



GUIDE

DefenseTravel

Management Office



Completing a Constructed Travel Worksheet for Vouchers (Post-Travel)

September 28, 2022



Table of Contents

I. Overview of Constructed Travel	2
A. Summarized Constructed Travel Process for Vouchers	3
II. Traveler Instructions	3
A. Complete the CTW, Step-by-Step	3
III. AO Instructions	6
A. The DTS CTW Cost Comparison Tool	7
Approving with limited reimbursement	8
Approving without limited reimbursement	8
B. Additional Considerations for AOs	8
Changing Constructed Costs or Overriding Your Approval Decision	8
C. Per Diem when the AO Limits Reimbursement	8

This instruction has been reviewed by the Per Diem, Travel, and Transportation Allowance Committee staff in accordance with DoDI 5154.31, Volume 5, as PDTATAC Case D20002, dated 22 December 2020.

I. Overview of Constructed Travel

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

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

If the above does not apply, you must complete a CTW. The CTW will help the AO decide whether to limit your transportation reimbursement to the constructed transportation cost. You are not required to use this particular CTW. You may use any locally-approved worksheet.

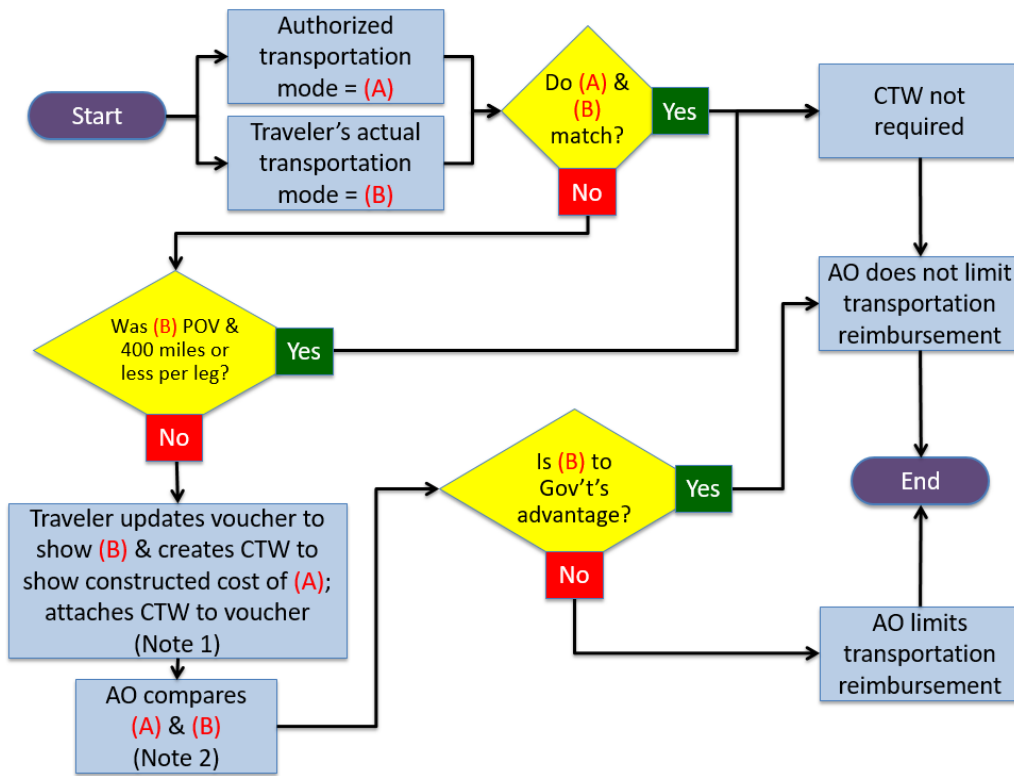
The flowchart on the next page summarizes the above process. Consult your AO or DTA if you still do not know whether you need to complete a CTW, or if an alternate, locally-approved worksheet exists.

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 generally has 2 travel legs: PDS → TDY1 | TDY1 → PDS
- A TDY to 2 locations generally has 3 travel 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 took a one-way rental car to the airport, then a flight to your TDY location, you had two travel legs to get to your TDY location.

A. Summarized Constructed Travel Process for Vouchers



Notes:

1. The **Traveler Instructions** section of this document explains how to complete this CTW. If you are using an alternate worksheet, contact the document creator for complete instructions.
2. The **AO Instructions** section of this document outlines the considerations the AO uses to determine which transportation mode is advantageous to the Government.

II. Traveler Instructions

When a CTW is required, fill it out, attach it to your DTS voucher in the **Expenses** module, 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.

