



Constructed Travel in DTS

April 30, 2025

Introduction

When *you have official travel for DoD, part of your trip planning is to determine how you get to your Temporary Duty (TDY/TAD) location. The Authorizing Official (AO) and you should review the [Joint Travel Regulations \(JTR\)](#), discuss the available transportation types, and specific mission requirements, before you create an authorization in the Defense Travel System (DTS).

The AO has mission oversight and should authorize or direct the travel mode (i.e., **Government Preferred Transportation**). Per the [JTR](#), *par. 020206-M. Commercial Air Transportation*. "General Services Administration (GSA) City Pair Program fares and restricted fares may be authorized or approved by the AO for official travel. Commercial airplane is the preferred mode for official travel more than 400 miles one-way or more than 800 miles round trip."

Sometimes you might prefer traveling using a using a different transportation mode (i.e., **Traveler Preferred Transportation**). For example, the AO directed you to use commercial air, but you want to drive your own car**. A **Privately Owned Vehicle (POV)** is not a directed transportation mode for official travel, it is considered a personal choice.

** The JTR defines a personal vehicle (e.g., car, motorcycle) as a privately owned vehicle (POV).

The [JTR](#) allows you to use your selected transportation mode, but it also gives the AO the authority to *limit* your transportation reimbursement, if your choice is more expensive. DTS supports constructed travel by allowing you the opportunity to present your intention and cost for your preferred travel mode in the **Expenses** screen and add comments to the AO. It supports the AO with means to compare the costs (e.g., **Constructed Cost Worksheet [CTW]**), view comments from the traveler, and make an educated decision (i.e., **Traveler Preferred Transportation vs Government Preferred Transportation**) of the same trip using different transportation modes (e.g., air vs POV) along with other factors (e.g., time, mission impact) and approve as *full* or *limited* reimbursement. **Note:** If you plan on using your POV review the [JTR](#), *par. 020210. Privately Owned Vehicles (POV)* for mileage rules and allowances. In addition view the [JTR](#), *Table 2-11. Cost Comparison Rules for Using a POV*.

The primary focus of this information paper is on planning and performing constructed travel on an authorization. This paper provides some examples, but cannot account for all instances of constructed travel. Included is an AO section for approving constructed travel documents. In addition, it discusses actions on a voucher, if you used a transportation mode the AO did not authorize.

Note: DTS is aligned with the [JTR](#) for trips *400 miles or less one-way or 800 miles or less round trip* a Constructed Cost Worksheet (CTW) is not required.

**In this information paper, “you” are generally a traveler; however, the actions described can apply to others who create travel documents – e.g., Non-DTS Entry Agent, travel clerk. There is also a section for AOs.*

JTR and Travel Modes

The [JTR](#) lays out the different transportation types and which ones are presumed most advantageous to the Government, unless the AO determines otherwise. Recommend reviewing these [JTR](#) policy references for travel modes and determining factors.

- Per the [JTR](#), *par. 0202*, If the traveler selects a mode other than the directed mode, then “the traveler must demonstrate to the AO’s satisfaction that air transportation cannot meet the mission’s requirements efficiently or economically.”
- The [JTR](#), *par. 020203*, Transportation Types Most Advantageous to the Government.
- The [JTR](#), *par. 020203-A*, *Preferred Transportation* lists the transportation types most advantageous to the Government, unless the AO determines otherwise.
- Per the [JTR](#), *par. 020203-A.1*, “ In accordance with DoDI 4500.57 (Transportation and Traffic Management), Government transportation by air for travel OCONUS is considered the most advantageous method when reasonably available to meet mission requirements.”
- Per the [JTR](#), *par. 020203-A.2*, “When Government transportation is not directed, commercial travel by airplane, train, bus, or ship is generally the most advantageous method of transportation and should be selected when reasonably available. Of these types, travel by airplane is usually preferable when available.”
- Per the [JTR](#), *par. 020203-A.3*, “When travel must be by automobile, a Government automobile is most advantageous.” If a Government automobile is not available, then:
- [JTR](#), *par. 020203-A.3.a*. *Consider a rental car*. See the DTMO Rental Car Agreement and DTR 4500.9-R, Part I (Passenger Movement), for instructions and guidance for rental car selection.
- [JTR](#), *par. 020203-A.3.b*. A *POV* is considered most advantageous to the Government only after the other transportation types have been considered.
- The [JTR](#), *par. 020203-B*, *Determination Factors* is for the AO to use in making the decision on which type of transportation is most advantageous to the Government for TDY travel.

When *air* is the authorized mode, but you want to drive your own POV review the *JTR* for policy requirements which include but not limited to:

- The [JTR](#), *par. 020210. Privately Owned Vehicles (POV)* and the *Table 2-11. Cost Comparison Rules for Using a POV*. This table provides the POV v. Rental Car, POV v. Bus, POV v. Commercial Airplane, and Vehicle v. Train.
- The [JTR](#) *par. 020210* explains, “Any use of a POV is considered a personal choice by the traveler. If a traveler chooses to use a POV, then the amount of the potential reimbursement depends on whether using the vehicle is more advantageous to the Government than other modes of transportation, see *par. 020203-A3*.”

Travel Terms

This section provides some terms and definitions from the [JTR](#), *Appendix A* which may be useful when reviewing this information paper for policy references and document processing. If you are already familiar with these, you can skip to the next section.

- **Constructed cost** is the sum of the authorized transportation ticket cost, the TMC fee, and other related costs that include, but not limited to, taxi and TNC fares, terminal mileage, baggage fees, ferry fees, parking, or rental vehicle when authorized and necessary.
- **Constructed travel worksheet** is used by the traveler and reviewed by the AO to identify the constructed cost and other factors for consideration in determining if the traveler’s selected mode of transportation is advantageous to the Government. The DTMO has developed a constructed travel worksheet that may be used in lieu of a locally approved form.
- **Defense Table of Official Distances** is the official source for worldwide distance information used by the DoD. See the Defense Table of Official Distances website.
- **Fuel** is the energy source needed to power a vehicle. Examples include, but are not limited to, petroleum, hydrogen, propane, and electricity.
- **Mileage Allowance** is a rate per mile reimbursement in lieu of actual POV operation expenses. A Service member or civilian employee may receive a mileage allowance for local travel, TDY travel, PCS travel, first duty station travel, house hunting trips and separation travel. A mileage allowance for PCS is also called a Monetary Allowance in Lieu of Transportation (MALT). See the DTMO website for current mileage reimbursement rates.
- **Mixed Mode Travel** is when a traveler uses both a POV, and commercial transportation, or Government transportation.
- **Per Diem Rates** are the maximum rate prescribed for specific locations. For current per diem rates, see the Defense Travel Management Office website.
- **Policy constructed airfare** is the least expensive, unrestricted economy or coach airfare. If the policy constructed airfare turns out to be, or to include, a city pair airfare, and if

there are both a YCA and a -CA airfare, the YCA airfare is used. A capacity controlled city pair airfare, or -CA airfare, is not included when creating a policy constructed airfare for comparison purposes.

- **Privately Owned Vehicle (POV)** is a motor vehicle, including an airplane, boat, or helicopter that is owned or leased for personal use. A POV is not owned, leased, or chartered by the Government.
- **Transportation Network Company (TNC)** is a company that connects passengers with drivers who provide transportation in their personal vehicles. Passengers and drivers connect to the service via a website or mobile app. Transportation network companies provide rideshare services.

Travel Links

When processing a trip where constructed travel rules apply there are a few extra steps required. Along with this information paper, the [Defense Travel Management Office \(DTMO\)](#) website (Figure 1) offers the [Travel Explorer \(TraX\) DTS \(Special Topics\) - Constructed Travel - WBT](#) class. You will find many resources to support policy, programs, and document processing under the DTMO [Travel Programs](#) and [Training Search Tool](#).

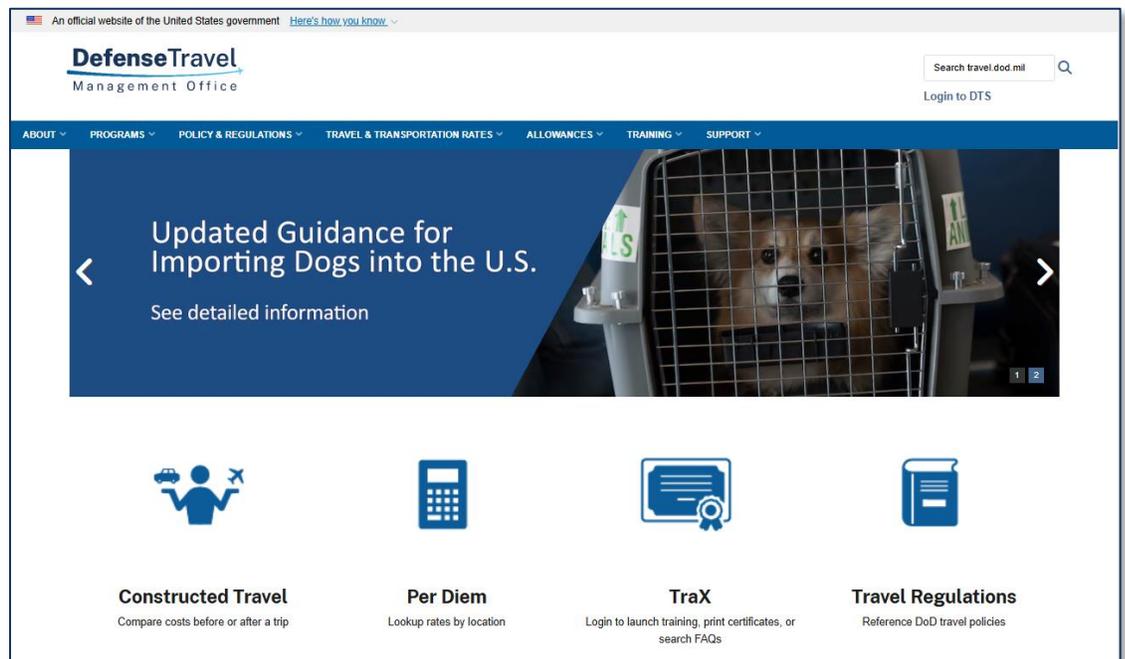


Figure 1: DTMO Website

Here are just a few helpful links:

- The Joint Travel Regulations (JTR): <https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/>

- DTS Guide 2, Authorizations: https://media.defense.gov/2022/May/11/2002995241/-1/-1/0/DTS_Guide_2_Authorizations.PDF
- How to Calculate Local POV Mileage Allowance: https://media.defense.gov/2022/May/12/2002995649/-1/-1/0/HOW_TO_CALCULATE_LOCAL_POC_MILEAGE.PDF
- The Constructed Travel Home page: <https://www.travel.dod.mil/Programs/Defense-Travel-System/Constructed-Travel/>
- DTS Guide 3, Vouchers: https://media.defense.gov/2022/May/11/2002995240/-1/-1/0/DTS_Guide_3_Vouchers.PDF
- Training Search Tool: <https://www.travel.dod.mil/Training/Training-Search/>
- GSA City Pair Program Search Tool: <https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc/airfare-rates-city-pair-program>
- Amtrak: <https://www.amtrak.com/home>
- Rental Car Program: <https://www.travel.dod.mil/Programs/Rental-Car/>
- Travel Explorer (TraX): <https://www.defensetravel.dod.mil/neoaccess/login.php>
- Defense Travel System (DTS): <https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/>
- Desktop Guide for Authorizing Officials: https://media.defense.gov/2021/Nov/08/2002889466/-1/-1/0/AO_CO_GUIDE.PDF
- AO Checklist and Instructions: <https://media.defense.gov/2021/Nov/08/2002889235/-1/-1/0/AO-Checklist-Tri-fold.PDF>
- DTA Manual, Appendix K, DTS Tables: https://media.defense.gov/2021/Nov/15/2002893230/-1/-1/0/DTA_APP_K.PDF

Note: Contact your AO and Defense Travel Administrator (DTA) for additional document processing assistance. Check your local business rules for further **Constructed Travel** requirements.

Basic Constructed Travel Process

If you plan to use the authorized or directed transportation mode (e.g., Government vehicle, commercial air) then processing the authorization and voucher is standard. If you want to use a transportation mode other than the authorized or directed transportation (e.g., POV) then you may be required to provide a cost comparison using either a locally approved form or a [Constructed Travel Worksheet](#) from the DTMO website.

Note: Per the [JTR](#), Table 2-10 *Reimbursement for Privately Owned Automobiles and Motorcycles*, “If the official distance between authorized locations (as determined by the DTOD* or from appropriate distances (non-DoD Services)) is 400 miles or less one-way or 800 miles or less

round trip, then use of a private automobile or motorcycle is considered advantageous to the Government. The traveler is reimbursed the appropriate cents per mile for the DTOD* distance between official points. No cost comparison is required.”

Figure 2 diagram represents the constructed cost decision process for an authorization.

To determine if constructed travel rules apply to your trip, ask yourself these questions:

1. Do I want to use a transportation mode that is neither the directed transportation mode nor Government transportation?
 2. Do I want to drive a POV (car or motorcycle) over 400 miles on any one way travel leg (e.g., from home to a TDY location)?
- If the answer to both questions is, “**Yes**,” constructed travel applies and you must complete a Constructed Travel Worksheet (CTW).
 - If the answer to either question is “**No**,” constructed travel does not apply, and you don’t need to complete a CTW, even if DTS displays a **Constructed Travel Pre-Audit** flag (see the **Constructed Travel Pre-Audit Flag Triggers** section of this information paper).

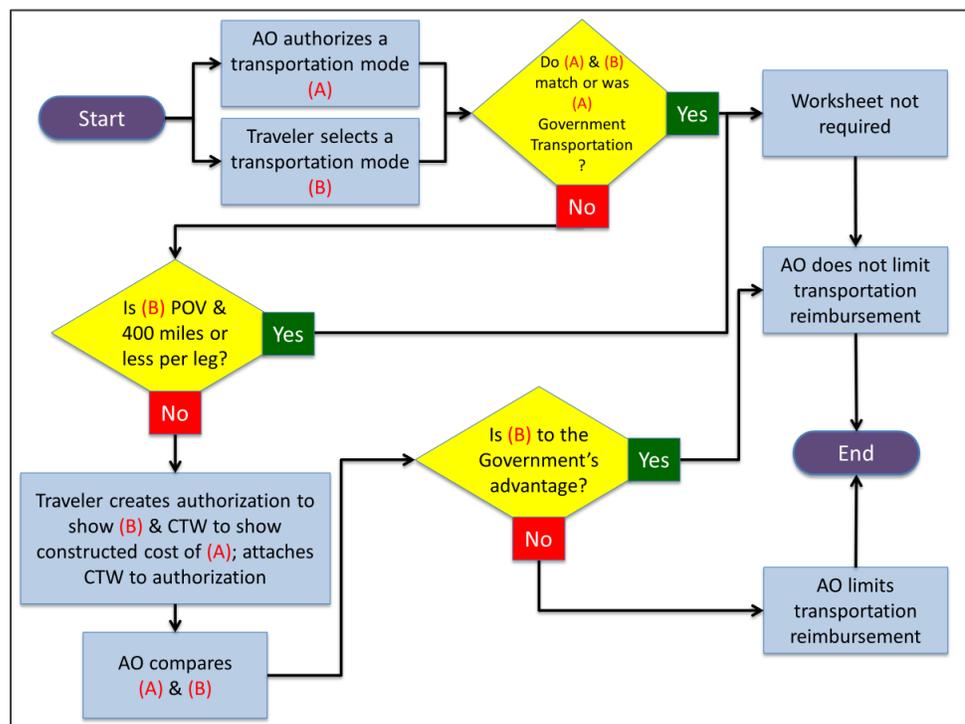


Figure 2: The Constructed Travel Process (Authorization)

Constructed Travel Rules and Pre-Audit Flag Triggers

Before we discuss more about creating a cost comparison, let’s look how entering data in DTS prompts for a Constructed Travel Worksheet (CTW) and triggers **Pre-Audit** flags. Below are some examples of common travel mode selections that trigger the CTW is required or may be required notice. After the selections, you will see examples of a **CTW Pre-Audit** flag:

1. On an authorization, within the **Reservations** module and selecting the **Rental Car** as the transportation mode to drive to the TDY location and back, then choosing **En Route Travel** in the *Select a Rental Car* section (Figure 3). This will trigger the **CTW Pre-Audit** flag.

