



GUIDE



*My*Travel

Introduction and Instructions for Completing a Constructed Travel Worksheet (CTW) in MyTravel

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Traveler Introduction to Constructed Travel in MyTravel

When you perform official travel for DoD, your Approver will authorize or direct you to use a specific transportation mode (i.e., the *directed transportation mode*). Per the [Joint Travel Regulations \(JTR\)](#), par. 020206-M, commercial air is the preferred mode for official travel more than 400 miles one-way or more than 800 miles round trip. Sometimes, however, you might prefer traveling using a different transportation mode (i.e., your *selected transportation mode*). For example, the AO directed you to use commercial air, but you want to drive your own car instead. 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 Approver the right to limit your transportation reimbursement if your choice is more expensive. Constructed travel lets you and the Approver compare the costs of the same trip using different transportation modes.

To learn more about using a POV, see the [JTR](#), par. 020210, in particular, Table 2-11.

About Constructed Travel

Constructed travel does not apply on most official trips. To determine if constructed travel rules apply to your trip, answer these questions:

- Do I want to use a transportation mode that is neither the directed transportation mode nor Government transportation?
- 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 do not need to complete a CTW.

Overview of Constructed Travel

The [DTMO website](#) provides instructions and pre- and post-travel worksheets. Organizations are not required to use the CTWs available through this link and may use locally approved worksheets.

When adding mileage on a MyTravel Request or Expense Report a Constructed Travel audit will indicate that a constructed travel worksheet (CTW) may be required. A CTW is not required if your trip meets one of the following conditions:

1. You will use the transportation mode the Approver will authorize or direct on every travel leg. The Approver will usually authorize or direct you to use commercial air unless a local policy dictates otherwise.
2. You will use your privately owned vehicle (POV) – automobile or motorcycle only – for every travel leg that is 400 miles or less as determined by mileage calculators. Trips meeting this condition have been determined to be advantageous to the Government. Justify the Constructed Travel pre-audit flag by

entering your transportation mode and the official driving distance. The Approver will not limit your transportation reimbursement.

3. Government transportation is authorized or directed.

If any of these conditions apply, you do not need to complete a CTW. The Approver will not limit your transportation reimbursement.

If none of these conditions apply but you received an indication that a CTW may be required, you must complete a CTW to help the Approver decide whether to limit your transportation reimbursement to the constructed transportation cost. The Approver will consider the costs you enter on the CTW, but the CTW does not override the Approver's authority – supported by the JTR – to determine which travel and transportation expenses are eligible for reimbursement.

Travel Legs Defined

A travel leg is usually a one-way journey from your Permanent Duty Station (PDS) to a TDY location, from one TDY location to another, or from a TDY location to your PDS. Short stopovers with no change of transportation mode do not create a new travel leg.

A single-location TDY trip generally has two travel legs

1. PDS → TDY location
2. TDY location → PDS

A two-location TDY generally has three travel legs:

1. PDS → TDY location 1
2. TDY location 1 → TDY location 2
3. TDY location 2 → PDS

Constructed Travel Process for Travel Requests

This flowchart summarizes the CTW process for Requests. Travelers: consult with your Approver or Lead Travel Manager if you do not know whether you need to complete a DTMO CTW or if an alternate, locally approved, worksheet exists.

