the left to return to that section. If you have no changes proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Reference Information

Reference:

Document Comments

Comments to the Approving Official:

Comments from the Travel Agent:

The use of a Government-Contracted Commercial Travel Office(CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

Other Trip Information

Trip Type: AA-ROUTINE TDY/TAD

Trip Purpose: SITE VISIT

Trip Description:

Overall Starting Point Time Zone: EST (06)

Itinerary: Leave From: RESTON,VA

[Edit](#) Leave: 03-May-10

Location 1 - ORLANDO,FL Time Zone: EST (06)

Itinerary: Leave From: ORLANDO,FL

[Edit](#) TDY/TAD Location: ORLANDO,FL

Arrive: 03-May-10

Leave: 22-May-10

Rental Car: Company: HERTZ

[Edit](#) En-Route: Yes

Cost: \$146.66

Locations: IAD - Washington Dulles International Ap to MCO - Orlando International Apt, FL (Uni)

Pick-Up: 03-May-10 10:30AM

Drop-Off: 03-May-10 06:00PM

Method Of Reimbursement: PERSONAL

Confirmation: E7212168116-

Restrictions: Daily \$71.00, Extra Hour \$53.00, Extra Mile \$0.25, Estimated Total Cost \$146.66

Comments to the Travel Agent:

Figure 9-8: Preview Trip Screen

9.2.7.1 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 (Figure 9-8). This indicates that the traveler will use the rental car as transportation to the TDY location.

9.2.7.2 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 cost. See Section 9.4.

9.2.7.3 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: | 10 DAIDTS01 Edit | Accounting Code: | 10 DAIDTS01 Edit |
| LODGING: | \$1,414.00 | LODGING: | \$1,414.00 |
| M&IE: | \$823.50 | M&IE: | \$823.50 |
| MILEAGE: | \$1,959.00 | MILEAGE: | \$1,959.00 |
| 10 DAIDTS01 Sub Total: | \$4,196.50 | 10 DAIDTS01 Sub Total: | \$4,196.50 |
| Calculated Trip Cost: | \$4,196.50 | Calculated Trip Cost: | \$4,196.50 |
| Document Totals | | | |
| Actual/Estimate | | Baseline Trip | View Worksheet |
| LODGING: | \$1,414.00 | LODGING: | \$1,414.00 |
| M&IE: | \$823.50 | M&IE: | \$823.50 |
| MILEAGE: | \$1,959.00 | MILEAGE: | \$1,959.00 |
| Calculated Trip Cost: | \$4,196.50 | Calculated Trip Cost: | \$4,196.50 |
| 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. This screen displays a list of the attached receipts and supporting documentation.

If the worksheet was attached to the document, it can be viewed from the document.

9.2.8 Pre-Audit Flags for Constructed Travel

Pre-audit flags may be triggered, depending on the mode of en route travel selected (Figure 9-10). These flags are described in Table 9-1.

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RETURN TO LIST Itinerary Travel Expenses Accounting Additional Options Review/Sign

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. | |

Save And Proceed To Digital Signature

Figure 9-10: Pre-Audit Trip Screen for Constructed Travel - Traveler Justifies

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 used for an authorization and one used for a 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 cost or charge against the CBA. If the traveler requests to travel by commercial rail and pay 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 (only 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 AND <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 (only when used for en route travel) •Commercial Rail •Commercial Bus •Commercial Vessel | <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. |

9.2.9 Constructed Travel Worksheet

When the traveler selects an en route mode of transportation other than commercial air or Government transportation, DTS triggers a flag on the Pre-Audit Trip screen. This flag requires the traveler to prepare the worksheet as described in this section.

A link to the constructed travel worksheet displays on the Pre-Audit Trip screen (Figure 9-10). The link is located above the statement regarding the number of items that are flagged in the document.

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

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

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

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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 Constructed Travel Worksheet – Authorization was selected, the Constructed Travel Comparison Worksheet - Authorization opens (Figure 9-12).