Figure 3: Select a Rental Car Screen (En Route Travel)

2. In the **Expenses** module, on the **Add New** screen (Figure 4a and Figure 4b) choosing an expense that reflects travel to, from, or between TDY locations by any transportation mode other than a commercial flight or Government vehicle *may* trigger a banner for a CTW. Examples include (but are not limited to):
 - a. **Mileage Expense:** Private Auto or Motorcycle – To/From TDY
 - b. **Transportation Expense:** Rental Car – To/From TDY
 - c. **Ticketed Expense:** Bus Ticket (i.e., Commercial Bus).

Trip Start Date and Mileage: When selecting **Mileage, Private Auto – To/From TDY** or **Mileage, Private Motorcycle – To/From TDY** you may or may not be required to complete a Constructed Travel Worksheet (CTW). The message you *could* receive is based on the **Trip Start** date.

- When a trip is created *before* March 1st, 2024, and **Mileage, Private Auto – To/From TDY** is selected then:
 - On the **Add New** screen, the message displays, “This expense *may require* a CTW to be submitted with this document.” See Figure 4a.

The screenshot shows a modal window titled "Add New" with a close button (X) in the top right corner. The "Select Type*" dropdown menu is set to "Private Auto - To/From TDY". Below the dropdown is an "Attach Receipt" button. A yellow warning banner with a triangle icon contains the text: "This expense may require a [Constructed Travel Worksheet](#) to be submitted with this document." The "Expense Date*" is set to "03/13/2023". The "Start Location*" is "22193 Woodbridge, VA, Prince William" and the "End Location*" is "78234 Fort Sam Houston, TX, Bexar". At the bottom, it shows "1584 mi X \$0.655 = \$ 1037.52". There are "Cancel" and "Add" buttons at the bottom right.

Figure 4a: Add New Screen – May Require a CTW

- When a trip is created *between* March 1st, 2024 and January 31st, 2025, and **Mileage, Private Auto – To/From TDY** is selected then:
 - On the **Add New** screen, the message displays, “This expense *requires* a CTW to be submitted with this document.” See Figure 4b.

The screenshot shows a modal window titled "Add New" with a close button in the top right corner. The "Select Type*" dropdown menu is open, showing "Private Auto - To/From TDY" as the selected option. Below the dropdown is an "Attach Receipt" button. A yellow warning banner with a triangle icon contains the text: "This expense requires a [Constructed Travel Worksheet](#) to be submitted with this document." Below the banner are three input fields: "Expense Date*" with a calendar icon and the date "03/11/2024"; "Start Location*" with a placeholder "Type to search for a starting location"; and "End Location*" with a placeholder "Type to search for an ending location". At the bottom of the modal are "Cancel" and "Add" buttons.

Figure 4b: Add New Screen – Requires a CTW

- When a trip is created *after January 31st, 2025*, **Mileage, Private Auto – To/From TDY** is selected, and the mileage entered *exceeds 400 one-way/800 miles roundtrip* then:
 - On the **Add New** screen, message displays, “Requires a CTW when mileage exceeds 400 one-way/800 roundtrip.” See Figure 4c.

Figure 4c: Add New Screen – Requires a CTW When Mileage Exceeds (JTR Rule)

- When a trip is created *after January 31st, 2025*, **Mileage, Private Auto – To/From TDY** and the mileage is *400 miles or less one-way/800 miles or less round trip* then:
 - On the **Add New** screen you will not see a banner alert for a CTW.
- 3. In DTS, when you make certain selections in **Reservations** or in the **Expenses** table it triggers a **Constructed Travel Worksheet Pre-Audit** flag (Figure 5a or Figure 5b) in **Other Auths and Pre Audits** screen when CTW rules apply. See the different banners for a CTW on Pages 7-8.
- When a trip is created *after January 31st, 2025*, with a POV as your transportation mode and the trip is *over 400 miles one-way/800 miles round trip* then a CTW **IS** required.

Note: This could be a single entry, or several entries totaling *over 400 miles one-way/800 miles round trip*. Here is what happens on the **Pre-Audit** page:

 - DTS flags a **Pre-Audit** for a **Constructed Travel Worksheet** (Figure 5a and Figure 5b).
 - Add a justification for the **Pre-Audit** flag such as CTW attached.
 - There is always access link to the CTW on the DTMO website.
 - DTS **ADVISORIES** trigger for a **CTW IS REQUIRED** (when document is missing).
 - Select **Expenses**, choose **Documents, CTW** to attach the supporting record.
 - Once the document is attached, the **ADVISORY** resolves.
 - There may be other **Pre-Audit** flags or **Reason Codes** requiring your attention.

Pre-Audit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official.
[Constructed Travel Worksheet](#)

2 PRE AUDITS

CONSTRUCTED TRAVEL WORKSHEET

A privately owned vehicle was selected for mileage reimbursement and a constructed travel/cost comparison worksheet is required to be completed and included in the Expenses screen as a Constructed Travel Worksheet (CTW) under Documents.

Justification to Approving Official *
[Add Justification](#)

LODGING NOT USED

MIAMI,FL: No lodging reservations exist from 05/19/2025 to 05/22/2025.

Reason Codes *
[Add Reason Code](#)

Justification to Approving Official *
[Add Justification](#)

1 ADVISORIES

CTW IS REQUIRED

A Constructed Travel Worksheet (CTW) is required. You must add the CTW under Documents on the Expenses screen before applying the SIGNED stamp to this document.

Figure 5a: Pre-Audit Flag CTW – Over 400 Miles One-way and Trip Date after 01/31/25

Other Auths and Pre Audits

DoD mandates split disbursement for transportation, lodging and rental cars expenses by default. [View memorandum.](#)

Other Authorizations

[Add Other Authorization](#)

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official below.

No Other Authorizations have been added.

Pre-Audit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official.
[Constructed Travel Worksheet](#)

1 PRE AUDITS

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 scanning.

Justification to Approving Official *
[Add Justification](#)

Figure 5b: Pre-Audit Flag CTW – Under 400 Miles One-way and Trip Date before 03/31/24

- When a trip is created *after January 31st, 2025*, with a POV as your transportation mode and the trip is *400 miles or less one-way/800 miles or less round trip* then a CTW is **NOT** required. Here is what happens on the **Pre-Audit** page:
 - There is no **Pre-Audit** flag for a CTW.
 - There is no **ADVISORY CTW IS REQUIRED**.
 - There is always access link to the CTW on the DTMO website.
 - There may be other **Pre-Audit** flags or **Reason Codes** requiring your attention (Figure 5c).

Pre-Audit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official.
[Constructed Travel Worksheet](#)

1 PRE AUDITS

LODGING NOT USED
MIAMI,FL: No lodging reservations exist from 05/19/2025 to 05/22/2025.

Reason Codes * [Add Reason Code](#)

Justification to Approving Official * [Add Justification](#)

0 ADVISORIES

👍 There are no Advisories.

Figure 5c: Pre-Audit Flag - Lodging Not Used

On a voucher, the **Pre-Audit** flag triggers when:

- Entering any transportation mode that was not on the approved authorization, (unless that transportation mode is a commercial flight) or any form of Government transportation (triggers the CTW flag).
- The **Pre-Audit** flag in Figure 6 occurs by adding POV en route mileage on the voucher, when the authorization only reflects a commercial air travel mode.

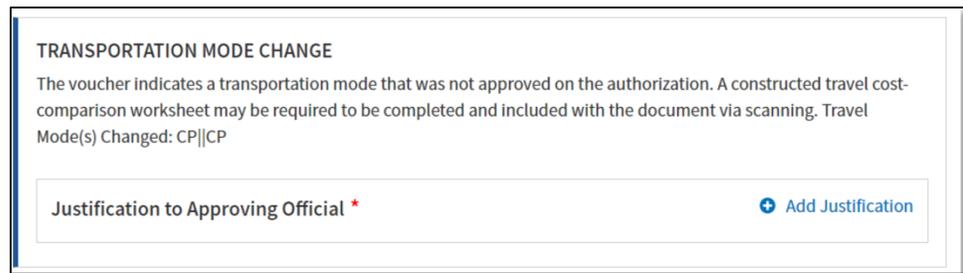


Figure 6: Pre-Audit Flag (Transportation Mode Change)

Note 1: The **Pre-Audit** flag for CTW as described in Figure 5 may also appear.

Note 2: In the description for the **Transportation Mode Change** flag, **CP** stands for Commercial Plane.

Cost Comparison Steps

There are six basic steps to support a **Cost Comparison** for a trip.

1. Obtain the cost for the **Authorized Transportation Mode**. Capture a screenshot of the **Authorized Transportation Mode** and attach it to your authorization or voucher for your AO to review. Below are a few examples of how to obtain the cost.
 - a. Airfare:
 - i. For an authorization - Use DTS to search for the full YCA fare (YCA = unrestricted, guaranteed coach class fare) which includes taxes and fees for an authorization, displayed in DTS as “GSA Contract Rate” (Figure 7a). **Note:** This is a one way fare, so remember to double the cost for round trip amount.
 - ii. Do not use the -CA fare (-CA = lower cost, coach class capacity-controlled fare) for a cost comparison, displayed in DTS as “GSA Contract Rate w/Limited Availability.” **Note:** You can use a -CA fare for actual travel, but not for a cost comparison.
 - iii. For an authorization - Recommend not using the [GSA CPP](#) website for an authorization cost estimate. These one-way fares do not contain taxes and applicable fees. Also, if the airport servicing your TDY location is not part of the [CPP](#) market, you will not see a flight available using the GSA CPP website.

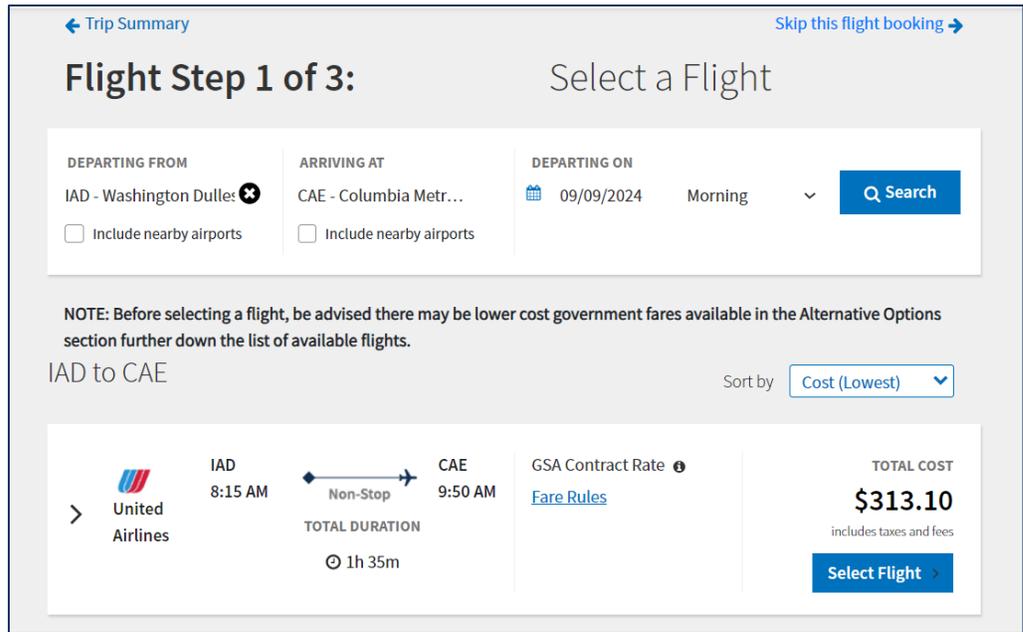


Figure 7a: DTS Reservations Select a Flight Screen

- iv. For a voucher - You will need to go to the [GSA CPP](#) website to capture flight data (Figure 7b). You cannot view past dated flights in DTS. If the airport servicing your TDY location or Permanent Duty Station (PDS) is not part of the CPP market, you will need to request airfare pricing from your TMC.

City Pair Program (CPP)

The OMB-designated Best-in-Class City Pair Program procures and manages discounted air passenger transportation services for federal government travelers. At its inception in 1980 this service covered only 11 markets, and now covers over 14,000 markets. Today, CPP offers four different contract fares. Please go to [Government airfare types](#) to learn more.

Fare finder

1 Origin city or airport: WASHINGTON, DC - IAD

2 Destination city or airport: COLUMBIA, SC - CAE

Toggle fiscal years - FY 2025 covers Oct. 1, 2024 - Sep. 30, 2025

FY 2025 | FY 2024

Search for contract fares | Clear form

Note: All fares are listed one-way and are valid in either direction. [Disclaimer - taxes and fees may apply to the final price](#)

Origin ↑	Destination ↓	Airline ↓	Service ↓	One-way airfare ↓	Effective date ↓	Expiration date ↓
BALTIMORE, MD - BWI	COLUMBIA, SC - CAE	American Airlines	Connect	YCA: \$333 _CA: \$81	10/01/2024	09/30/2025
WASHINGTON, DC - DCA	COLUMBIA, SC - CAE	American Airlines	Non-stop	YCA: \$395 _CA: \$0	10/01/2024	09/30/2025
WASHINGTON, DC - IAD	COLUMBIA, SC - CAE	United Airlines	Non-stop	YCA: \$497 _CA: \$249	10/01/2024	09/30/2025

Previous | 1 | Next

Figure 7b: City Pair Program Search Tool Results Screen

b. Rental Car:

- i. For an authorization - Use DTS to search for the compact car **Recommended** class for the cost comparison, as it provides the daily rate including taxes and fees.
- ii. For a voucher - Use the [U.S. Government Rental Car Agreement # 5 Max Rates](#) document as it provides a daily rate, but doesn't include taxes and fees. The example below is for CONUS locations (Figure 7c). The agreement also includes CONUS maximum rates for high cost areas and OCONUS locations. Another option is to contact the TMC for the cost data.

Continental United States Maximum Rates

For the continental United States (CONUS), there will be one maximum rate for each car class except for the high-cost areas identified.

Table 1 – Standard CONUS Maximum Rates

Vehicle Class	Maximum Rate
ECONOMY	\$55
COMPACT	\$55
INTERMEDIATE	\$55
FULL-SIZE	\$60
STANDARD	\$55
PASSENGER VAN (5-8 PASSENGERS)	\$100
PASSENGER VAN (9-12 PASSENGERS)	\$140
PASSENGER VAN (15 PASSENGER)	\$140
SUV (COMPACT)	\$90

Vehicle Class	Maximum Rate
SUV (INTERMEDIATE)	\$90
SUV (STANDARD)	\$90
SUV (FULL SIZE)	\$120
SUV (PREMIUM)	\$125
EV (INTERMEDIATE)	\$70
EV (FULL SIZE)	\$80
EV SUV (INTERMEDIATE)	\$115

Figure 7c: CONUS Maximum Rates

- c. **Train:** Review the [JTR, 020203. Transportation Types Most Advantageous to the Government and JTR, Table 2-11. Cost Comparison Rules for Using a POV](#) if you are comparing POV to Train cost. Contact your AO when considering Rail use.
 - i. For a CONUS location - Use the [Amtrak](#) website and search for coach fare or contact your TMC for a rail cost (Figure 7d). **Note:** You can use DTS with TMC assistance to request booking for an actual rail segment for CONUS locations. Follow your local business rules for contacting the TMC.
 - ii. For an OCONUS location - Contact your DTA for the foreign location rail website and follow your local business rules for additional requirements.
 - iii. Do not use DTS to obtain a rail constructed cost as there is only a static train listing available.