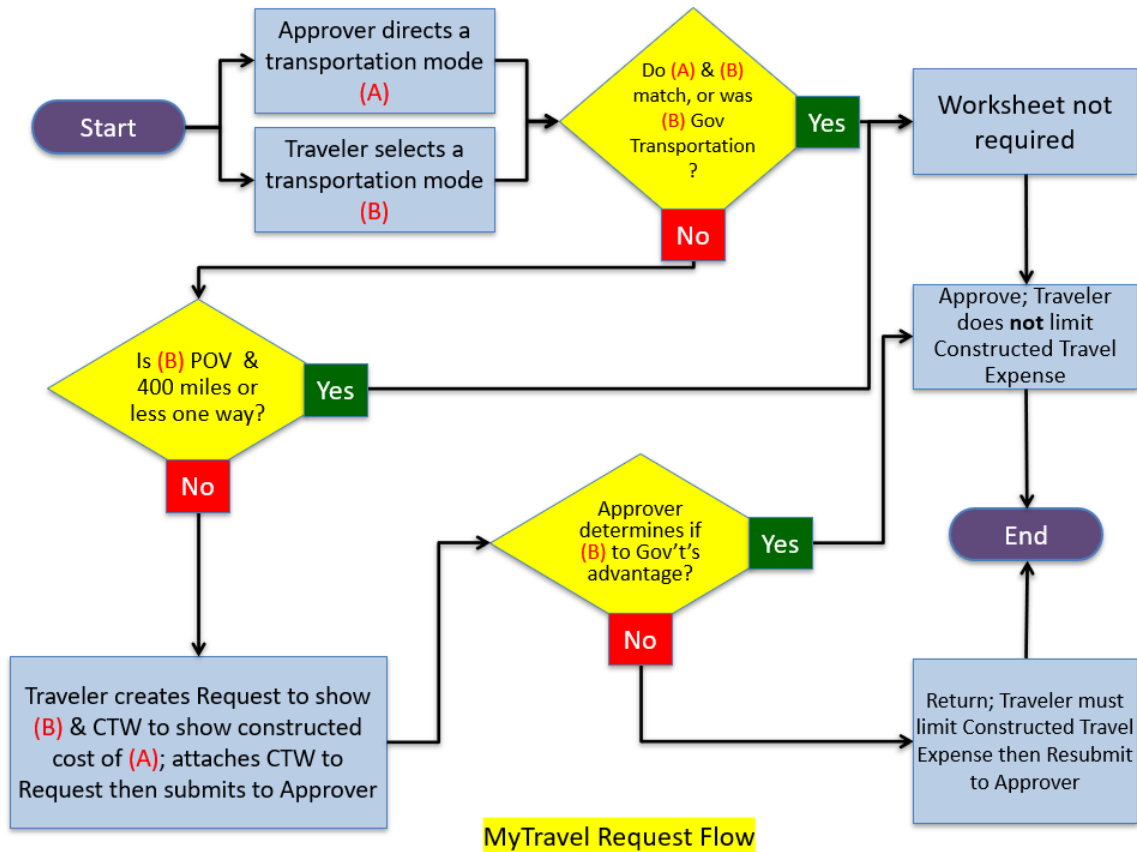


Figure 1: MyTravel Request Flow

Traveler Instructions: Request


Utilize the [TravelBot](#) and if directed to MyTravel, create a Request by booking any travel reservations needed for your TDY trip. Refer to the [Create a Trip Request trifold](#) for detailed instructions on completing your Request.

When a CTW is required for a Request, complete the [Pre-travel worksheet](#). Consult with your Approver or Lead Travel Manager for guidance on whether you need to complete the DTMO CTW or an alternate, locally approved, worksheet.

If using the DTMO worksheet, download and complete the [Pre-Travel worksheet](#), following the [pre-travel worksheet instructions](#). Both documents can be found on the [Constructed Travel page](#) at the DTMO web site. Then:

1. Attach the completed DTMO or locally approved worksheet to your MyTravel Request.
2. Add a comment indicating that the CTW is attached.

Your Approver will use the CTW to decide whether to authorize full reimbursement for your travel expenses or to limit your reimbursement to the constructed transportation cost.



Constructed Travel Worksheet - Pre-Travel

Not required for any travel legs of 400 one-way miles or less, if by your privately-owned car or motorcycle. 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				▼	\$0.00
TDY to PDS				▼	\$0.00

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)	\$0.00
B. Transportation costs from TDY departure terminal to PDS arrival terminal (e.g., TDY airport to home airport)	\$0.00
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 CTO	\$0.00
F. Total constructed transportation cost	\$0.00

3. Potential transportation costs avoided by using your requested transportation mode:

	Cost
A. Transportation costs from trip start point to PDS departure terminal (e.g., driving from home to the airport)	\$0.00
B. Transportation costs at all TDY sites (e.g., rental car, bus to/from airport, taxi)	\$0.00
C. Transportation-related costs at all TDY sites (e.g., gas for rental car, parking at hotel, tolls)	\$0.00
D. Transportation costs from PDS arrival terminal to trip end point (e.g., driving home from the airport)	\$0.00
E. Parking at PDS terminal (e.g., parking at the airport while TDY)	\$0.00
F. Shipping costs (e.g., baggage fees, official equipment shipping fees)	\$0.00
G. Constructed transportation cost of official travelers sharing driver's vehicle (Line 2F x # of passengers)	\$0.00
H. Total avoided transportation cost	\$0.00