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[Worksheet Instructions](#)

DTS Constructed Travel Comparison Worksheet - Authorization
(refer to the worksheet instructions for completion guidance)

Name: Locations and Dates of Travel:

Transportation Expenses for the Standard Mode (Commercial Air):
Commercial Air Costs (see worksheet instructions for additional information):

a. What it would cost to travel by commercial air: \$

Related Expense Cost Factors:

b. If applicable, enter the additional fee normally charged by your CTO: \$

c. Cost for transportation to and from all airports: \$

Total Expense Cost Factors (lines b-c): \$

Per Diem cost factors required by your AO:

d. Per diem amount for the *allowable travel days* for your preferred transportation mode(s): \$

e. Per diem amount for the *allowable travel days* for travel by commercial air: \$

Note: If you are also planning to provide transportation for other passengers on official government travel, refer to the special instructions and add the necessary comments below.

Add additional comments as needed:

(this will take a few minutes)

Figure 9-12: Constructed Travel Comparison Worksheet – Authorization

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If Constructed Travel Worksheet -Voucher from Authorization was selected, the Constructed Travel Comparison Worksheet - Voucher from Authorization opens (Figure 9-13).

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[Worksheet Instructions](#)

DTS Constructed Travel Comparison Worksheet - Voucher from Authorization
(refer to the worksheet instructions for completion guidance)

Name: Location and Dates of Travel:

Transportation Expenses for the Authorized Mode (what the AO approved on the authorization):
The commercial transportation costs as approved by the AO on the authorization:

a. Commercial transportation costs: \$

Expense Cost Factors:

b. If applicable, enter the additional fee normally charged by your CTO: \$

c. Cost for transportation to and from all airports: \$

Total Expense Cost Factors (lines b+c): \$

Per Diem cost factors required by your AO:

d. Per diem amount for the *allowable travel days* for the transportation mode(s) originally authorized: \$

e. Per diem amount for the *allowable travel days* of the actual transportation mode(s): \$

If an en-route rental vehicle was used but not authorized/approved by your AO, your reimbursement is based on POC rules and not the actual cost of the rental vehicle. See the worksheet instructions for information:

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

Note: If you are also planning to provide transportation for other passengers on official government travel, refer to the special instructions.

Add additional comments as needed:

Save To File for Upload to DTS
(this will take a few minutes)

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

3. Complete the **Name** field.
4. Complete the **Locations and Dates of Travel** field.
5. Complete Sections **a** through **e**, as appropriate.

6. Complete Section **f**, if the worksheet is for a voucher.

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 To File for Upload to DTS**.

A message displays, asking the traveler to wait while the file is being generated. In a few moments, the screen refreshes. A link displays that allows the traveler to save the file on their computer.

9. Save the file.
10. Print the file and fax it to the telephone number on the fax cover sheet.
-OR-
Upload the file 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 estimated or actual costs for the entire trip.

The traveler should retain a copy of the completed constructed travel worksheet.

9.2.10 Update Per Diem Entitlements

The traveler may need to update the Per Diem Entitlements screen to reflect a non-per diem status (leave, duty day for military members or nonduty day for civilians) for each extra travel day 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 en route 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 Per Diem Entitlements screen also provides the traveler or AO with information needed for the en route per diem cost for the constructed travel worksheet.

The Other Per Diem Requirements section of the Per Diem Entitlements screen allows the user to edit the per diem reimbursement. This is based on the non-per diem status selected.

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

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

The Non-Mileage Expenses screen opens by default.