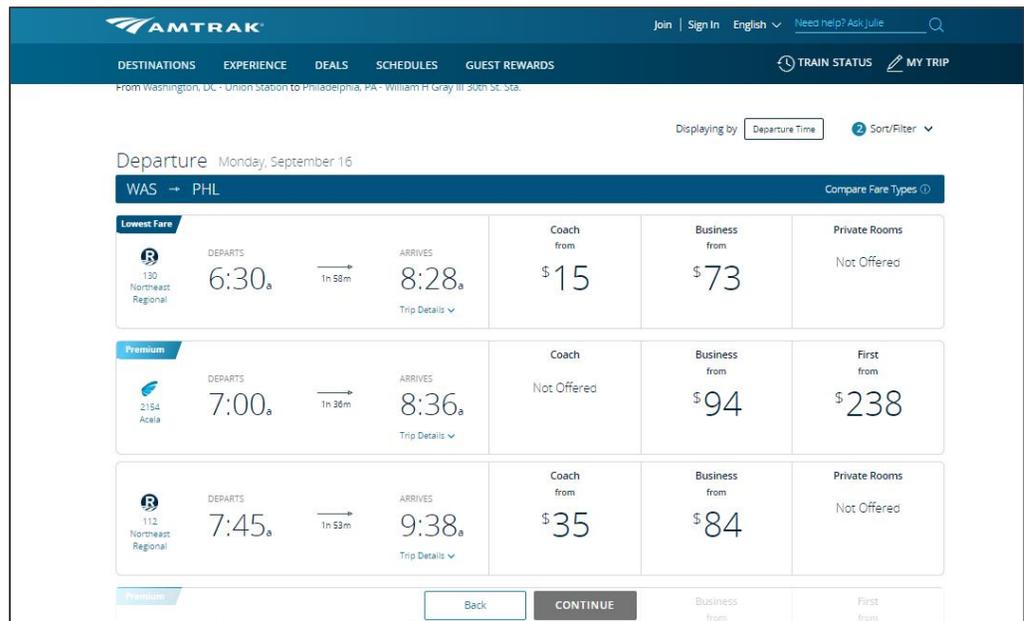


Figure 7d: Amtrak Rail Search Results Screen

2. Obtain and complete a DTMO CTW or a locally approved form. For the DTMO version, you download the [Constructed Travel Worksheet](#) from the website. **Note:** See the **Constructed Travel Worksheet Locations** section in this information paper to learn how to access the *DTMO CTW and Instructions*. Follow your local business rules for completing a locally approved constructed travel form. Once you have the worksheet or form you will:
 - a. Record the **Authorized Transportation Mode** information on the **Constructed Travel Worksheet (CTW)** or locally approved form. **Note:** For the DTMO CTW Section 2, you include other cost factors and in Section 3 Additional considerations, check those items which apply.
 - b. Upload the [Constructed Travel Worksheet](#) or locally approved form into your authorization or voucher. **Note:** You will see a CTW example later in this information paper.
3. Remove the **Authorized Transportation Mode** from the authorization. For example, if you entered air or rental car to gather the cost, but you plan on driving a POV. For a voucher, if you changed your transportation mode after the AO **APPROVED** the authorization, then you will need to capture the **Authorized Transportation Mode** as supporting documentation for the AO to determine reimbursement.
4. Enter your **Preferred Transportation Mode** into the document.
5. Finalize the document:
 - a. For an authorization: Enter reservations, **Add Expenses**, attach supporting documents (e.g., DTS screen shots, TMC emails), add **Comments to the AO**, justify **Pre-Audit** flags, and **Reason Codes** (if applicable).

- b. For a voucher: **Add, Update** or **Delete Expenses**, attach supporting documents (e.g., TMC emails), add **Comments to the AO**, justify **Pre-Audit** flags, and **Reason Codes** (if applicable).
6. Stamp your document **SIGNED** to route to your Authorizing Official (AO).
 - a. The AO uses information from the CTW or locally approved form, supporting records, and comments to determine the authorized transportation mode and establish any limits on reimbursement. See the **AO Review and Approve Travel Documents** section of this information paper.
 - b. Review the approved document in DTS for AO comments and the approved transportation mode.

Note 1: Follow your local business rules on requirements for **Constructed Travel**.

Note 2: If you changed your travel mode from what the AO approved on the authorization, you can use the same [Constructed Travel Worksheet](#) for the voucher.

Constructed Travel Worksheet Locations

There are two ways to locate a blank [Constructed Travel Worksheet](#):

1. Download from the DTMO website.
 - a. Go to the **Constructed Travel Home** page (Figure 8).

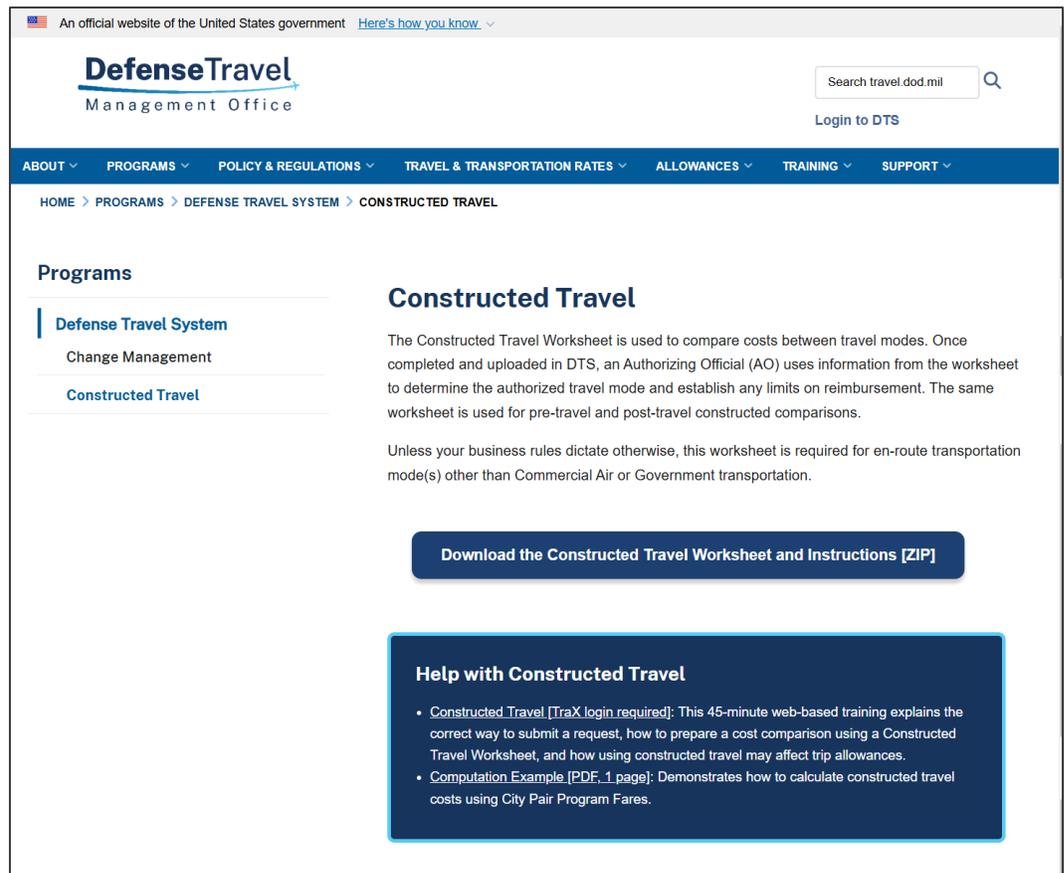


Figure 8: The Constructed Travel Home Screen

- b. Locate **Download Constructed Travel Worksheet and Instructions [ZIP]** on the page and select the link. The **Save As** window appears.
 - c. Choose a folder location to *download* and *save* the file. Then select **SAVE**.
 - d. Open the zip file. There are two documents to save: *Constructed Travel Worksheet* (Blank form) and *Completing a Constructed Travel Worksheet* (Instructions).
2. Open through a DTS document.
 - a. Navigate to the **Expenses** table and if the expense you enter triggers the CTW rules, then a banner displays and the CTW option link appears.
 - i. Figure 9a is POV mileage *over 400 miles one-way/800 miles round trip* and a **Trip Start** date is *after January 31st, 2025*.
 - ii. Figure 9b is POV mileage *under 400 miles one-way* and a **Trip Start** date is *prior January 31st, 2025*.
 - iii. Not shown is POV mileage is *400 miles one-way or less or 800 miles round trip or less* and a **Trip Start** date is *after January 31st, 2025*. **NO** CTW message displays as CTW rules do not apply.

The screenshot shows a web form titled "Add New" with a close button in the top right corner. The form contains the following elements from top to bottom: a "Select Type*" dropdown menu with "Private Auto - To/From TDY" selected; an "Attach Receipt" button; a yellow warning banner with a triangle icon and the text "Requires a [Constructed Travel Worksheet](#) when mileage exceeds 400 one-way/800 roundtrip."; an "Expense Date*" field with a calendar icon and the date "03/11/2025"; a "Start Location*" text input field with the placeholder "Type to search for a starting location"; an "End Location*" text input field with the placeholder "Type to search for an ending location"; and finally, "Cancel" and "Add" buttons at the bottom right.

Figure 9a: Expenses Screen - Expense Type Prompts CTW Requirement with Link

This screenshot is similar to Figure 9a, showing the "Add New" expense form. The "Select Type*" dropdown is set to "Private Auto - To/From TDY". The "Attach Receipt" button is present. The warning banner text is "This expense requires a [Constructed Travel Worksheet](#) to be submitted with this document." The "Expense Date*" field shows "09/09/2024". The "Start Location*" and "End Location*" fields have the same placeholder text as in Figure 9a. The "Cancel" and "Add" buttons are at the bottom right.

Figure 9b: Expenses Screen - Expense Type Prompts CTW Requirement with Link

- b. Navigate to the **Other Auths and Pre-Audits** page (Figure 10). Be aware of the following rules:
 - i. The CTW link is always available on this page.
 - ii. When CTW rules apply a **Pre-Audit** flag appears requiring a justification even when the worksheet is attached.
 - iii. When CT rules apply and the CTW or local document is not attached, then the **CTW Pre-audit** flag identifies the requirement and necessitates justification. In addition, an **Advisory** prompts with a message of **CTW IS REQUIRED**. DTS applies a hard stop until the correction is made.
 1. Then return to the **Pre-Audit** page. This will allow the **CTW IS REQUIRED Advisory** to resolve and the person to continue to the **Digital Signature** page to apply their appropriate stamp.

Pre-Audit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official.

[Constructed Travel Worksheet](#)

1 PRE AUDITS

CONSTRUCTED TRAVEL WORKSHEET

A privately owned vehicle was selected for mileage reimbursement and a constructed travel/cost comparison worksheet is required to be completed and included in the Expenses screen as a Constructed Travel Worksheet (CTW) under Documents.

Justification to Approving Official *

0/2000

Cancel Save

1 ADVISORIES

CTW IS REQUIRED

A Constructed Travel Worksheet (CTW) is required. You must add the CTW under Documents on the Expenses screen before applying the SIGNED stamp to this document.

Figure 10: Other Auths and Pre Audits Screen - Pre-Audit CTW Requirement with Link

- c. To access the document, select the **Constructed Travel Worksheet** link (Figure 8). The **Constructed Travel Home** page opens.
- d. Locate **Download Constructed Travel Worksheet and Instructions [ZIP]** on the page and select the link. The **Save As** window appears.
- e. Choose a folder location to *download* and *save* the file. Then select **SAVE**.

- f. Open the zip file. There are two documents to save: *Constructed Travel Worksheet* (Blank form) and *Completing a Constructed Travel Worksheet* (Instructions).

Blank Constructed Travel Worksheet (CTW)

There are three sections to a **Constructed Travel Worksheet** (Figure 11).

- Section 1 - Travel Itinerary for the standard transportation mode
- Section 2 - Constructed cost of the standard transportation mode
- Section 3 - Additional considerations (non-monetary)



Constructed Travel Worksheet - Combined Authorization and Voucher for Pre/Post Travel

Refer to worksheet instructions for complete guidance

Name:

1. Travel itinerary for the standard transportation mode

Travel Leg	Date	Departure Location	Arrival Location	Mode (+Fare Class if air)	Cost
PDS to TDY					
TDY to PDS					

For trips with multiple TDY locations:

TDY to TDY					\$0.00
TDY to TDY					\$0.00
TDY to TDY					\$0.00
TDY to TDY					\$0.00

2. Constructed cost of the standard transportation mode:

	Cost
A. Transportation costs from PDS departure terminal to TDY arrival terminal (e.g., home airport to TDY airport)	
B. Transportation costs from TDY departure terminal to PDS arrival terminal (e.g., TDY airport to home airport)	
C. Transportation costs from one TDY terminal to another (e.g., TDY airport to TDY airport)	\$0.00
D. Total transportation cost	\$0.00
E. Fee normally charged by your TMC	\$0.00
F. Transportation costs from trip start point to PDS departure terminal (e.g., driving from home to the airport)	\$0.00
G. Transportation costs at all TDY sites (e.g., rental car, bus to/from airport, taxi)	\$0.00
H. Transportation-related costs at all TDY sites (e.g., gas for rental car, parking at hotel, tolls)	\$0.00
I. Transportation costs from PDS arrival terminal to trip end point (e.g., driving home from the airport)	\$0.00
J. Parking at PDS terminal (e.g., parking at the airport while TDY)	\$0.00
K. Baggage Fees (Service member's first checked bag is normally free)	\$0.00
L. Total individual constructed transportation cost	\$0.00
M. Constructed transportation cost of official travelers sharing driver's vehicle (# of passengers) 0	\$0.00
N. Total constructed cost of the standard transportation mode	\$0.00

3. Additional considerations (non-monetary):

Check all that apply to this trip:

- Standard mode departure time, arrival time, or total travel time would negatively impact the mission
- Standard mode is/was not available or is/was not practical to support the mission
- Standard mode has/had potential for traffic, weather, or routing delays that would negatively impact the mission
- POV use was more efficient, more economical, or result in a more expeditiously accomplished mission

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Figure 11: Blank Constructed Travel Worksheet

Here is a short explanation for the worksheet.

1. At the top is the (Traveler) **Name** field. Complete the information for each trip.

2. **Section 1** captures the Standard transportation (directed or authorized transportation) (e.g., air, rail, or rental car). Complete the information using the verified resource (e.g., DTS, TMC, CPP Search Tool, Amtrak). **Note: Section 1** is auto-copied down into **Section 2**.
3. **Section 2** calculates the Standard transportation mode + other costs to consider. What fields you use from Line 2A through 2N will vary depending upon your trip specifics (e.g., Travel Management Company (TMC) fee, checked bags, taxi, terminal parking, etc.). The last entry is **Line 2N** reflecting the **Total constructed cost of the standard transportation mode** for the AO to consider. **Note:** The worksheet includes a *Tool Tip* mouse over alerting users to only enter digits in the fields and avoid adding the dollar sign.
4. **(Optional) Section 3** Additional considerations. These are non-monetary. You may not use them often (e.g., travel time, traffic, or weather delays), but they are available. If you do use **Section 3** be prepared to provide supplementary documentation and comments to your AO.
5. Once you add information to the form be sure to select **Save** to retain the data. Remember you must attach a CTW to your authorization or voucher, if you used a transportation mode other than the standard mode or the mode directed by your AO.

Constructed Travel Examples

The next section contains three Traveler scenarios comparing different transportation modes and completing a CTW for a sample trip. The scenarios highlight a few trip details and assumes the traveler understands how to create the basic authorization and voucher in DTS.

Later in the AO section, a few scenarios are reviewed and the determination for reimbursement is outlined as either full or limited.

If you have constructed travel situations not discussed in this information paper, consult with your DTA and AO for guidance. For all our examples we use the DTMO CTW.

As a reminder, if you choose a specific transportation mode different than the directed or authorized mode, review the *JTR* for policy before creating your travel document in DTS. If you want to use your POV, note the following:

- The [JTR](#) par. 020210-F states, “*Cost Comparisons Between Use of a POV and Other Modes of Transportation (Computation and Calculation Rules)*”. When a traveler uses a POV instead of an authorized type of transportation deemed most advantageous to the Government, a cost comparison is submitted to the AO on a worksheet such as the DTMO’s CTW or a similar locally approved form to determine reimbursement. The POV mileage and related expenses are compared to the constructed cost of the authorized transportation type and the lesser of the two amounts is reimbursed. The constructed cost is the sum of the transportation ticket cost, the TMC fee, and other related costs that include, but not limited to, taxi and TNC fares, terminal mileage, baggage fees, ferry fees, parking, or rental car when authorized and necessary. The per diem that the

Government would have incurred if travel had been performed by the authorized transportation mode is paid.”

For the complete document processing actions, see [DTS Guide 2: Authorizations](#) and [DTS Guide 3: Vouchers](#).

Traveler Scenario 1

Scenario 1 is a simple comparison of *POV to Airfare*.

Our example requires using DTS to **Create Itinerary** (Figure 12).