4. Additional considerations (non-monetary):
 Check all that apply to this trip:

Scheduled common carrier departure time, arrival time, or total travel time would negatively impact the mission	<input type="checkbox"/>
Scheduled common carrier is not available or is not practical to support the mission	<input type="checkbox"/>
Potential for traffic, weather, or routing delays would negatively impact the mission	<input type="checkbox"/>
POC use would be more efficient, more economical, or result in a more expeditiously accomplished mission	<input type="checkbox"/>

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Identify traveler and itinerary

Establish constructed cost

Highlight additional considerations

Figure 2: Constructed Travel Worksheet

Approver Instructions: Request

The Approver's home screen provides three ways to access the documents that are awaiting your approval.

1. The **Approvals tab** near the top of the screen: select to view pending **Approvals**.
2. The **Required Approvals link** at the top of the **My Tasks** area: select to open the **Approvals** screen.
3. Select a document type to open the **Approvals** screen.

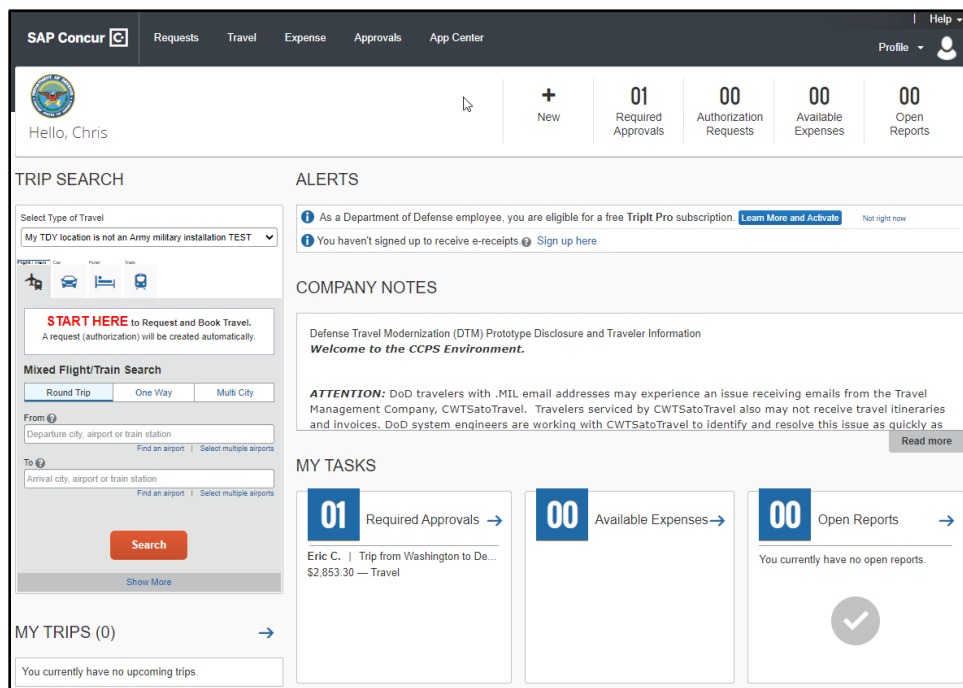


Figure 3: Approver Home Screen

Note: Other tasks displayed on the home screen relate to your own travel documents. See the [MyTravel Quick Start Guide for Travelers](#) for more information on your role as a traveler.

Assessing the CTW

Verify that the CTW is attached to the request and review the costs and any justifications. If any calculation or justification is incorrect, you must send it back to the Traveler to correct and resubmit.

You should assess the chosen mode of transportation to determine if it is advantageous to the government, and should review the Request to see if the traveler has already limited their reimbursement appropriately.

POV Mileage Reimbursement Notes:

1. A traveler's transportation reimbursement for mileage allowances may be made only up to the cost of the YCA airfare.
2. Reimbursement of expenses associated with driving a POV is not authorized. MyTravel denies reimbursement of POV-related driving expenses such as parking and tolls.

Rental Car Note: Per the [JTR](#), par. 020209, you may only authorize rental car use that is to the Government's advantage. If rental car use is not to the Government's advantage, approver should return the Request to the traveler with direction to limit reimbursement as described below.