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

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

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage **Per Diem Entitlements** Substantiating Records

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 |
|----------|------------|----------------------|-----------------------|----------|---------------------|---------------------|---------------|------|---|---|---|------|
| 08/22/10 | NORFOLK,VA | Edit | Reset | \$95.00 | \$95.00 Personal | \$45.75 Personal | 95 / 61 | NONE | | | | |
| 08/23/10 | NORFOLK,VA | Edit | Reset | \$95.00 | \$95.00 Personal | \$61.00 Personal | 95 / 61 | NONE | | | | |
| 08/24/10 | NORFOLK,VA | Edit | Reset | \$95.00 | \$95.00 Personal | \$61.00 Personal | 95 / 61 | NONE | | | | |
| 08/25/10 | NORFOLK,VA | Edit | Reset | \$95.00 | \$95.00 Personal | \$61.00 Personal | 95 / 61 | NONE | | | | |
| 08/26/10 | NORFOLK,VA | Edit | Reset | \$95.00 | \$95.00 Personal | \$61.00 Personal | 95 / 61 | NONE | | | | |
| 08/27/10 | NORFOLK,VA | Edit | Reset | \$95.00 | \$95.00 Personal | \$61.00 Personal | 95 / 61 | NONE | | | | |

Figure 9-14: Per Diem Entitlements Screen

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

The Per Diem Entitlements Detail screen opens (Figure 9-15).

4. Scroll down to the Other Per Diem Entitlements section and select the appropriate radio button. See Table 9-2 for descriptions of the radio buttons.

Other Per Diem Entitlements

If you need to claim actuals for lodging, take leave, specify duty-day, non-duty day(civilian only), authorized-delay(voucher only), or have any OCONUS incidental amounts, you may check the appropriate box. Only one option may be applied to a specified date or the date range used for the "Values Apply Through" Date.

- 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.

Cancel These Entitlement Changes and Return

Save These Entitlements

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

5. Select **Save These Entitlements**.

Note: Sick Leave options display for civilian employees only.

Table 9-2: OTHER PER DIEM ENTITLEMENTS DEFINITIONS

| OTHER PER DIEM ENTITLEMENTS DEFINITIONS | |
|---|---|
| OTHER PER DIEM ENTITLEMENTS | DEFINITION |
| No Other Per Diem Entitlements | This radio button is selected by default. If the traveler is not claiming any of the other per diem entitlements, then this radio button remains selected and no entitlements are affected. |
| Leave | Select if additional time is taken while on TDY and 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 | This option is only used for 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 | This option is only used for civilian Government employees. Select if the AO does not approve the excess travel time as official, but leave should not be charged because the traveler returned on a nonduty day. No per diem reimbursement is allowed and the day is not charged as leave. Example: The traveler completes mission requirements on Friday and is supposed to return on Saturday, but instead stays until Sunday. 75% reimbursement for travel applies to Saturday and no per diem is paid on Sunday and no leave is taken. |

9.2.11 Digital Signature

The text that displays on the traveler’s Digital Signature screen displays regardless of whether constructed travel is triggered. It is a reminder that if the traveler uses a transportation mode that was not authorized, the traveler’s reimbursement may be limited to that of the authorized mode (Figure 9-16):

The estimated travel related expenses and actual reimbursement may be reduced. This can occur if the traveler uses a different travel mode than authorized by the AO.