- Enter the **Trip Dates:** 09/09/24 - 09/13/24.
- Enter the **TDY Location:** Ft. Jackson, SC.
- Enter the **Government Preferred Transportation: Traveling By: Air.** Use DTS **Reservations** module to get the cost for authorized transportation mode.
- Enter the **Time of Day** and the **Rental Car** remains at the default **No**.
- **Traveler Preferred Transportation:** Trips starts at the **Residence:** Woodbridge, VA requires driving to the **TDY Location** and returning to **Residence:** Woodbridge, VA. **Note:** Mileage is entered using **Expenses** (shown later).
- Select the Trip Type: **Temporary Duty Travel (Routine)** and the Trip Purpose: Mission: **Operational** were chosen (not shown).
- With the **Itinerary** completed, select **Continue** to advance to **Reservations** module (not shown).

The screenshot shows the 'Create Itinerary' form with the following fields and values:

Arriving	Departing	TDY Location	Traveling By	Time of Day	Rental Car?
09/09/2024	09/13/2024	FT. JACKSON, SC	Air	Morning	No

Figure 12: Create Itinerary

Here is how to complete our basic steps to support a **Cost Comparison** for the *authorization*:

1. Obtain the cost for the Authorized Transportation Mode.
 - a. **Airfare:** Use DTS **Reservations** module to search for the full YCA fare (Figure 13). Remember these are one-way fares. **Note:** You may need to check the box include nearby airports to find your flight.

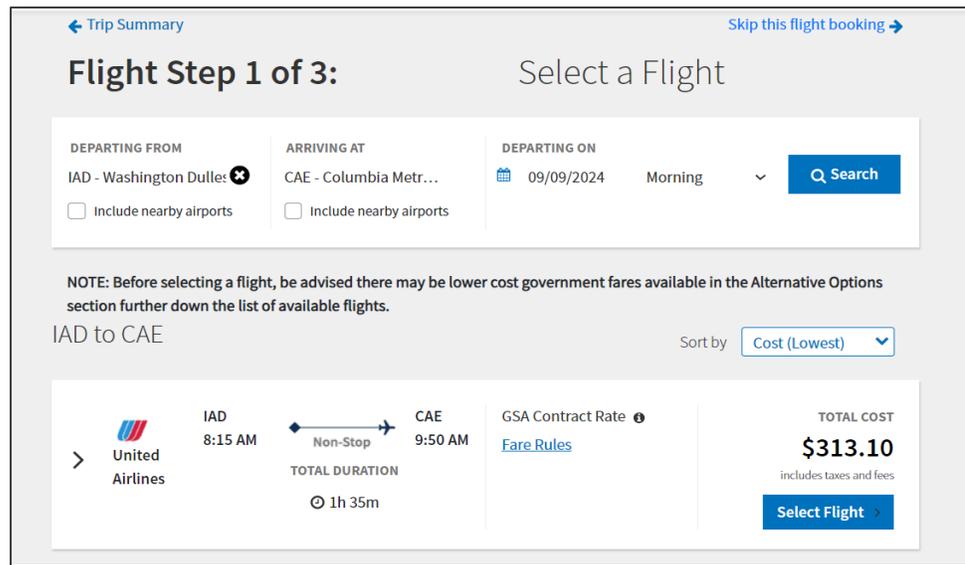


Figure 13: Select a Flight Screen - Outbound Flight

- b. Capture the outbound and return flight data. **Note:** Do not book the actual flights in DTS (Figure 13 and Figure 14).

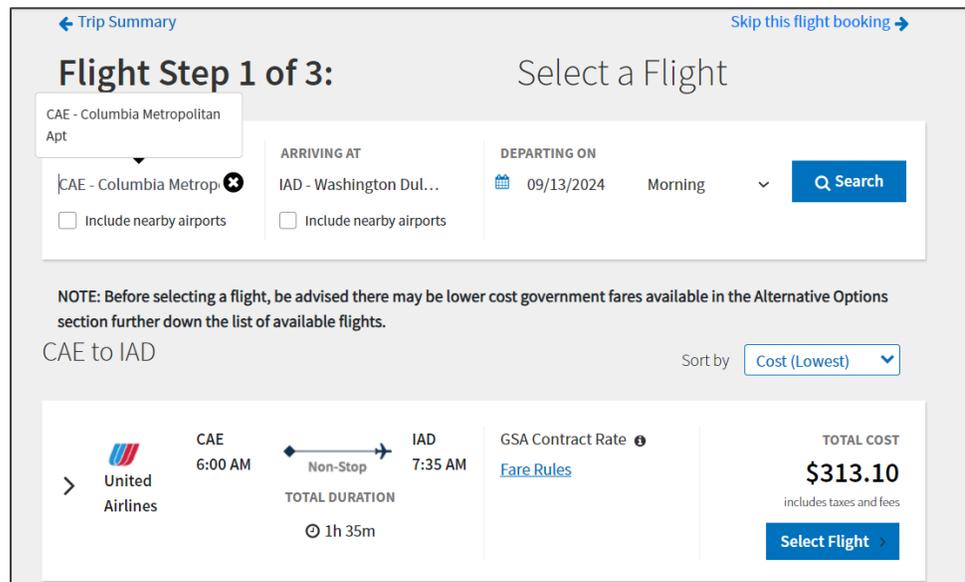


Figure 14: Select a Flight Screen - Return Flight

2. In **Expenses**, attach a screenshot of the **Authorized Transportation Mode** in your authorization for your AO to review.
3. Obtain the **Constructed Travel Worksheet (CTW)** from the DTMO website (Blank form, Figure 11).

4. Gather the Scenario 1 details and add them to the CTW - Section 1, Section 2, and Section 3, if applicable. **Note:** Refer to the [CTW Instructions](#) located on the DTMO website for more details to learn more about the constructed travel form.
 - a. Add your **Name**.
 - b. **Complete Section 1** - Travel Itinerary for the standard transportation mode. PDS to TDY is Row 1 and TDY to PDS is Row 2.
 - i. Row 1 Enter Travel Date - 09/09/24
 - ii. Row 1 Enter Departure Location - Washington, DC (IAD)
 - iii. Row 1 Enter Arrival Location - Columbia, SC (CAE)
 - iv. Row 1 Enter Travel Mode - Airfare
 - v. Row 1 Enter Cost - \$313.10
 - vi. Row 2 Enter Travel Date - 09/13/24
 - vii. Row 2 Enter Departure Location - Columbia, SC (CAE)
 - viii. Row 2 Enter Arrival Location Washington, DC (IAD)
 - ix. Row 2 Enter Travel Mode - Airfare
 - x. Row 2 Enter Cost - \$313.10
 - c. **Complete Section 2** - Constructed cost of the standard transportation mode.
 - i. Line 2A cost auto-fills from PDS to TDY Row 1 = \$313.10
 - ii. Line 2B cost auto-fills from TDY to PDS Row 2 = \$313.10
 - iii. Line 2C is for other travel legs.
 - iv. Line 2D cost auto-fills. **Total Transportation Cost** = 626.20
 - v. Line 2E is for a TMC Fee, for this example = \$35.00. **Note:** Verify actual fee with your DTA.
 - vi. Line 2F transportation cost from starting point to PDS departure terminal, for this example Taxi = \$30.00
 - vii. Line 2G transportation costs at all TDY sites, for this example Taxi = \$80.00
 - viii. Line 2H see CTW Instructions for details or review the CTW. Not used in this scenario.
 - ix. Line 2I transportation cost from PDS arrival terminal back to end point, for this example Taxi = \$30.00
 - x. Line 2J see CTW Instructions for details or review the CTW. Not used in this scenario.
 - xi. Line 2K calculates Baggage Fees, for this example \$35.00 x 2 = \$70.00.
 - xii. Line 2L calculates the Total Individual Constructed Transportation cost = \$871.20.
 - xiii. Line 2M is blank for this scenario.

- xiv. Line 2N calculates the Total Constructed Cost of the Standard Transportation mode = \$871.20.
- d. **(Optional) Complete Section 3** - Additional considerations (non-monetary)
 - i. You may include additional considerations regarding your trip.
 - ii. Checking them will require you to explain the circumstances to your AO and add a comment in your authorization.
 - iii. Our example did not check any items.
- e. At the bottom of the page, select **Save** to retain the CTW information (Figure 15). Then be sure to save it to your PC or preferred location.



Constructed Travel Worksheet - Combined Authorization and Voucher for Pre/Post Travel

Refer to worksheet instructions for complete guidance

Name:

1. Travel itinerary for the standard transportation mode

Travel Leg	Date	Departure Location	Arrival Location	Mode (+Fare Class if air)	Cost
PDS to TDY	09/09/2024	Washington, DC (IAD)	Columbia SC (CAE)	airfare	\$313.10
TDY to PDS	09/13/2024	Columbia, SC (CAE)	Washington, DC (IAD)	airfare	\$313.10

For trips with multiple TDY locations:

TDY to TDY					\$0.00
TDY to TDY					\$0.00
TDY to TDY					\$0.00
TDY to TDY					\$0.00

2. Constructed cost of the standard transportation mode:

	Cost
A. Transportation costs from PDS departure terminal to TDY arrival terminal (e.g., home airport to TDY airport)	\$313.10
B. Transportation costs from TDY departure terminal to PDS arrival terminal (e.g., TDY airport to home airport)	\$313.10
C. Transportation costs from one TDY terminal to another (e.g., TDY airport to TDY airport)	\$0.00
D. Total transportation cost	\$626.20
E. Fee normally charged by your TMC	\$35.00
F. Transportation costs from trip start point to PDS departure terminal (e.g., driving from home to the airport)	\$30.00
G. Transportation costs at all TDY sites (e.g., rental car, bus to/from airport, taxi)	\$80.00
H. Transportation-related costs at all TDY sites (e.g., gas for rental car, parking at hotel, tolls)	\$0.00
I. Transportation costs from PDS arrival terminal to trip end point (e.g., driving home from the airport)	\$30.00
J. Parking at PDS terminal (e.g., parking at the airport while TDY)	\$0.00
K. Baggage Fees (Service member's first checked bag is normally free)	\$70.00
L. Total individual constructed transportation cost	\$871.20
M. Constructed transportation cost of official travelers sharing driver's vehicle (# of passengers) <input type="text" value="0"/>	\$0.00
N. Total constructed cost of the standard transportation mode	\$871.20

3. Additional considerations (non-monetary):

Check all that apply to this trip:

- Standard mode departure time, arrival time, or total travel time would negatively impact the mission
- Standard mode is/was not available or is/was not practical to support the mission
- Standard mode has/had potential for traffic, weather, or routing delays that would negatively impact the mission
- POV use was more efficient, more economical, or result in a more expeditiously accomplished mission

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Figure 15: Scenario 1 - Constructed Travel Worksheet (Details)

- 5. Use the **Progress Bar** on the left side of the page, to go to the **Expenses** module (Figure 16).



Figure 16: Enter Expenses Screen

- a. Select **Add**. On the **Add New** screen, use the slider to select **Documents** (Figure 17a). Then choose the **Constructed Travel Worksheet (CTW)** label (Figure 17b). Select **Attach Document to Browse** for and upload (from your PC or saved location) the **Constructed Travel Worksheet** into your authorization.

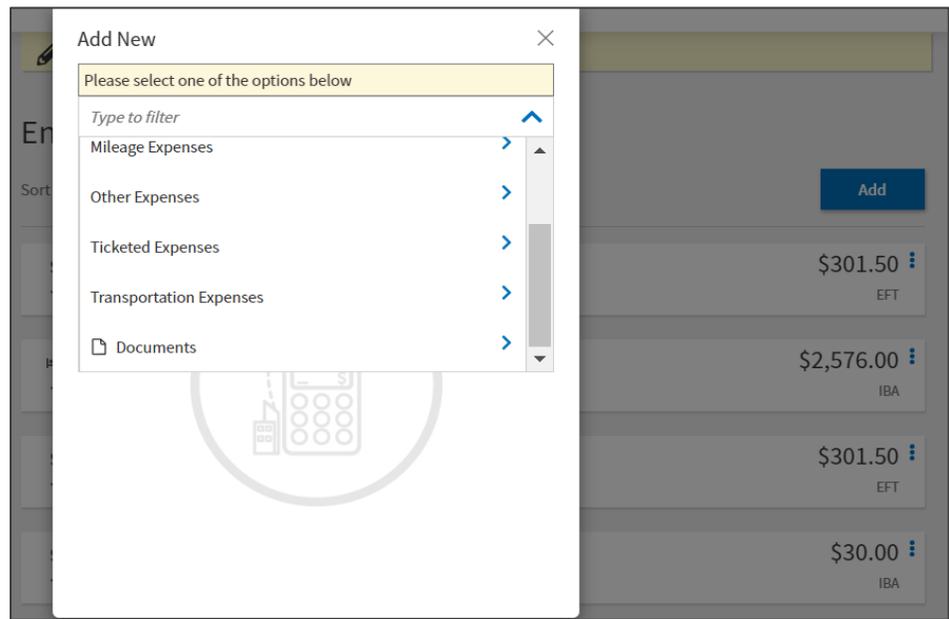


Figure 17a: Add New Screen - Documents

The screenshot shows a modal window titled "Add New" with a close button (X) in the top right corner. Below the title is a "Select Type*" dropdown menu currently displaying "Constructed Travel Worksheet (CTW)". Underneath is a button labeled "Attach Document". Below that is a "Submit Date" field with a calendar icon and the date "09/16/2024". A "Notes*" text area is positioned below the date field. At the bottom of the modal are two buttons: "Cancel" and "Add".

Figure 17b: Document Category CTW - Attach Document

- b. Attachments appear in **Expenses** (Figure 17c) and under *Substantiating Documents* on the **Review Trip Authorization** and **Review Trip Voucher** screen (Figure 17d).

Constructed Travel Worksheet (CTW)	Details	08/21/2024
Airfare Cost Comparison	Details	08/21/2024

Figure 17c: Enter Expenses Screen - Attached Documents

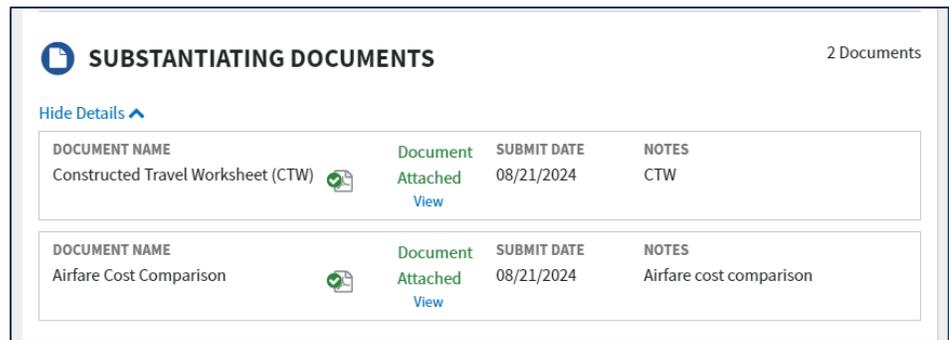


Figure 17d: Review Trip Authorization Screen - Substantiating Documents

6. Remove the **Authorized Transportation Mode** from the authorization. For our example, we obtained the airfare cost.
7. Finalize remaining reservations such as **Lodging** at this point or at any time from the **Progress Bar**, select **Review Reservations**. On the **Review Reservation Selections** page, use the **Add to Trip** option, then choose **Add new lodging** (Figure 18) to make your reservation.