A. Complete the CTW, Step-by-Step

1. Enter your **Name**.
2. Complete the **Section 1. Travel Itinerary** chart to reflect the transportation mode the AO authorized. The first row is for the outbound trip to start your TDY. The second row is for the return trip to your PDS. Four extra rows give you space to enter additional travel legs from one TDY location to another. Do not use them if your trip would not include multiple TDY locations. **For each travel leg**, enter:

- 2.1. The **Date** of travel.
- 2.2. The **Departure Location**. If applicable, also enter the terminal code of the approved transportation terminal. **Example:** You might list a flight out of Los Angeles as, “Los Angeles, CA (LAX)”.
- 2.3. The **Arrival Location**. As 2.2, but for the arrival terminal.

Note for 2.2 and 2.3: Do not list en route stops unless the AO authorized you to pay separately for the transportation, switch transportation modes, or receive per diem at the en route location (e.g., for an overnight layover). **Example:** If the AO authorized a flight to Dallas, TX that included a short layover in Phoenix, AZ, do not enter Phoenix as an arrival or departure airport.

- 2.4. The transportation **Mode** (air, rail, etc.). For air travel, include the authorized fare class (e.g., YCA, Non-YCA). You can find this cost in various places – for example, in DTS, on the email confirmation the TMC sent, or on your e-ticket receipt. If necessary, call the TMC and ask. For other transportation modes, enter any authorized factors that affected the authorized cost (e.g., “sleeper car” for overnight rail travel).
- 2.5. The travel **Cost**. Refer to the last approved version of the authorization. Do not include any other expenses, such as any transportation costs (e.g., rental car, taxi, etc.) at any location. See JTR, par. 020210-F for more detail about constructed costs.

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

2.5.2.If the AO authorized travel by a **Government Vehicle** (e.g., motor pool vehicle), enter the following costs:

2.5.2.1. If another traveler used the Government Vehicle, you are not entitled to receive a mileage allowance. You can either add comments to the AO to reflect \$0 reimbursement due for the mode of travel or select **Expenses > Add > Other Expenses > Other – Create Your Own** and enter “Government Vehicle” with \$0 as the cost.

2.5.2.2. If no other traveler used the Government Vehicle, select **Expenses > Add > Mileage Expenses > Private Vehicle – GOV Auth & Available**, include the mileage allowance per the DTOD, calculated at the “Other” mileage rate (per JTR, par. 020210). You are only authorized mileage. Do not include any other costs (e.g., gas, oil, parking, tolls)

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

Note: For round-trip travel, if you used the authorized transportation mode for at least one travel leg, and a different mode for at least one travel leg, use the cost of the authorized transportation mode as the constructed cost for both legs.

Example: The AO authorized you to fly round-trip to and from Reno, but flew to Reno, picked up a car, and drove it home. On the CTW, use the actual cost of the flight to Reno as the constructed cost for both the outbound and return travel legs.

3. Complete **Line 2E in Section 2. Constructed cost**. The CTW enters all other costs in this section for you.
 - 3.1. **Line 2A** shows the transportation cost of your first (outbound) travel leg.
 - 3.2. **Line 2B** shows the transportation cost of your final (return) travel leg.
 - 3.3. **Line 2C** shows the total transportation cost for all other travel legs. If you only had 2 travel legs on this trip, this will always be \$0.
 - 3.4. **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.
 - 3.5. In **Line 2E**, enter the standard TMC transaction fee. If you don't know what your TMC charges, ask your DTA or AO.
 - 3.6. **Line 2F** shows the total cost of **Lines 2D and 2E**, which is the constructed cost.
4. Complete **Section 3. Potential transportation costs**. These costs are not included in the constructed cost, but they provide the AO with more complete information about the total cost of the authorized transportation mode. With the exception of **Line 3G**, do not enter any costs that were not included on the last approved version of your authorization. The AO will consider this information when deciding whether or not to limit your transportation reimbursement to the constructed cost.
 - 4.1. In **Line 3A**, enter the authorized transportation cost (e.g., POV mileage, taxi, etc.) to travel from your home or PDS to the departure airport.
 - 4.2. In **Line 3B**, enter the authorized 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.
 - 4.3. In **Line 3C**, enter all authorized costs related to the use of the transportation modes in **Line 2B** (e.g., gas for a rental car, hotel parking, tolls).
 - 4.4. 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.
 - 4.5. In **Line 3E**, enter the authorized cost for parking your POV at the outbound terminal (e.g., airport) while you are TDY.
 - 4.6. In **Line 3F**, enter the authorized cost to ship official material to/from the TDY location. Include excess baggage fees the airline charges.
 - 4.7. In **Line 3G**, enter the constructed transportation cost for all official travelers who shared your POV. Multiply the amount that appears in **Line 2F** by the number of passengers.
5. Only complete **Section 4. Official round-trip distance** if you drove an en route 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 the 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.
 - 6.1. First box: Using the authorized transportation mode would have caused you to leave too late, arrive too late, or travel too long to successfully complete your mission. **Example:** All available flights to the TDY location arrived too late for you to make a mandatory meeting.
 - 6.2. 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.
 - 6.3. 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 until repairs are completed, all inbound flights were being re-routed to other airports.
 - 6.4. Fourth box: POV use was more efficient, economical, or resulted in a more expeditiously accomplished mission. **Example:** Using commercial air would have been significantly more costly than driving.
7. When the CTW is complete:
 - 7.1. Select **Save** at the bottom of the completed worksheet to save the file to your computer.
 - 7.2. Follow the usual DTS process for electronically attaching the document to your voucher, making sure to clearly identify the document as a constructed travel worksheet.
 - 7.3. (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, the **Digital Signature** screen displays a **Constructed Travel Worksheet (CTW) Cost Comparison** tool (Figure 1). This tool 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.