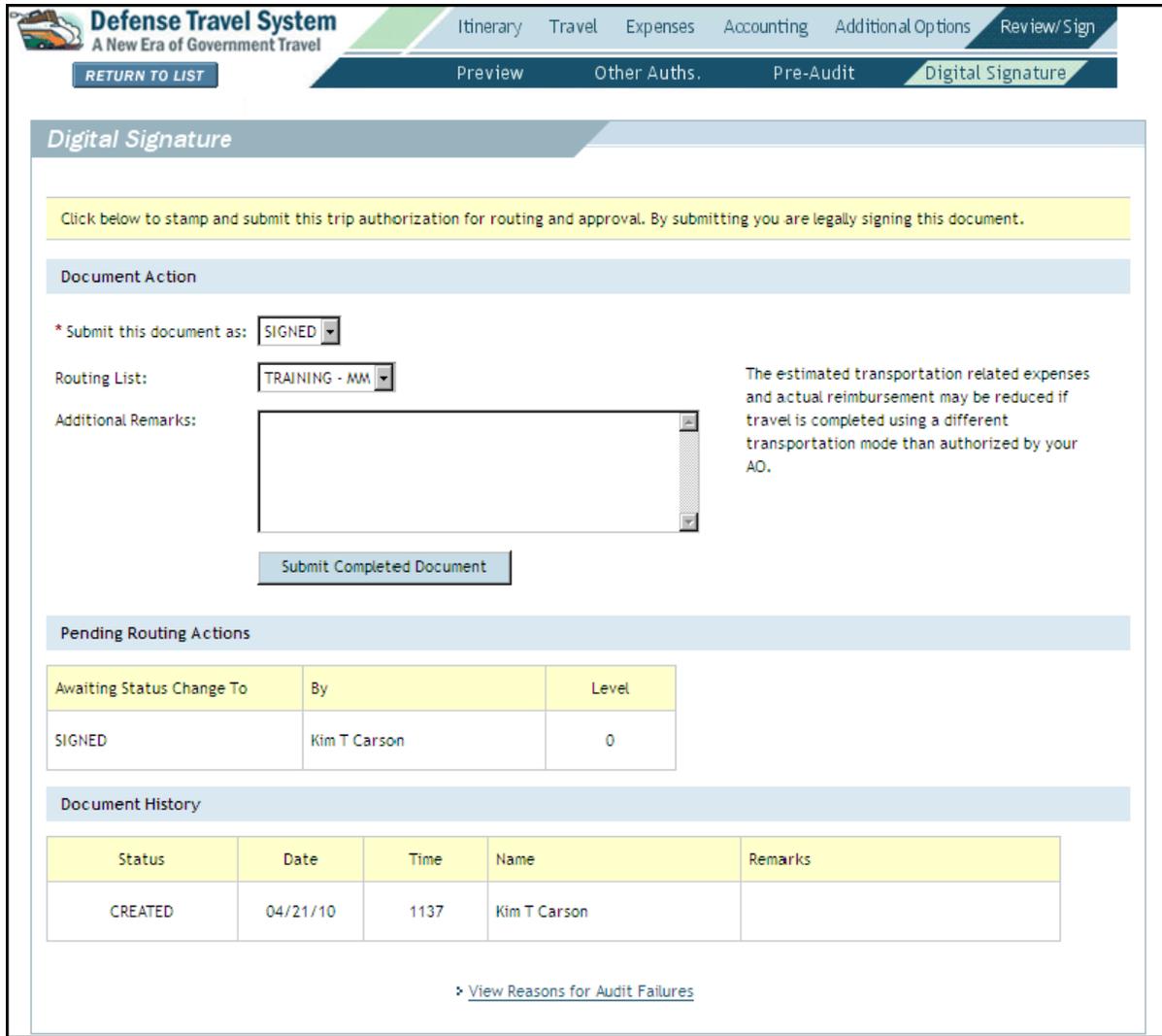


Figure 9-16: Traveler Digital Signature Screen When Constructed Travel Is Triggered

9.3 Constructed Travel Instructions for AOs

When approving a travel document that has triggered constructed travel, the AO may manually enter the limited baseline costs. This is the amount to which the AO is limiting reimbursement for the trip. It is based on costs from the constructed travel worksheet.

9.3.1 Reviewing the Constructed Travel Worksheet

Beginning on the Preview Trip screen, follow the below steps to review the constructed travel worksheet:

1. Select **Substantiating Records**.

The Receipts screen opens (Figure 9-17).