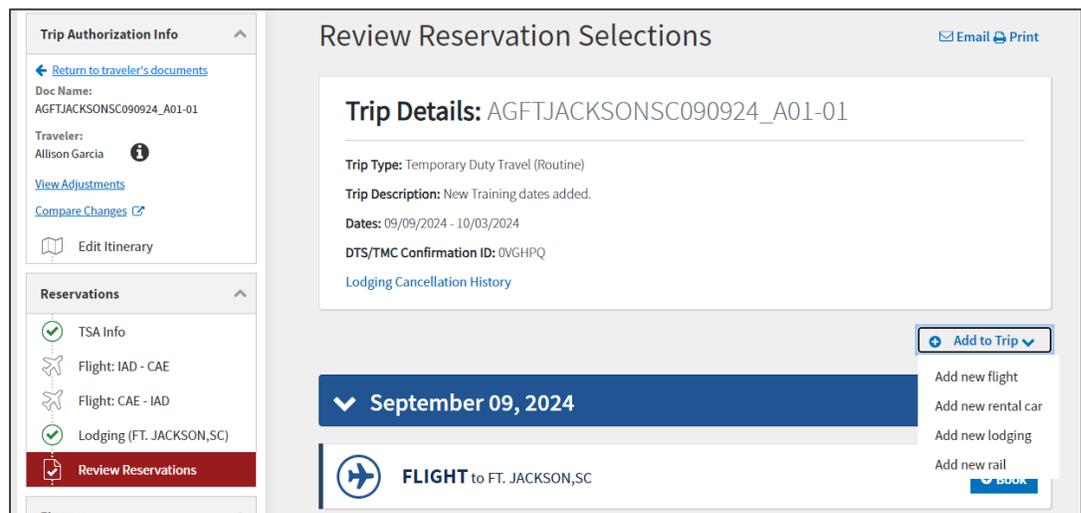


Figure 18: Review Reservation Selections - Add new lodging

8. Add your **Preferred Transportation Mode** (Figure 19). Our scenario is *POV Mileage*.
9. To **Add POV Mileage**, go to the **Expenses** module.
 - a. Select **Add**. The **Add New** screen opens.
 - b. Select **Mileage Expenses**.
 - c. Select **Private Auto - To/From TDY** mileage. You must use DTOD to compute the official mileage (Figure 19).
 - i. Enter zip code for the residence and then select the right one from the list to the TDY location. The miles and rate calculate.

- ii. Enter zip code for the TDY location and then select the right one from the list to the residence. The miles and rate calculate.
 - iii. Add **Notes**.
 - iv. Select **Add** to save the entry.
- d. (Optional) For the mileage calculation TDY location back to the residence, you can use the same steps listed above or use **Duplicate Expense** at the end of the entered mileage expense row. See the **options** (3-dots) feature in Figure 20.

The screenshot shows a web form titled "Add New" with a close button (X) in the top right corner. The form contains the following elements:

- Select Type***: A dropdown menu with "Private Auto - To/From TDY" selected and a blue checkmark icon.
- Attach Receipt**: A button with a blue border and text.
- Warning Box**: A yellow box with a warning icon and the text: "This expense requires a [Constructed Travel Worksheet](#) to be submitted with this document."
- Expense Date***: A date picker showing "09/09/2024".
- Start Location***: A text input field containing "22193 Woodbridge, VA, Prince William" with a search icon (magnifying glass) and a close icon (X).
- End Location***: A text input field containing "29207 Columbia, SC, Richland" with a search icon (magnifying glass) and a close icon (X).
- Buttons**: "Cancel" and "Add" buttons at the bottom right.

Figure 19: Add New (Expenses) - Enter POV Mileage (CTW Requirement)

10. Add any additional estimated **Expenses** under the **Enter Expenses** page (Figure 20).

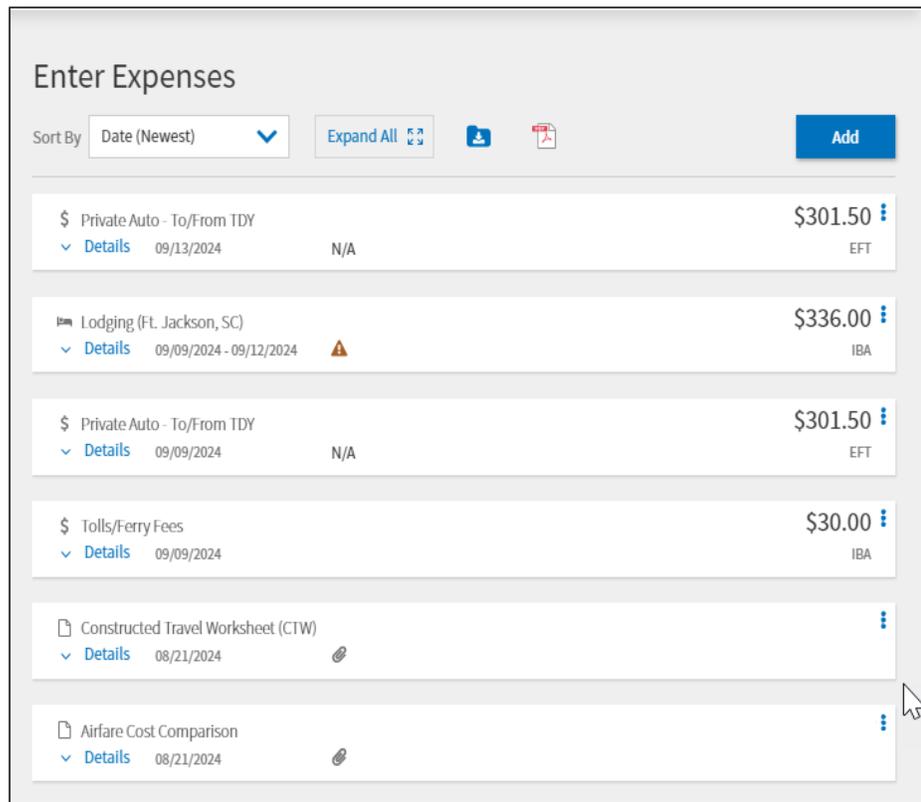


Figure 20: Enter Expenses Screen - Expenses and Attachments

11. Review the **Per Diem** table. Ensure your travel days are properly reflected, meals, and leave if applicable. Review the *JTR, par. 020302. Allowable Travel Time As It Affects Per Diem*. “The AO determines the allowable travel time by the official distance, the type of transportation authorized, and the transportation used. However, if the actual travel time is less than the allowable travel time, then the AO approves per diem only for the actual days traveled. All time that is not official travel time must be accounted for in accordance with appropriate personnel regulations.” *JTR, par. 020302-A POV, Government Automobile, or Rental Vehicle*. “When travel is authorized as advantageous by POV, Government automobile, or a rental vehicle, one day of travel is authorized for every 400 miles, per *Table 2-10*.”
12. **Review Trip Authorization**. Verify all information is included in your document. At the bottom of the page, provides the **<ESTIMATED or ACTUAL> TRIP COST** with a **CATEGORY** breakdown. Once you finish checking the **Review Trip Authorization** page, advance to the **Other Auths and Pre-Audits** screen (Figure 21). Some selections you make in DTS such as mileage may or may not trigger a **Constructed Travel Worksheet Pre-Audit** flag (Figure 21). The **Trip Start** date drives if you will need to provide the CTW for the supporting documentation.
13. Check items on the **Other Auths and Pre-Audits** screen. For our scenario, we did attach a CTW, but the flag still triggered (Figure 21). Provide the justification for transportation use and indicate the required document is included in your authorization.

Figure 21: Other Auths and Pre-Audit Screen

- a. Justify any other **Pre-Audit** flags and **Reason Codes**. **Note:** Your organization may use standard wording for justifications, so check your local business rules or contact your DTA.
 - b. Review any **Advisories** displayed.
14. Sign your authorization. Your document routes to the TMC first for reservation support and then to the Routing Officials. Your AO will review your document for compliance and determine your transportation reimbursement using the **CTW Decision Tool**. **Note:** After approval and three business days prior to travel the TMC tickets rail and air reservations except for restricted flights which require advanced ticketing.

Note: When constructed travel rules apply (e.g., adding POV mileage) and you fail to attach a CTW, a **Pre-Audit** flag triggers, and an **Advisory** displays for missing CTW (Figure 22). In addition, DTS initiates an **Audit Fail** preventing the **SIGNED** stamp being applied to the trip.

Here is how to resolve the **Pre-Audit** flag and **Audit Fail**:

Figure 22: Pre Audit Flag - CTW and Advisory - CTW (Missing)

1. If the document is flagged for missing data, go to **Expenses**.
 - a. Attach the missing information (e.g., CTW) and a **Note**.
2. Return to the Other Auths and Pre-Audit screen.
 - a. Add a justification for the CTW flag such as the **CTW** for trip is attached. Provide the reason for using your preferred transportation mode (e.g., hauling equipment).
 - b. Review for any other **Pre-Audit** flags and provide justifications.
 - c. Review for **Advisories**. **Note:** DTS removes the **CTW IS REQUIRED Advisory** once supporting documentation is attached.
3. Sign your authorization. Your document routes to the TMC first for reservation support and then to the Routing Officials.

Scenario 1: Full Reimbursement

For the trip, the authorized transportation mode is *airfare*. You want to drive your *POV*.

1. For the DTS authorization, you entered POV mileage \$603.00, and tolls that equal the cost of \$663.00.
2. The **Constructed Travel Worksheet** constructed airfare cost is \$871.20 from Section 1 and Section 2. You entered no information from Section 3 Additional considerations.
3. **Comparison:** Drive=**\$663.00** Fly=\$626.20 + \$35.00 TMC fee + \$70.00 Baggage fee, Taxis at the TDY location + \$80.00 from Section 2 is the **Total Constructed Cost Line 2N = \$871.20**.
4. The AO reviewed the CTW and other supporting documentation for the mission.
5. **Result:** The AO approved full **Traveler Preferred Transportation** reimbursement, so you'll receive **\$663.00** if you use your *POV* for this mission.

Traveler Scenario 2

Scenario 2 is a comparison of *Rental Car to Airfare*.

Our example requires using DTS to **Create Itinerary** (Figure 23).

- Enter the **Trip Dates:** 05/13/24 - 05/16/24.
- Enter the **TDY Location:** Philadelphia, PA.
- Enter the **Government Preferred Transportation: Traveling By: Air.** Use DTS **Reservations** module to get the cost for authorized transportation mode.
- Enter the **Time of Day** and **Rental Car** remains at the default **No**.
- **Traveler Preferred Transportation:** Trips starts at the **PDS:** Alexandria, VA, requires driving to the **TDY Location** and returning to **PDS:** Alexandria, VA.
- Select the Trip Type: **Temporary Duty Travel (Routine)** and the Trip Purpose: Mission: **Operational** were chosen (not shown).
- With the **Itinerary** completed, select **Continue** to advance to **Reservations** module (not shown).

The screenshot shows the 'Create Itinerary' form with the following fields and values:

Arriving	Departing	TDY Location	Traveling By	Time of Day	Rental Car?
05/13/2024	05/16/2024	PHILADELPHIA, PA	Air	Morning	No

Figure 23: Create Itinerary

Here is how to complete our basic steps to support a **Cost Comparison** for the *authorization*:

1. Obtain the cost for the Authorized Transportation Mode.

- a. **Airfare:** Use DTS **Reservations** module to search for the full YCA fare (Figure 24). Remember these are one way fares. **Note:** You may need to check the box include nearby airports to find your flight.

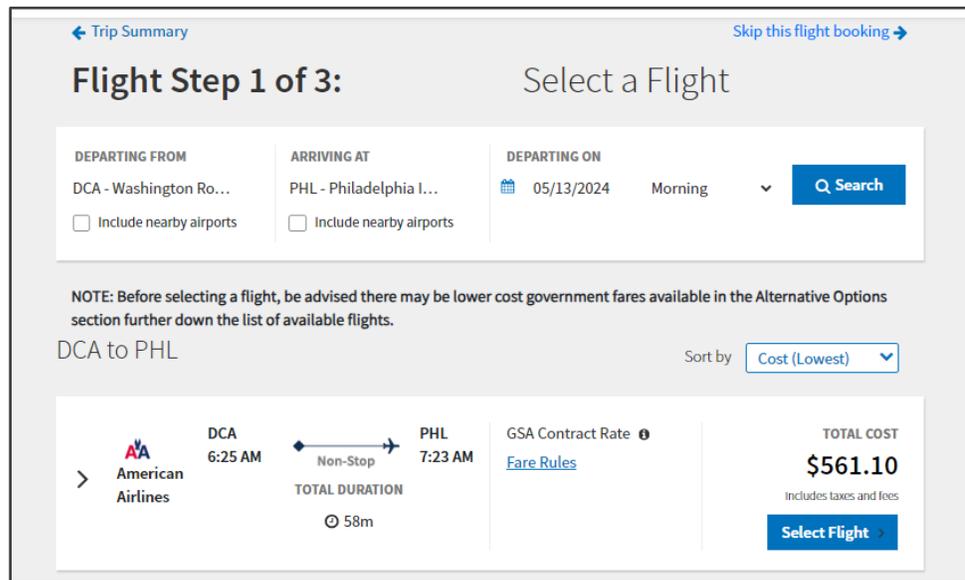


Figure 24: Select a Flight Screen - Outbound Flight

- b. Capture the outbound and return flight data. **Note:** Do not book the actual flights in DTS (Figure 24 and Figure 25) when doing the cost comparison.

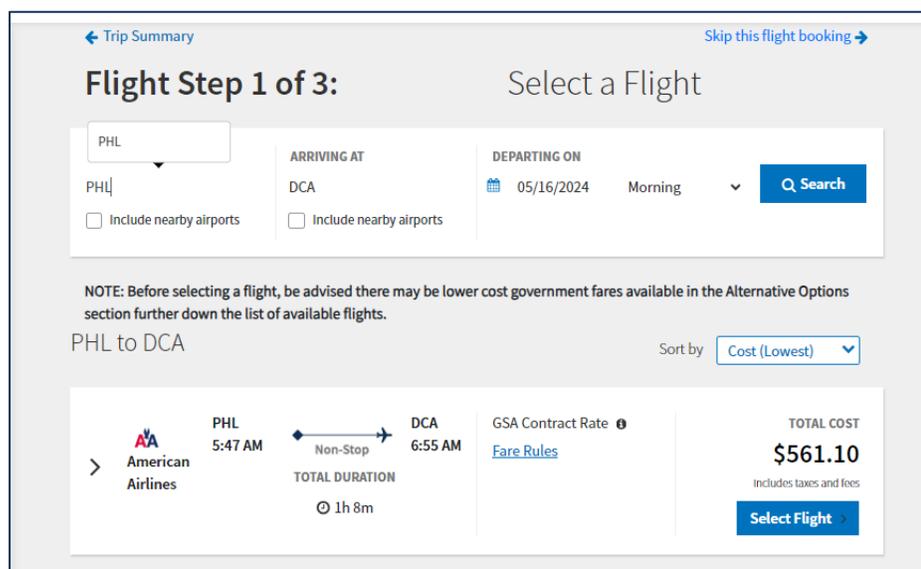


Figure 25: Select a Flight Screen - Return Flight

- 2. In **Expenses**, attach a screenshot of the **Authorized Transportation Mode** in your authorization for your AO to review.

3. Obtain the **Constructed Travel Worksheet** from the DTMO website (Figure 11).
4. Gather the Scenario 2 details and add them to the CTW - Section 1, Section 2, and Section 3, if applicable. **Note:** Refer to the [CTW Instructions](#) located on the DTMO for more details.
 - a. Add your **Name**.
 - b. **Complete Section 1** - Travel Itinerary for the standard transportation mode. PDS to TDY is Row 1 and TDY to PDS is Row 2.
 - i. Row 1 Enter Travel Date - 09/13/24
 - ii. Row 1 Enter Departure Location - Washington, DC (DCA)
 - iii. Row 1 Enter Arrival Location - Philadelphia, PA (PHL)
 - iv. Row 1 Enter Travel Mode -Air
 - v. Row 1 Enter Cost - \$561.10
 - vi. Row 2 Enter Travel Date 09/16/24
 - vii. Row 2 Enter Departure Location - Philadelphia, PA (PHL)
 - viii. Row 2 Enter Arrival Location Washington, DC (DCA)
 - ix. Row 2 Enter Travel Mode - Air
 - x. Row 2 Enter Cost - \$561.10
 - c. **Complete Section 2** - Constructed cost of the standard transportation mode.
 - i. Line 2A cost auto-fills from PDS to TDY Row 1 = \$516.10
 - ii. Line 2B cost auto-fills from TDY to PDS Row 2 = \$516.10
 - iii. Line 2C is for other travel legs.
 - iv. Line 2D cost auto-fills. **Total Transportation Cost.**
 - v. Line 2E is for a non-TMC Fee, for this example = \$7.05. **Note:** Verify actual fee with your DTA.
 - vi. Line 2F is blank for this scenario.
 - vii. Line 2G is a Taxi at the TDY location, for this example = \$100.00
 - viii. Line 2H - 2J see CTW Instructions for details or review the CTW. Not used in this scenario.
 - ix. Line 2K calculates Baggage Fees, for this example \$25.00 x 2 = \$50.00.
 - x. Line 2L calculates the Total Individual Constructed Transportation cost \$1279.25.
 - xi. Line 2M x 1 for an additional person = 1
 - xii. Line 2N calculates the Total Constructed Cost of the Standard Transportation mode = \$2558.50.
 - d. **(Optional) Section 3** - Additional considerations (non-monetary)
 - i. You may include additional considerations regarding your trip.