Approving without limited reimbursement

You should approve without limited reimbursement when the chosen transportation is advantageous to the government. Add a comment that this mode of transportation is advantageous to the government and click the **Approve** button.

Approving with limited reimbursement

If, after considering all cost and non-cost factors, you decide that the traveler's requested transportation mode is not to the government's advantage, you may authorize its use but should require the traveler to limit the transportation reimbursement to the constructed cost. If the traveler has not already limited their reimbursement appropriately, send the Request back with comments.

When you approve a trip request with limited reimbursement, you must place a comment on the Request to inform the traveler of the limitation, and then ensure that the traveler has manually adjusted the trip's per diem allowances, per the [JTR](#), par. 020210-F.

Example: The traveler plans to take 3 days to drive their POV to the TDY location and 3 days to drive back, but as the Approver, you limited the traveler's reimbursement to the cost of commercial air travel. Since using commercial air would have enabled the traveler to get to and from the TDY location in 1 day (each way), the traveler is limited to 1 day of per diem (each way) and must zero out the per diem on all other travel days. These are the steps the traveler must take:

- Update the trip itinerary to include each stopover location. **Note:** Per the [JTR](#), par. 033301-B3, if the travel order identifies any locations associated with leave or personal travel, the trip request must make clear that the traveler must pay any excess costs.
- Adjust the first TDY location arrival day and the last TDY location departure day to show extra days at a TDY location.
- Local business rules may apply. Contact your chain-of-command if you require guidance.

Constructed Travel Process for Travel Expenses

This flowchart summarizes the CTW process for Expenses. Travelers: consult with your Approver or Lead Travel Manager if you do not know whether you need to complete a DTMO CTW, or if an alternate, locally approved, worksheet exists.