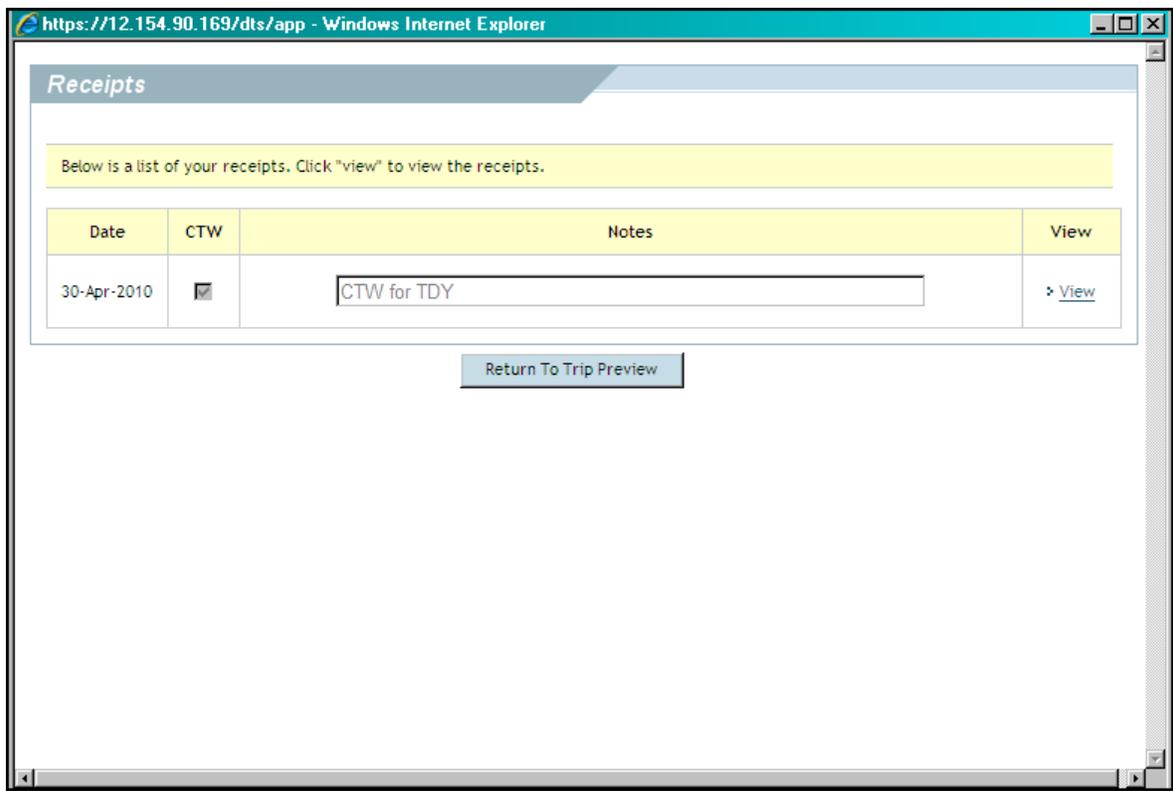


Figure 9-17: Receipts Screen - CTW Box

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.

- 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 non-standard mode of travel.
- Continue approving the document. For more information on approving documents in DTS, see Chapter 6 of this manual.

9.3.2 Reviewing the Cost Comparison Screen

After the AO selects Submit Completed Document, the Cost Comparison screen displays (Follow the below).

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Cost Comparison

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

| Worksheet | |
|--------------------------|------|
| Transportation Expenses: | 0.00 |
| Expense Cost Factors: | 0.00 |
| 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: | \$889.00 |
| Preferred Trip Total: | \$889.00 |

Cancel Approve and Continue

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

This screen is used to approve the traveler's request to use a non-standard transportation mode. See Table 9-3 for an explanation of the screen fields. Follow the below steps to limit the traveler's reimbursement:

- Check the **Approve as Limited** box.
- Enter the worksheet cost factors on the left side of the cost comparison screen.
- Select **Approve and Continue**.

If the AO does not wish to limit the traveler's reimbursement, the Approved as Limited box should not be checked. Instead, select Approve and Continue. Refer to the worksheet instructions for additional information if needed.

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When the traveler uses an en route rental car that was not approved by the AO on the authorization, the rental car is treated as a private auto if the AO does not approve the change from the authorized transportation mode. In this case, the constructed travel worksheet should include the official round-trip mileage.