- ii. Checking them will require you to explain the circumstances to your AO and add a comment in your authorization.
 - iii. Our example did not check any items.
- e. At the bottom of the page, select **Save** to retain the CTW information (Figure 26). Then be sure to save it to your PC or preferred location.



Constructed Travel Worksheet - Combined Authorization and Voucher for Pre/Post Travel

Refer to worksheet instructions for complete guidance

Name:

1. Travel itinerary for the standard transportation mode

Travel Leg	Date	Departure Location	Arrival Location	Mode (+Fare Class if air)	Cost
PDS to TDY	09/13/2024	Washington, DC (DCA)	Philadelphia (PHL)	Air	\$561.10
TDY to PDS	09/16/2024	Philadelphia (PHL)	Washington, DC (DCA)	Air	\$561.10

For trips with multiple TDY locations:

TDY to TDY					\$0.00
TDY to TDY					\$0.00
TDY to TDY					\$0.00
TDY to TDY					\$0.00

2. Constructed cost of the standard transportation mode:

	Cost
A. Transportation costs from PDS departure terminal to TDY arrival terminal (e.g., home airport to TDY airport)	\$561.10
B. Transportation costs from TDY departure terminal to PDS arrival terminal (e.g., TDY airport to home airport)	\$561.10
C. Transportation costs from one TDY terminal to another (e.g., TDY airport to TDY airport)	\$0.00
D. Total transportation cost	\$1,122.20
E. Fee normally charged by your TMC	\$7.05
F. Transportation costs from trip start point to PDS departure terminal (e.g., driving from home to the airport)	\$0.00
G. Transportation costs at all TDY sites (e.g., rental car, bus to/from airport, taxi)	\$100.00
H. Transportation-related costs at all TDY sites (e.g., gas for rental car, parking at hotel, tolls)	\$0.00
I. Transportation costs from PDS arrival terminal to trip end point (e.g., driving home from the airport)	\$0.00
J. Parking at PDS terminal (e.g., parking at the airport while TDY)	\$50.00
K. Baggage Fees (Service member's first checked bag is normally free)	\$0.00
L. Total individual constructed transportation cost	\$1,279.25
M. Constructed transportation cost of official travelers sharing driver's vehicle (# of passengers) 1	\$1,279.25
N. Total constructed cost of the standard transportation mode	\$2,558.50

3. Additional considerations (non-monetary):

Check all that apply to this trip:

- Standard mode departure time, arrival time, or total travel time would negatively impact the mission
- Standard mode is/was not available or is/was not practical to support the mission
- Standard mode has/had potential for traffic, weather, or routing delays that would negatively impact the mission
- POV use was more efficient, more economical, or result in a more expeditiously accomplished mission

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Figure 26: Scenario 2 - Constructed Travel Worksheet (Details)

- 5. Use the **Progress Bar** on the left side of the page, to go to the **Expenses** module (Figure 27).



Figure 27: Enter Expenses Screen

- a. Select **Add**. On the **Add New** screen, use the slider to select **Documents** (as shown in Figure 17a). Then choose the **Constructed Travel Worksheet (CTW)** label (as shown in Figure 17b). Select **Attach Document to Browse** for and upload (from your PC or saved location) the **Constructed Travel Worksheet** into your authorization.
- b. Attachments appear in **Expenses** and on the **Review Trip Authorization** and **Review Trip Voucher** screen (Figure 28).

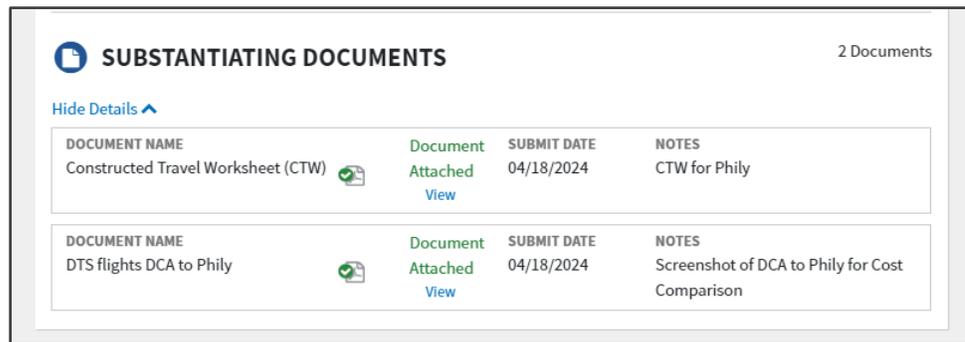


Figure 28: Review Trip Authorization Screen - Substantiating Documents

6. Remove the **Authorized Transportation Mode** from the authorization. For our example, we obtained the airfare cost.
7. Add the **Preferred Transportation Mode**. Our scenario is *Rental Car*.
8. To Book a Rental Car go to Progress Bar.
 - a. Select Review Reservations. The **Review Reservation Selections** page appears.
 - b. Choose **Add to Trip** option.
 - c. Select Add new rental car. The Select a Rental Car window opens.
 - d. Enter the **Airport Location** for **Pick-up** and **Drop-off** dates and times.
 - e. Select Advanced Options.
 - f. Check the box for **En Route Travel**.
 - g. Select **Search**. **Note:** The lowest compact car (Figure 29) displays unless you change the vehicle type. If you do change the vehicle type (e.g., midsize) a **Pre-Audit** flag triggers requiring a justification.

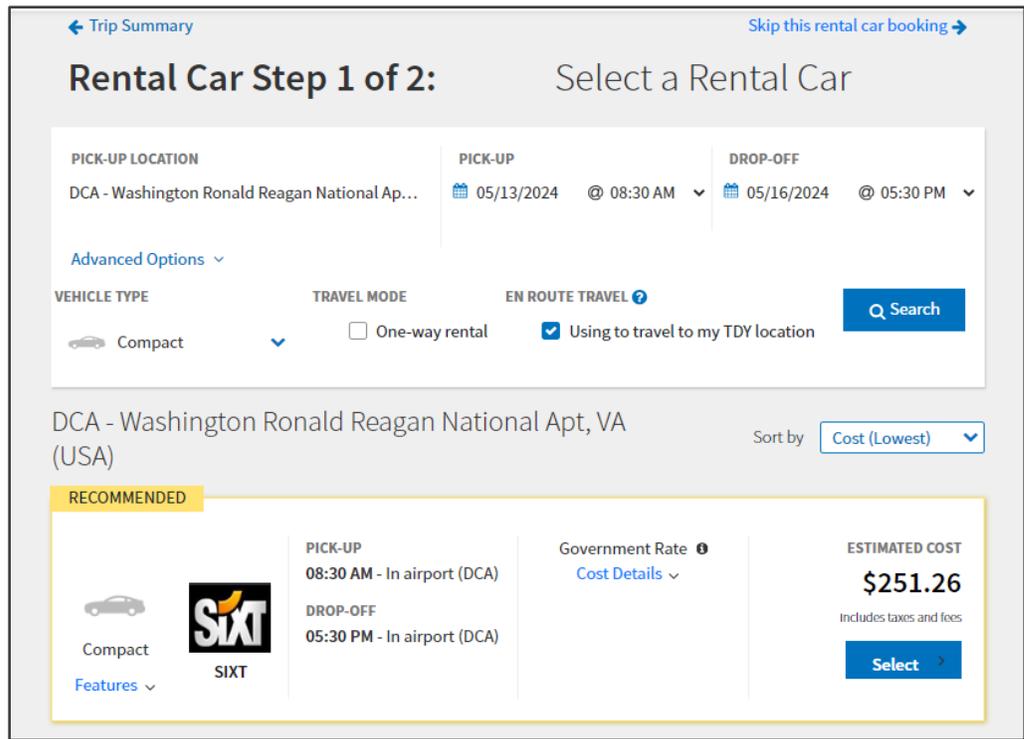


Figure 29: Select A Rental Car Screen

- h. Choose **Select** and **Book Car** to add your **Preferred Transportation Mode** into the authorization.
9. Finalize remaining reservations such as **Lodging** at this point or at any time from the **Progress Bar**, select **Review Reservations**. On the **Review Reservation Selections** page, use the **Add to Trip** option, then choose **Add new lodging** (as shown in Figure 18) to make your reservation.
10. Enter any estimated expenses in the **Enter Expenses** page. Our example is **Rental Car-Fuel**.
11. To **Add** an entry on the **Enter Expenses** page:
 - a. Select **Add**. The **Add New** screen opens (Figure 30).
 - b. Select the Expense Category.
 - c. Select the **Expense Type**.
 - d. Enter the Expense Amount.
 - e. Select **Add** to retain the entry.
 - f. The new expense displays on the **Enter Expenses** screen.

Figure 30: Add New Screen - Expenses

12. Review the **Enter Expenses** page (Figure 31). Add any additional estimated expenses.

Expense Summary		
Reservation Expenses	Other Expenses	Total Expenses
\$758.26	\$50.00	\$808.26

Figure 31: Enter Expenses Screen

13. Review the **Per Diem** table. Ensure your travel days are properly reflected, meals, and leave if applicable. Review the *JTR, par. 020302. Allowable Travel Time As It Affects Per Diem. JTR, par. 020302-A. POV, Government Automobile, or Rental Vehicle. When travel is authorized as advantageous by POV, Government automobile, or a rental vehicle, one day of travel is authorized for every 400 miles, per Table 2-10.*
14. **Review Trip Authorization.** Verify all information is included in your document. At the bottom of the page, provides the **<ESTIMATED or ACTUAL> TRIP COST** with a **CATEGORY** breakdown. Once you finish checking the **Review Trip Authorization** page, advance to the **Other Auths and Pre-Audits** screen. Some selections you make in DTS such as mileage will trigger a **Constructed Travel Worksheet Pre-Audit** flag which tells you that you **MUST** provide a **CTW**.
15. Check items on the **Other Auths and Pre-Audits** screen. For our scenario, we did attach a CTW, but the flag still triggered.
 - a. For the CTW flag indicate the CTW is attached. Provide the reason for the specific transportation mode. For example, driving to move test equipment and carrying an additional passenger in the rental car. **Note:** Your organization may use standard wording for justifications, so check your local business rules or contact your DTA.
 - b. Justify any other **Pre-Audit** flags and review **Advisories**.
16. Sign your authorization. Your document routes to the TMC first for reservation support and then to the Routing Officials. Your AO will review your document for compliance and determine your reimbursement. **Note:** After approval and 3 business days prior to travel the TMC tickets rail and air reservations except for restricted flights which require advanced ticketing.

Scenario 2: Full Reimbursement

For the trip, the authorized transportation mode is *airfare*. You want to use a *Rental Car*. There are no Government Vehicles available. You have test equipment to transport, you will visit a few areas around the TDY Location, and will carry an additional passenger on official travel.

1. For the DTS authorization, the **Rental Car** and **Rental Car-Fuel** equal the cost of \$301.26.
2. The **Constructed Travel Worksheet** constructed airfare cost + TMC fee is \$1129.25. You added some additional cost in Section 2. You entered no information under Section 3 Additional considerations.
3. **Comparison:** Rental Car=\$301.26. Fly=\$1129.25 + baggage fees \$50.00 + taxi at the TDY \$100.00 + the additional passenger from Section 2 is the **Total Constructed Cost Line 2N = \$2,558.50**.
4. The AO reviewed the CTW and other supporting documentation for the mission.
5. **Result:** The AO approved *full Traveler Preferred Transportation* reimbursement, so you will receive **\$301.26** if you use the *Rental Car* for this mission.

Mixed Mode - Constructed Travel

Mixed-mode constructed travel occurs when you use more than one en route transportation mode (e.g., POV + Airfare, POV + Train, POV + Rental Car, POV + Bus). Per *JTR, par. 020210-G. Reimbursement for Mixed-Mode Travel When POV Is Involved*, “When an individual travels partly by POV and partly by commercial modes between any two points listed as separate legs of the trip (see *par. 020205*), the travel is mixed mode. Reimbursement depends upon whether or not use of the POV was more advantageous to the Government.”

You will need to complete a Constructed Travel Worksheet providing a comparison between the total cost of using both transportation modes (fly + drive) and the cost of using the directed mode for the entire trip (fly + fly) and include it in the document. To provide documentation validating the cost of the standard transportation mode, use the DTS **Reservations** Module or TMC information for flights on the authorization and for the voucher use the *GSA City Pair Program (CPP)* website for flights.

The [JTR, Table 2-12. Mixed-Mode Allowances and Reimbursements](#) outlines the conditions for **Allowances** and the **Determining Reimbursement**. The [JTR, Table 2-12, line 3](#), “If POV use is not to the Government’s advantage, then reimbursement is limited to the constructed cost of the authorized mode of transportation for the entire leg of the journey, plus the associated per diem.”

Traveler Scenario 3

Scenario 3 is a Voucher Comparison Mixed-Mode Rental Car to Airfare

You created an authorization using the authorized transportation mode of airfare, booked a rental car, and an *Integrated Lodging Program (ILP)* hotel. You completed the mission as planned. However, a problem occurred on your return portion of the trip. Due to weather delay preventing you from flying back, you booked a one-way **Rental Car** and drove home. You had to attend a meeting the next business day. Due to a change in transportation mode a CTW is required.

Scenario 3: Full Reimbursement with cost avoidances and additional considerations

1. For the voucher, under the **Enter Expenses** page, you updated the estimated expenses, removed expenses not incurred, attached receipts, and made the following changes due to the modification in travel mode.
 - a. You kept the outbound flight cost in the document. You attached the TMC invoice to the **Air Reservation Expense**.
 - b. You captured the cost of the return flight and attached it as supporting documentation in the voucher.

- c. You reduced the total cost of the flight by removing the cost of the return flight. You added a **Note** under **Details**. You attached the TMC invoice for the partial refund to the \$150 **Air Reservation Expense**.
 - d. In **Expenses**, you manually entered the **Transportation** cost for the one-way **Rental Car** of \$200. You added a **Note** under **Details**.
 - e. In **Expenses**, you entered the **Rental Car-Fuel** cost of \$45.
2. You obtained and filled out the CTW.
 - a. The CTW reflects the authorized airfare cost for the return flight of \$150. You added that if you remained overnight to catch a re-scheduled flight, you would have incurred \$125 for an extra day of per diem. You also checked a box in **Section 3 Additional considerations** of the CTW about the weather delay mentioned above.
 - b. In **Expenses**, you attached the CTW to the voucher.
3. In the **Review Trip Voucher** page, you entered **Comments to the AO** explaining that you booked a one-way **Rental Car** as a return travel mode because A) a snowstorm closed the airport for your return flight, B) no other flights were available until the next day, and C) you had an urgent meeting at your duty station that you would have missed, if you delayed your return.
4. **Comparison** (one-way trip portion): Drive=\$245 (Rental Car and Rental Car-Fuel). Fly=\$275 (Flight \$150 +\$125 in extra per diem).
5. The AO reviewed the CTW and other supporting documentation for the mission. Due to the **Section 3 Additional considerations** (i.e., the weather delay, the urgent meeting), turns out driving back was more advantageous.
6. **Result:** The AO approved the **Traveler Preferred Transportation** mode and did not limit the transportation reimbursement, so you will receive **\$245 for Rental Car and fuel** for the return trip.

Note 1: Remember when changing travel modes and incurring additional costs, it is a good idea to contact the AO for approval first.

Note 2: Contact the TMC (timely) to request a refund for unused tickets. Adjust the ticket cost in DTS. Keep all versions of the TMC invoices and attach as supporting documentation.

Relooking at Pre-Audit Flags and Advisories

Although we addressed the basics earlier in this document, let's revisit **Pre-Audit** flags in the document process.

After you enter all the data into the document, select the **Review Trip Authorization** or **Review Trip Voucher** page to verify the content. Next, **Continue** to the **Other Auths and Pre Audits** page. Check for **Pre-Audit** flags, **Reason Codes**, and **Advisories** based on your selections.

- Justify **Pre-Audit** flags and **Reason Codes**. **Add Comments to the AO** when necessary.