CONSTRUCTED TRAVEL WORKSHEET (CTW) COST COMPARISON *

The traveler has indicated a preferred mode of transportation different from the one directed by their AO. Review the CTW cost comparison below and choose an option for approval.

📎 CTW Added 11/08/18 at 11:41:02 - [Download](#) ①

Government Preferred Transportation		Traveler Preferred Transportation	
Transportation Costs (Box 2.D)*	\$ 225.00 ②	Commercial Auto-TDY/TAD	\$125.00
TMC Fee (Box 2.E)*	\$ 12.50 ③	Parking - TDY/TAD	\$27.87
Total Official Mileage (Box 4)*	676 ④		
DTOD Calculator			
x POC Mileage Rate	0.545		
Allowed Rental Car Cost ⑤	368.42		
Total Allowed Cost ⑥	\$ 237.50	Total Allowed Cost ⑦	\$ 152.87
<input type="radio"/> Approve Government Amount ⑧		<input checked="" type="radio"/> Approve Traveler Amount ⑨	


Figure 1: Digital Signature Screen – CTW Cost Comparison

A. The DTS CTW Cost Comparison Tool

1. Open the CTW using the link provided ①.
2. Enter the amount on **Line 2D** of the CTW into the **Transportation Costs** field ②.
3. Enter the amount on **Line 2E** of the CTW into the **TMC Fee** field ③.
4. Enter the amount (if any) from **Section 4. Official round trip distance** of the CTW into the **Total Official Mileage** field ④. You must ensure this figure only includes official mileage to, from, and between – but not at – TDY locations as calculated by the DTOD. DTS automatically calculates both the **Allowed Rental Car Cost** ⑤ and the **Total Allowed Cost of Government Preferred Transportation** ⑥.
5. Compare the **Total Allowed Cost of Government Preferred Transportation** ⑥ to the **Total Allowed Cost of Traveler Preferred Transportation** ⑦ (DTS pulls these figures from the voucher). Before you decide which transportation mode to authorize, you should also look at the following two sections of the CTW:
 - 5.1. **Section 3, potential transportation costs**, to get a better look at the total cost of the authorized transportation mode. You should also check the voucher for extra travel days, which drive up the trip’s per diem costs.
 - 5.2. **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 authorization.

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


Approving with limited reimbursement

If, after considering all cost and non-cost factors, you decide that the traveler's actual transportation mode was not to the Government's advantage, you should limit the traveler's transportation reimbursement to the constructed cost. To do so, select the **Approve Government Amount**  radio button, then select **Approve and Continue** (not pictured) to conclude the approval process.

When you approve with limited reimbursement:

1. You limit the traveler's transportation reimbursement to mileage allowances only. Mileage allowances display in the **Expenses** module as either **Private Auto-To/From TDY** or **Private Motorcycle-To/From TDY**.
2. Reimbursement of expenses associated with driving a POV is not authorized. DTS automatically denies reimbursement of POV-related driving expenses such as **Parking-TDY Area** and **Tolls (highway bridge etc)**.

Approving without limited reimbursement

If you decide that the traveler's actual transportation mode was to the Government's advantage, select the **Approve Traveler Amount**  radio button then select **Approve and Continue** (not pictured) to conclude the approval process.

B. Additional Considerations for AOs

Changing Constructed Costs or Overriding Your Approval Decision

After you make a decision whether or not to limit a traveler's transportation reimbursement, if the situation changes, you can return to the **Digital Signature** screen at any time to update the costs or your approval decision. One common reason to do so is when the traveler, for reasons beyond their control (e.g., airport closure, inclement weather), was forced to abandon the transportation mode you authorized.

C. 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.

To zero out per diem in DTS, you must select a **leave, duty day**, or **non-duty day** per diem status for each extra travel day. However, since DTS marks extra travel 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, the **Per Diem** module must show \$0.00 in the **Lodging Cost, Lodging Allowed,** and **M&IE Allowed** columns for every day on which no per diem is authorized.