The screenshot shows the 'Cost Comparison' screen in the Defense Travel System. The header includes the system logo and the text 'Defense Travel System A New Era of Government Travel'. The main content area is titled 'Cost Comparison' and contains a yellow instruction box: 'Review the details for the transportation expenses below and the Constructed Travel Worksheet.' Below this, there are two columns of information. The left column, under a 'Worksheet' header, includes input fields for 'Transportation Expenses' (0.00), 'Expense Cost Factors' (0.00), and 'Total Allowed Cost' (0.00). It also contains a paragraph explaining that if approved as limited, the allowable rental car cost of \$284.14 will be adjusted to the cost for Private Auto mileage (\$0.00). Further down, it shows 'Allowed Rental Car Mileage' (0.0), 'X POC Mileage Rate' (.500), and 'Allowed Rental Car Cost' (0.00). A link for 'DoD Table of Distances' is provided. The right column features a checkbox for 'Approve as Limited' and a red warning text: '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.' Below this is a table titled 'Preferred Travel' with the following data:

| Preferred Travel | |
|------------------------------|-----------------|
| Commercial Auto-TDY/TAD: | \$134.14 |
| Gasoline-Rental/Govt. Car: | \$150.00 |
| Preferred Trip Total: | \$284.14 |

At the bottom of the screen are two buttons: 'Cancel' and 'Approve and Continue'.

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

The AO must then enter the official round-trip mileage in the Allowed Rental Car Mileage box on the Cost Comparison screen. 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.

Table 9-3 shows the cost factors for each mode of transportation when used for en route travel.

Table 9-3: Cost Factors Associated with Transportation Modes

| COST FACTORS ASSOCIATED WITH TRANSPORTATION MODES | |
|---|--|
| MODE OF TRANSPORTATION (TRANSPORTATION EXPENSE) | EXPENSES ALLOWED IN EXPENSE COST FACTORS |
| Constructed Travel Worksheet – Part 1 | |
| Private Auto Mileage expenses for Pvt Auto – TDY / TAD | Mileage, tolls, ferry fares, en route parking fees, other parking fees |
| Private Motorcycle Mileage expenses for Pvt Motorcycle – TDY / TAD | Mileage, tolls, ferry fares, en route parking fees |
| Private Plane Mileage expenses for POC – Pvt Plane – TDY/TAD | Mileage, airport tax, landing fee, tie-down fee, and hangar fee |
| Private Vessel Non-mileage expenses for Private Vessel | Taxi-terminal, public transit, and private |
| Rental Car * Cost of rental car when identified as <i>en route</i> | Tolls, ferry fares, en route parking fees, taxi-terminal, public transit, and gasoline- rental car |
| Commercial Rail CR – Rail Fare (GOVCC-I) | Taxi-terminal and public transit |
| Commercial Bus CB – Bus Fare | Taxi-terminal and public transit |
| *Note: If the rental car is approved as limited and treated as a private auto there is no reimbursement for gasoline for the rental car (since the cost is factored into the mileage rate). | |
| Constructed Travel Worksheet – Part 2 | |
| Commercial Plane (Air) CP – Air Fare | Taxi-terminal and public transit |

9.3.3 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 back to the actual/estimate costs for the trip.

DTS Constructed Travel Does Not Limit or Recalculate Per Diem

The AO must ensure that the en route per diem the traveler entered on the constructed travel worksheet reflects the proper duty conditions for travel days. Constructed travel only compares the transportation costs (air travel versus POC or rental car costs). 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. This is because the travel is charged to a CBA, and 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. 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 authorization should be returned 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 cost factors associated to travel by the standard mode 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

Per diem costs and savings are not included in this report. See Chapter 10 of the *Defense Travel Administrator's (DTA) Manual* for more information on the Cost Savings Report.