- Review **Advisories. Note:** They typically serve as alerts and don't require a justification.
1. If you selected a transportation mode and CT rules apply then the **Constructed Travel Worksheet** flag should trigger.
 - **Mileage Expense:** Private Auto or Motorcycle – To/From TDY
 - **Transportation Expense:** Rental Car – To/From TDY
 - **Ticketed Expense:** Bus Ticket (i.e., Commercial Bus)
 2. If you try to skip the **Other Auths and Pre Audits** page, DTS will direct you to return to the **Other Auths and Pre Audits** page to check your document.
 3. When constructed travel rules apply, for example mileage is *over 400 miles one-way or 800 miles round trip* (Figure 32):
 - Provide a valid justification for a **Pre-Audit** flag based upon your travel to adhere to compliance (Figure 33). If needed, **Add Comments to the AO.**
 - Provide a CTW or locally approved document under **Expenses, Documents, and CTW**
 - Review any **Advisories** (Figure 33).
 - Once you provide missing documentation, the **CTW IS REQUIRED Advisory** (Figure 32) will resolve and DTS will lift the hard stop at **SIGNED.**

Pre-Audit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official.
[Constructed Travel Worksheet](#)

2 PRE AUDITS

CONSTRUCTED TRAVEL WORKSHEET

A privately owned vehicle was selected for mileage reimbursement and a constructed travel/cost comparison worksheet is required to be completed and included in the Expenses screen as a Constructed Travel Worksheet (CTW) under Documents.

Justification to Approving Official *
[Add Justification](#)

LODGING NOT USED

MIAMI,FL: No lodging reservations exist from 05/19/2025 to 05/22/2025.

Reason Codes *
[Add Reason Code](#)

Justification to Approving Official *
[Add Justification](#)

1 ADVISORIES

CTW IS REQUIRED

A Constructed Travel Worksheet (CTW) is required. You must add the CTW under Documents on the Expenses screen before applying the SIGNED stamp to this document.

Figure 32: Pre-Audit Flag and Advisory for CTW Requirement

4. On an authorization or voucher, when constructed travel rules apply and you do attach a CTW, the **Pre-Audit** flag still triggers (Figure 33). Provide the justification CTW is attached.

Pre-Audit

Below are any items that were "flagged" for this trip. You must provide justification to the Approving Official.
[Constructed Travel Worksheet](#)

2 PRE AUDITS

CONSTRUCTED TRAVEL WORKSHEET

A privately owned vehicle was selected for mileage reimbursement and a constructed travel/cost comparison worksheet is required to be completed and included in the Expenses screen as a Constructed Travel Worksheet (CTW) under Documents.

Justification to Approving Official * [Add Justification](#)

LODGING NOT USED

FT. JACKSON, SC: No lodging reservations exist from 09/09/2024 to 09/12/2024.

Reason Codes * [Add Reason Code](#)

Justification to Approving Official * [Add Justification](#)

Figure 33: Pre-Audit Flag for CTW

- If you changed your transportation mode the **Transportation Mode Change** flag triggered. Provide the justification for the travel mode change.
5. The **Other Auths and Pre Audits** page always provides the link to access the CTW from the DTMO website (Figure 34) even when there are no **Pre-Audit** flags, **Reason Codes**, or **Advisories**.

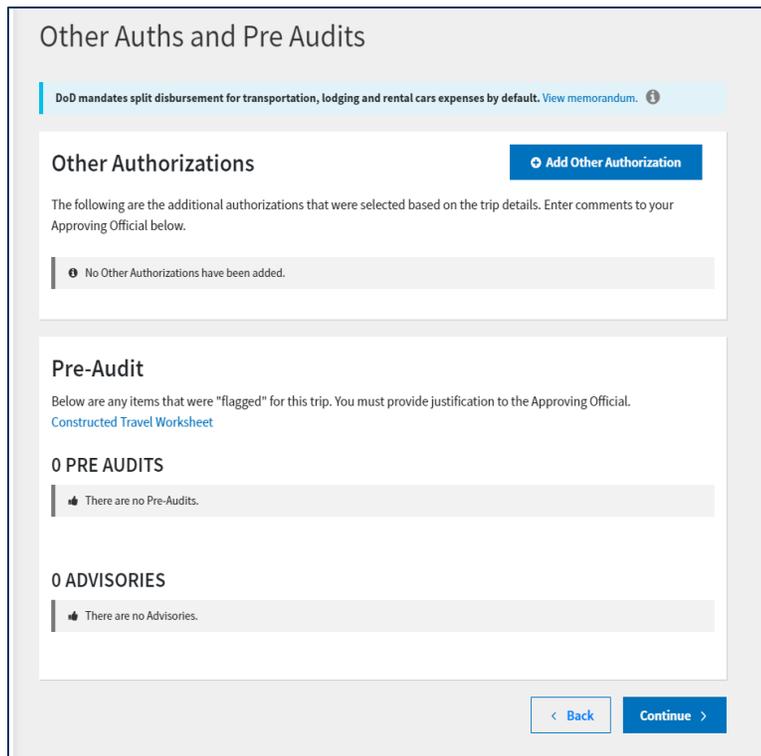


Figure 34: Other Auths and Pre Audit Screen - CTW Link

Signing the Document

After you complete the **Other Auths** and **Pre Audit** review, select **Continue** to proceed.

1. On the **Digital Signature** page, DTS automatically displays all prior stamps. You may choose to hide the stamps to shorten the list. If you have completed all prior actions successfully, DTS allows you to stamp the trip **SIGNED**.
 - a. Monitor the trip for AO approval.
 - b. If your document is an authorization, monitor for ticketing after approval.
 - c. If your document is a voucher after travel process and monitor for payment.
 - i. DTS will send you a “Five Day Policy to Submit Travel Voucher upon return from TDY,” email on the last day of the trip. The email is sent for 5 business days to ensure travel compliance of timely voucher submission.

-OR-

2. On the **Digital Signature** page, if you have not completed all actions successfully for example, you didn’t attach the supporting document, the **Audit Fail** displays for the missing CTW (Figure 35).
 - a. Select the link **Check document for errors**. View the information.

- b. Close the link.

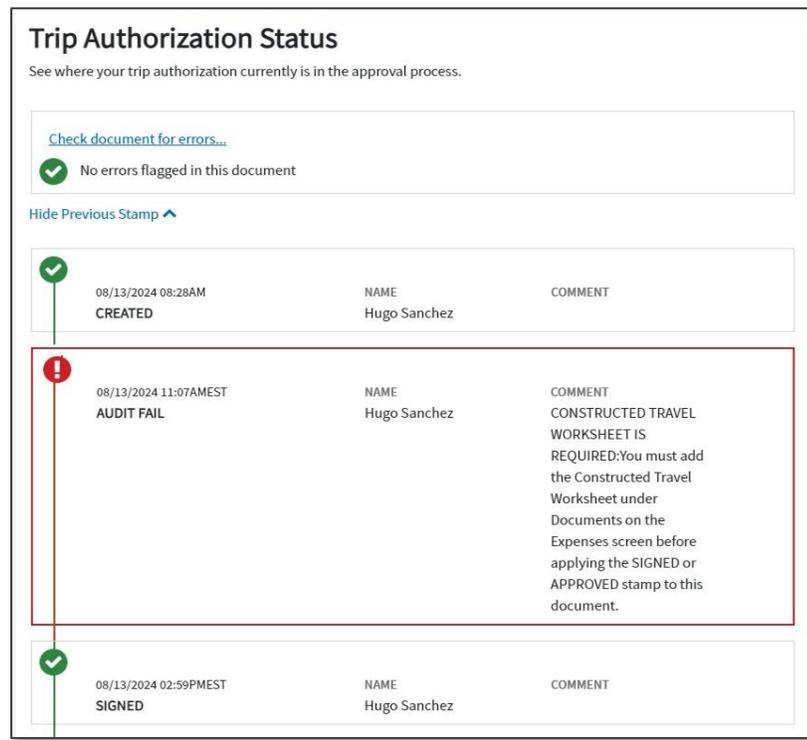


Figure 35: Audit Fail Message

- c. For missing information:
- i. Go to **Expenses** and attach the record.
 - ii. Justify the **Pre-Audit** flag.
 - iii. Return to **Other Auths** and **Pre Audit** page, provide the proper justification for any flags.
 - iv. Review Advisories.
- d. If you have already made the correction, proceed.

3. Stamp the trip **SIGNED**.

Note: You can learn more about the different **Pre-Audit** flags in the [DTA Manual, Appendix K](#).

Authorizing Official (AO) Resources

This section is specifically for the Authorizing Official (AO). As discussed at the beginning of this document, it is recommended to review travel modes and determining factors. Again, here are some key [JTR](#) resources:

- The [JTR](#), par. 020203, *Transportation Types Most Advantageous to the Government*.

- The [JTR](#), *par. 020203-B, Determination Factors* for the AO to use in making the decision on which type of transportation is most advantageous to the Government for TDY travel.

As an AO, you determine whether travel is necessary and appropriate to the mission, ensure that all expenses claimed by the traveler are valid, and authorize or approve the valid expenses IAW the [JTR](#). Once a document routes to you, check each expense entry, all comments, the supporting documentation, receipts, **Pre-Audit** flags, **Reason Codes**, and justifications confirming the document is within compliance of travel regulations and local policy.

To assist you in completing the task, the [Desktop Guide for Authorizing Officials](#) provides basic information to AOs on their official roles, explains the various tasks to complete along with a detailed checklist for each DTS document type. If you determine a document does not meet policy requirements, then return it (with comments) for traveler corrective action. In addition, the [AO Checklist and Instructions](#) trifold aids with reviewing documents and steps on how to complete actions in DTS.

AO Review and Approve Travel Documents

There are different situations for constructed travel and we address some in this information paper. As an AO, you will encounter times when a traveler prefers to use a POV or a rental car instead of, the authorized standard or directed mode, requiring a locally approved version or DTMO Constructed Travel Worksheet (CTW). You need to be aware that per the *JTR, par. 0202*, “The AO should authorize transportation before a traveler departs. If the AO does not, then air transportation is the authorized transportation mode for TDY and transoceanic travel unless the traveler demonstrates to the AO’s satisfaction that air transportation cannot meet the mission’s requirements efficiently or economically.”

The AO uses DTS to perform document checks and approval. **Note:** When you access **Trips Awaiting Action** you see the information in a view mode. If you need to open attached documents, go under **Expenses** then you download the files, save, and then open from a saved location. At the top of the document, you see an **Edit** link which allows you to fully access the document. Use the **Edit** link, if you need to.

1. From the DTS **Dashboard**, access **Trips Awaiting Action**, locate the document requiring review (Figure 36). **Note:** If your organization does a lot of travel, you may need to scroll down the list to see the document or use **Sort By** to find the document faster.

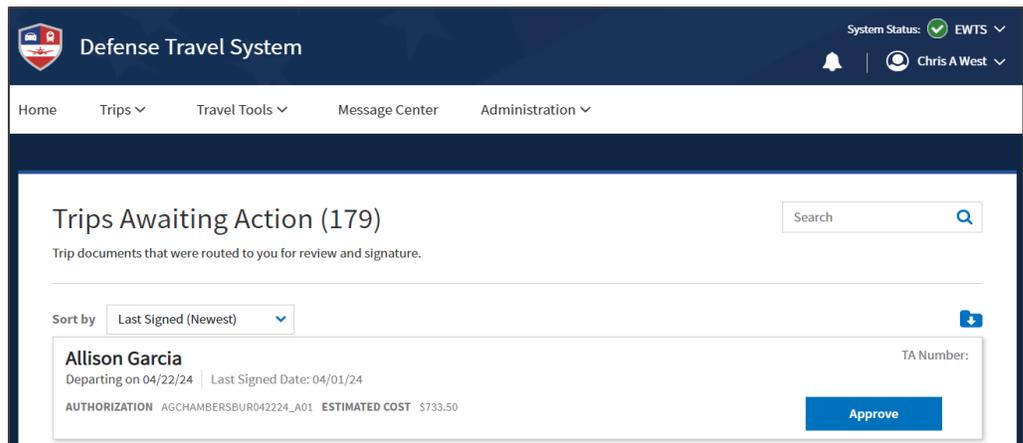


Figure 36: Trips Awaiting Action

2. Select **Approve** to view the trip.
3. The document opens on the **Review Trip Authorization** or Review Trip **Voucher** screen (Figure 37). **Note:** There are short cut **<Go to>** links for sections of the document. Choose them when you need to take a closer look, for example **Expenses** or **Accounting**.

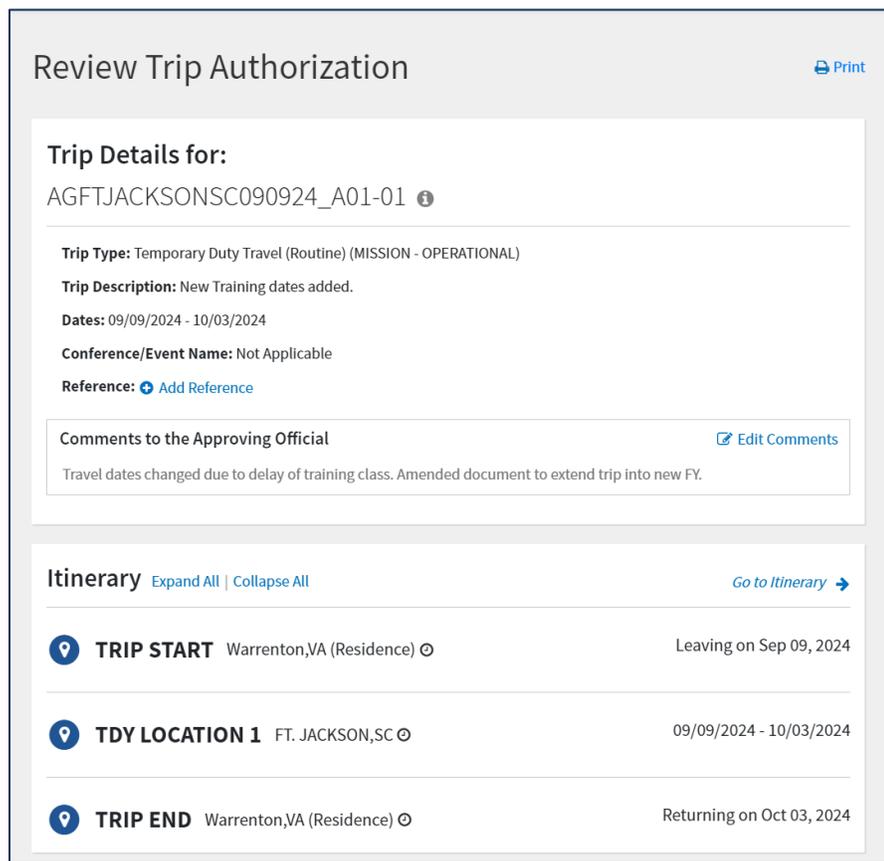


Figure 37: Review Trip Authorization Screen

4. Use the **Progress Bar** to check each section of the authorization or voucher.
5. Verify the **Itinerary**:
 - a. Check for the correct travel dates, TDY **location**, **Trip Type**, and **Trip Purpose**.
 - b. Review for **Comments to the AO** (Figure 38).
6. Review the **Per Diem** table.
 - a. Ensure the right number of travel days are added in the **Per Diem** table.
 - b. If leave is applicable, check that it is reflected for the appropriate days.
 - c. If the TDY location is OCONUS, verify the lodging taxes are combined with the daily lodging amounts and in USD.
 - d. If the TDY location is OCONUS, the OCONUS Incidental Amount per diem entitlement with government quarters available is selected by default. If the traveler is supposed to receive the locality rate then ensure the correct rate is select to properly calculate the entitlements.
 - e. If the TDY is CONUS, verify the lodging taxes are NOT combined with the daily lodging.
 - f. If meals are provided then verify the days and meal types are indicated.
7. Review **Expenses** (Figure 38).
 - a. Validate that the approved transportation mode is used or justification is added.
 - b. If POV is the transportation mode for the TDY location, check that DTOD is used for en route mileage. If mileage is authorized and allowable, make sure it is not duplicated elsewhere in the document.
 - c. If POV is used at the TDY location, verify that reasonable **Other Distance Determinations** (e.g., odometer mileage) is added to official locations for in-and-around mileage.

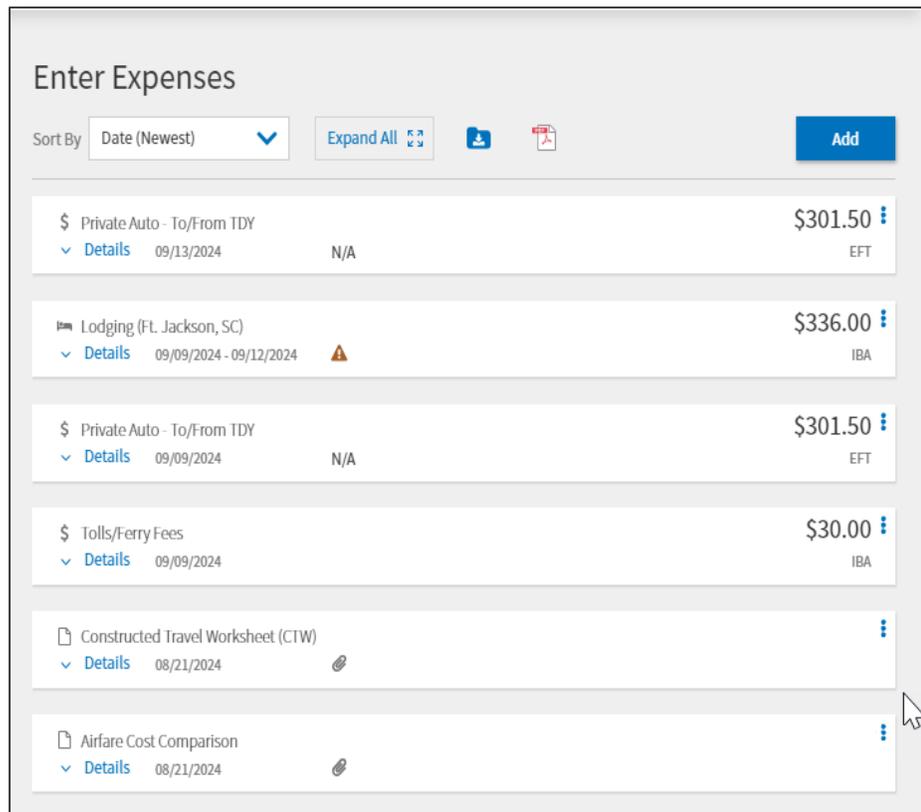


Figure 38: Enter Expenses Screen

- d. Check for other transportation modes added in the document.
- e. Check other entered expenses are valid costs and there are no duplicate entries.
- 8. Verify Supporting Documentation (Figure 38).
 - a. When constructed travel rules apply check the attached record validating the cost of the standard transportation mode is included in the document.
 - i. Authorizations:
 1. Airfare from DTS **Reservations** module or TMC.
 2. Rental Car from DTS **Reservations** module or TMC.
 - ii. Vouchers:
 1. Airfare from the GSA City Pair Program (CPP) website or TMC.
 2. Rental Car from [U.S. Government Rental Car Agreement # 5 Max Rates](#).
- 9. Review the **Estimated** or **Actual Trip Cost** (Figure 39). At the bottom of the **Review Trip Authorization** or **Review Trip Voucher** screen provides the overview of the *estimated* expenses for the authorization and *actual* expenses for the voucher. Verify the amounts align with the mission.

ESTIMATED TRIP COST			
CATEGORY	ALLOWED	ACTUAL	
LODGING	\$336.00	\$336.00	
M&IE	\$224.00	\$224.00	
MILEAGE	\$603.00	\$603.00	
OTHER	\$30.00	\$30.00	
		TOTAL EST. ALLOWED	TOTAL EST. ACTUAL
		\$1193.00	\$1193.00

Figure 39: Estimated Trip Cost

10. Review **Other Auths and Pre-Audits** page. Check for any **Pre-Audit** flags and **Reason Codes**. Verify the justifications provided by the traveler are valid and proceed to the **Digital Signature** screen.
11. During the approval process, if the traveler requested (authorization) or used (voucher) a transportation mode you did not authorize, at the bottom the **Digital Signature** screen (Figure 40) will display a **Constructed Travel Worksheet (CTW) Cost Comparison** tool.

The next section covers the AO Decision on a few scenarios.

AO Decision: POV to Airfare - Full Reimbursement

For the trip, the authorized transportation mode is *airfare*. The traveler wants to drive a *POV*. You are the AO and reviewed the document for compliance. You are presented with the **Constructed Travel Worksheet (CTW) Cost Comparison** tool on the **Digital Signature** screen (Figure 40).

1. For the DTS authorization, the traveler entered expenses to include POV mileage \$603.00 (Figure 39), and tolls that equal the cost of \$663.00 (Figure 39). For this example the mileage is over *400 miles one-way or 800 miles round trip*.
2. You download and open the CTW from the **Decision Tool** or obtain it from the **Expenses** page. You see the attached **Constructed Travel Worksheet** constructed airfare cost with Section 1 and Section 2 entries is \$871.20 (Figure 41). The individual entered nothing in **Section 3 Additional considerations**.



Constructed Travel Worksheet - Combined Authorization and Voucher for Pre/Post Travel

Refer to worksheet instructions for complete guidance

Name:

1. Travel itinerary for the standard transportation mode

Travel Leg	Date	Departure Location	Arrival Location	Mode (+Fare Class if air)	Cost
PDS to TDY	09/09/2024	Washington, DC (IAD)	Columbus, SC (CAE)	Air	\$313.10
TDY to PDS	09/13/2024	Columbus, SC (CAE)	Washington, DC (IAD)	Air	\$313.10

For trips with multiple TDY locations:

TDY to TDY					\$0.00
TDY to TDY					\$0.00
TDY to TDY					\$0.00
TDY to TDY					\$0.00

2. Constructed cost of the standard transportation mode:

	Cost
A. Transportation costs from PDS departure terminal to TDY arrival terminal (e.g., home airport to TDY airport)	\$313.10
B. Transportation costs from TDY departure terminal to PDS arrival terminal (e.g., TDY airport to home airport)	\$313.10
C. Transportation costs from one TDY terminal to another (e.g., TDY airport to TDY airport)	\$0.00
D. Total transportation cost	\$626.20
E. Fee normally charged by your TMC	\$35.00
F. Transportation costs from trip start point to PDS departure terminal (e.g., driving from home to the airport)	\$30.00
G. Transportation costs at all TDY sites (e.g., rental car, bus to/from airport, taxi)	\$80.00
H. Transportation-related costs at all TDY sites (e.g., gas for rental car, parking at hotel, tolls)	\$0.00
I. Transportation costs from PDS arrival terminal to trip end point (e.g., driving home from the airport)	\$30.00
J. Parking at PDS terminal (e.g., parking at the airport while TDY)	\$0.00
K. Baggage Fees (Service member's first checked bag is normally free)	\$70.00
L. Total individual constructed transportation cost	\$871.20
M. Constructed transportation cost of official travelers sharing driver's vehicle (# of passengers) <input type="text" value="0"/>	\$0.00
N. Total constructed cost of the standard transportation mode	\$871.20

3. Additional considerations (non-monetary):

Check all that apply to this trip:

- Standard mode departure time, arrival time, or total travel time would negatively impact the mission
- Standard mode is/was not available or is/was not practical to support the mission
- Standard mode has/had potential for traffic, weather, or routing delays that would negatively impact the mission
- POV use was more efficient, more economical, or result in a more expeditiously accomplished mission

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Figure 41: CTW Details- Airfare and Costs

3. You review the details of the CTW and other supporting documentation for the mission.
4. Within the CTW Cost Comparison Decision Tool:
 - Under the **Government Preferred Transportation** column, select the **Approve Government Amount** radio button to activate the screen.
 - Take the amount from Line 2N of the CTW and enter the amount in the **Total Constructed Cost** field (Figure 42).
 - View the **Traveler Preferred Transportation** to the **Government Preferred Transportation** (Figure 42).
 - a. If your choice limits the reimbursement a blue banner appears below the **Approve Government Amount** radio button (Figure 42).

5. **Comparison:** Drive=\$663.00 Fly=\$626.20 + \$35.00 TMC fee + \$70.00 Baggage fee, Taxis at the TDY location \$80.00 (Section 2) is the **Total Constructed Cost from Line 2N of \$871.20.**

Digital Signature

Trip Authorization Status
See where your trip authorization currently is in the approval process.

Checking document for errors...

Show Previous Stamps

(Pending)
APPROVED

DOCUMENT STATUS *
APPROVED

ROUTING LIST *
CSD

Additional Comments [Add Comments](#)

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.

Figure 40: Digital Signature Page (top)

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 08/21/2024 at 12:00:00 - [Download](#)
CTW Added 08/21/2024 at 12:00:00 - [Download](#)

Government Preferred Transportation		Traveler Preferred Transportation	
Total Constructed Cost (Box 2.N)*	\$ 871.20	Private Auto - To/From TDY	\$603.00
		Tolls/Ferry Fees	\$30.00
Total Allowed Cost	\$ 871.20	Total Allowed Cost	\$ 633.00

Approve Government Amount [i](#) Approve Traveler Amount

Selecting "Approve Government Amount" will automatically limit reimbursement and adjust any advances and SPPs in this document.

NAME: Chris A West TODAY'S DATE: 08/21/2024

By clicking "Submit" you are legally signing this document to be submitted for routing and approval.

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.

[Submit Completed Document](#)

Figure 42: Cost Comparison for Transportation – Approve Government Amount

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 08/21/2024 at 12:00:00 - Download](#)
[CTW Added 08/21/2024 at 12:00:00 - Download](#)

Government Preferred Transportation	Traveler Preferred Transportation
Total Constructed Cost (Box 2.N)*	Private Auto - To/From TDY \$603.00
	Tolls/Ferry Fees \$30.00
Total Allowed Cost \$ 0.00	Total Allowed Cost \$ 633.00

Approve Government Amount
 Approve Traveler Amount

NAME: Chris A West TODAY'S DATE: 08/21/2024

By clicking "Submit" you are legally signing this document to be submitted for routing and approval.

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.

CONFIRM SUBMISSION

I have reviewed the planned trip and have deemed the trip necessary in the interest of the Government and therefore authorize the obligation of funds.

[Cancel](#) [Confirm and Continue](#)

Figure 43: Cost Comparison for Transportation – Approve Traveler Amount

6. **Result:** After considering all the information, you select the **Approve Traveler Amount** radio button, under the **Traveler Preferred Transportation** column (Figure 43). You approve full **Traveler Preferred Transportation** reimbursement, the individual will receive \$663.00 if the person drives for this mission. **Note:** The data in the **Government Preferred Transportation** is cleared when you select the **Traveler Preferred Transportation** radio button and approve as full.
7. Select **Confirm and Continue** to proceed. Once you approve the trip, the traveler can view the document and see if the transportation reimbursement reflects full or limited in the **Review Trip Authorization** or **Review Trip Voucher** screen, under the *Estimated* or *Actual Trip Cost* section.

Additional Constructed Travel Considerations

1. **Limiting Costs** - If you were prompted to limit the travel on the authorization and did not, then you are not allowed to limit it on the voucher. See the [JTR, par. 010206. Travel Authorizations and Orders](#), and the *JTR Supplement, Travel Orders*.
2. **Mixed-mode constructed travel** - This occurs when the traveler uses more than one en route transportation mode. For example, you direct a traveler to fly commercial air. The traveler

flies to a TDY location, then purchases a POV and drives it home. The traveler must provide a comparison between the total cost of using both transportation modes (fly + drive) and the cost of using the directed mode for the entire trip (fly + fly) and include it in the document. If you don't limit the transportation reimbursement, the traveler will receive the total constructed cost for all transportation types used. If you approve the trip as limited, the traveler's transportation reimbursement may not exceed the constructed cost of travel by the directed mode.

Traveler Verify Transportation Reimbursement

This section is specifically for the traveler. You will want to know if the AO approved full or limited your transportation reimbursement. Here is how you can check your document after approval.

Begin by logging into [DTS](#).

Check the amount using the Review Trip Authorization or Review Trip Voucher screen.

1. From the DTS **Dashboard**, locate and select the document. **Note:** Check from a view only mode.
2. The trip opens on the Review Trip Authorization or Review Trip Voucher screen.
3. Scroll down to the **Accounting** section which shows two costs, **ACTUAL** and **ALLOWED** (Figure 44).

ACCOUNTING LABEL	ORGANIZATION	ALLOWED	ACTUAL
24 ROUTINE TVL	DTMOCSD	\$703.40	\$784.02

Figure 44: Review Trip Screen - Accounting Section

- The **ACTUAL** amount (Figure 44) shows the costs you entered.
 - The **ALLOWED** amount (Figure 44) shows the costs the AO approved.
 - If the amounts match, the AO did not limit your transportation reimbursement.
 - If the amount in the **ALLOWED** column is less than the **ACTUAL**, the AO limited your transportation reimbursement.
4. Scroll down to the **Estimated or Actual Trip Cost** section (Figure 45). If the amount in the **ALLOWED** column is smaller than the **ACTUAL**, the AO limited your transportation reimbursement.

ESTIMATED TRIP COST		
CATEGORY	ALLOWED	ACTUAL
LODGING	\$288.90	\$288.90
M&IE	\$206.50	\$206.50
MILEAGE	\$208.00	\$233.16
TOTAL EST. ALLOWED		TOTAL EST. ACTUAL
\$703.40		\$784.02

Figure 45: Review Trip Screen - Accounting Summary Section

-OR-

Begin by logging into [DTS](#).

Check the amount using the **Digital Signature** Page.

1. From the DTS **Dashboard**, locate and select the document. **Note:** Check from a view only mode.
2. The trip opens on the Review Trip Authorization or Review Trip Voucher screen.
3. On the Progress Bar, select Sign and Submit. The Digital Signature screen opens.
 - a. DTS displays all the previous stamps. If not, select **Show Previous Stamps** to open the document stamping history. You may choose to hide prior stamps. You will see either:
 - i. **APPROVED** and **CONSTRUCTED TRAVEL** the **COMMENT** identifying **Government (Preferred) Amount** (Figure 46). This means the AO did limit your transportation reimbursement.

08/30/2024 02:31PMEST	NAME	COMMENT
CONSTRUCTED TRAVEL	Helen D West	Government Amount

Figure 46: Constructed Travel - Government Amount (Limited Transportation)

- ii. **APPROVED** without a **COMMENT** and no **CONSTRUCTED TRAVEL** line meaning your **Traveler Preferred Amount** was allowed and the AO did not limit your reimbursement.
4. On the Progress Bar, select Sign and Submit. The Digital Signature screen opens.
5. View the **CTW Cost Comparison** tool to see the costs selection. The amount approved is highlighted. For our example, we show the selected **Government Preferred Transportation** (Figure 47).

The screenshot displays a digital signature interface for a trip authorization document. On the left, a sidebar contains navigation options: Trip Authorization Info (Doc Name: CWNORFOLKVA082024_A01, Traveler: Chris West), Reservations (Lodging (NORFOLK,VA), Review Reservations), Finances (Expenses, Per Diem, Accounting), and Review. The main content area is titled 'Digital Signature' and 'Trip Authorization Status'. It includes a 'CONSTRUCTED TRAVEL WORKSHEET (CTW) COST COMPARISON' table. The table compares 'Government Preferred Transportation' (Total Constructed Cost: \$208.00, Total Allowed Cost: \$208.00) with 'Traveler Preferred Transportation' (Private Auto - To/From TDY: \$233.16, Tolls/Ferry Fees: \$55.46, Total Allowed Cost: \$288.62).

Government Preferred Transportation		Traveler Preferred Transportation	
Total Constructed Cost (Box 2.N)*	\$ 208.00	Private Auto - To/From TDY	\$233.16
		Tolls/Ferry Fees	\$55.46
Total Allowed Cost	\$ 208.00	Total Allowed Cost	\$ 288.62

Figure 47: Digital Signature Screen - Document History

Resources

The DTMO provides a variety of resources in the **Training Search Tool** at <https://www.travel.dod.mil/Training/Training-Search/>. You can find the specific resources addressed in this document and many more on the DTMO website.

- For error checks on DTS documents, see the [DTMO Compliance Tool \(CT\) Users Guide](#)
- For questions about proper documentation, see [What is a Valid Receipt?](#)
- For information about policy, see the [DOD Financial Management Regulation \(FMR\)](#)
- For information about policy, see the [Joint Travel Regulations \(JTR\)](#)
- For the available DTMO resources, see the [Training Search Tool](#)
- For information on authorizations, see [DTS Guide 2: Authorizations](#)
- For information on vouchers, see [DTS Guide 3: Vouchers](#)
- For information on expense types, see the [DTA Manual, Appendix K: DTS Tables](#)