9.4 Traveler Views 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: | 10 DFMDTSCHAR View | Accounting Code: | 10 DFMDTSCHAR View SDN: TONYBI5 CIC: 3000000TONYBI50 |
| LODGING: | \$1,925.00 | LODGING: | \$1,925.00 |
| M&IE: | \$1,810.50 | M&IE: | \$1,810.50 |
| MILEAGE: | \$889.00 | MILEAGE: | \$413.22 |
| 10 DFMDTSCHAR Sub Total: | \$4,624.50 | 10 DFMDTSCHAR Sub Total: | \$4,148.72 |
| Calculated Trip Cost: | \$4,624.50 | Calculated Trip Cost: | \$4,148.72 |
| Document Totals | | | |
| Actual/Estimate | | Baseline Trip | View Worksheet |
| LODGING: | \$1,925.00 | LODGING: | \$1,925.00 |
| M&IE: | \$1,810.50 | M&IE: | \$1,810.50 |
| MILEAGE: | \$889.00 | MILEAGE: | \$413.22 |
| Calculated Trip Cost: | \$4,624.50 | Calculated Trip Cost: | \$4,148.72 |
| Advances and Scheduled Partial Payments Summary | | | |
| No Advances requested. | | | |
| Trip Length does not allow Scheduled Partial Payments. | | | |
| Save And Proceed To Other Auths | | | |

Figure 9-20: Preview Trip Screen - Approved as Limited Baseline Trip Values

2. View the **Document Totals** (or Accounting Summary). Compare the differences in the **Actual/Estimate** section and the **Baseline Trip** section.

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The Baseline Trip values are the amounts the traveler will be reimbursed.

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

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

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RETURN TO LIST | Itinerary | Travel | Expenses | Accounting | Additional Options | Review/Sign | 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 | 04/21/10 | 1523 | Kim T Carson | |
| SIGNED | 04/21/10 | 1536 | Kim T Carson | |
| APPROVED | 04/21/10 | 1550 | Lenny T Jones | |
| AUDIT PASS | 04/21/10 | 1550 | Lenny T Jones | |
| CONSTRUCTED TRAVEL | 04/21/10 | 1550 | Lenny T Jones | Document Approved as Limited |
| OBLIGATED | 04/21/10 | 1550 | Lenny T Jones | Trip #1 D 10 DFMDTSCHAR 2010 QTR: 3 \$4148.72 |
| PAY LINK | 04/21/10 | 1550 | Pay Mod Generated | Document data-linked to Payment Module |
| OBLIG SUBMITTED | 04/21/10 | 1551 | Pay Mod Generated | By XML Proc > View Awaiting Details |

> [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-related expenses of the travel document.

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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: | 369.22 |
| Expense Cost Factors: | 44.00 |
| Total Allowed Cost: | 413.22 |

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: | \$889.00 |
| Preferred Trip Total: | \$889.00 |

[Return](#)

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

5. Select **Return**.

9.4.1 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.

9.4.1.1 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 will simply enter an en route transportation mode that was not selected on the authorization, e.g., the authorization indicated travel by commercial air, but the traveler actually drove their POC. In this scenario, the traveler will follow the same steps as if creating an authorization.

When the preaudit flag is triggered, a constructed travel worksheet and cost-comparison are required. 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 cost of the standard mode. This is not necessary if local business rules allow use of a POC. In such a

case, the traveler enters this explanation in the Justification to Approving Official text field on the Pre-Audit screen.

9.4.1.2 AO Override of Limited Reimbursement Rules

The AO may override a decision to limit the traveler's reimbursement. One example of when the override option may be used is if a non-standard 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 listed steps:

1. Open the document in an editable form.
2. Select **Review/Sign** from the navigation bar.

The Preview Trip screen opens.

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

The Digital Signature screen opens (Figure 9-23).

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Document List Route/Sign Adjustments Setup

RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

Digital Signature

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: APPROVED

Routing List: TRAINING - MM

Additional Remarks:

Submit Completed Document

> View Cost Comparison

Override Limited Reimbursement

By checking this box, the full trip transportation costs, less enroute per diem, will be reimbursed.

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 Reasons for Audit Failures

Proceed to the following page: Preview Continue

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

4. Check the **Override Limited Reimbursement** box.
5. Select the **Submit this document as** drop-down arrow and choose **APPROVED**.
6. Select **Submit Completed Document**.
7. Follow the steps to apply the digital signature.

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