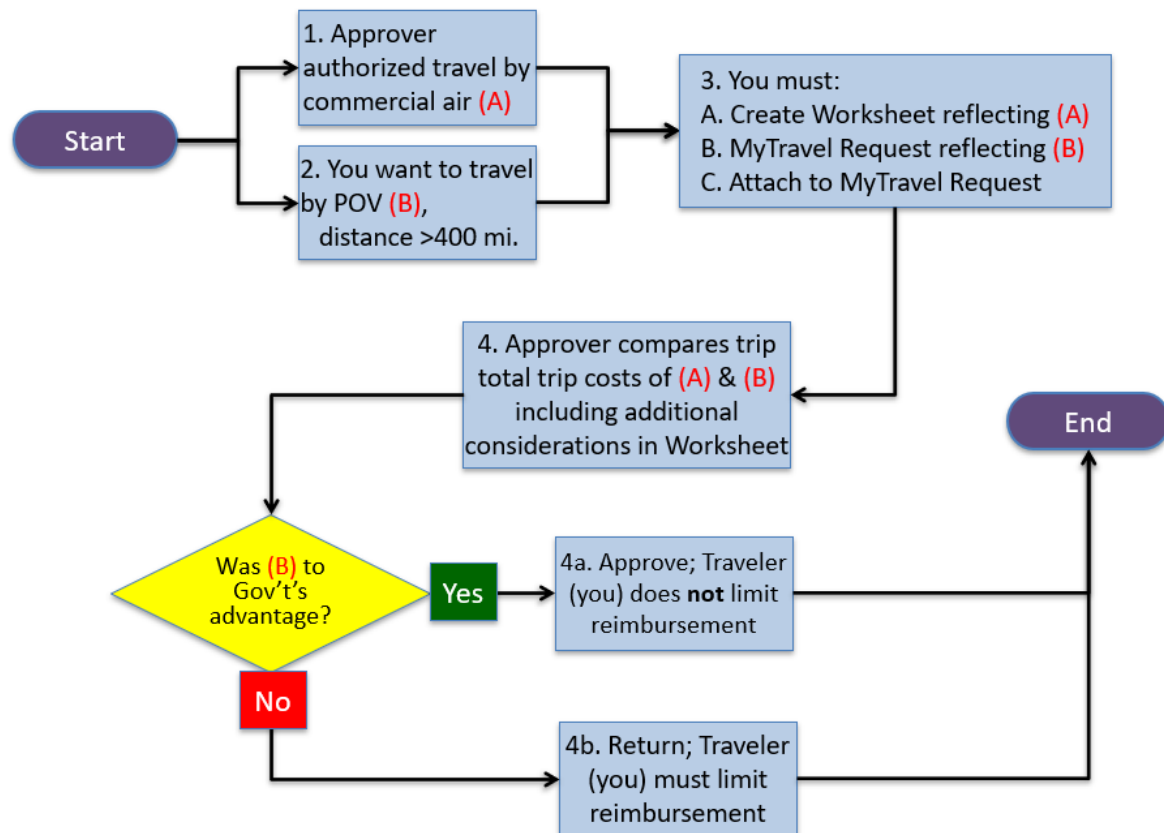


Figure 4: MyTravel Expense Report Flow

Traveler Instructions: Expense

Refer to the [Create an Expense Report trifold](#) for detailed instructions on completing your Expense Report.

When a CTW is required, you must also complete/attach it to the Expense Report in the **Expense** module and justify the Constructed Travel by stating that the CTW is attached. The Approver must approve the CTW in accordance with the approval in the MyTravel Request to authorize full reimbursement for travel expenses or to limit the reimbursement to the constructed transportation cost.

If you did not anticipate the need for a CTW during the Request process and did not include one, the worksheet may be attached in the **Expense** module. When a CTW is required for an Expense report and was not included in the request, complete the [Post-Travel Worksheet](#).

Consult with your Approver or Lead Travel Manager for guidance on whether you need to complete the DTMO CTW or an alternate, locally approved, worksheet. If using the DTMO worksheet, download and complete the [Post-Travel worksheet](#), following the [post-travel worksheet instructions](#). Both documents can be found on the [Constructed Travel page](#) at the DTMO web site. Then:

1. Attach the completed DTMO or locally approved worksheet to your MyTravel Expense Report.

2. Add a comment indicating that the CTW is attached.

Approver Instructions: Expense

As on the Request side, the Approver's home screen provides three ways to access the expense reports that are awaiting your approval:

1. The **Approvals tab** near the top of the screen: select to view pending **Approvals**.
2. The **Required Approvals link** at the top of the **My Tasks** area: select to open the **Approvals** screen.
3. Select a document type to open the **Approvals** screen.

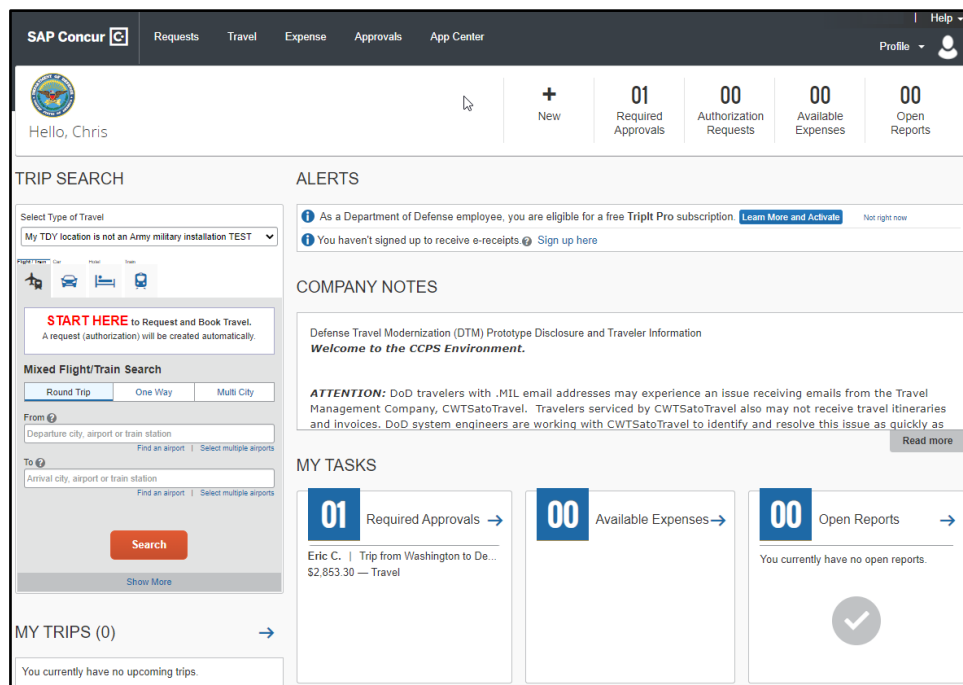


Figure 5: Approver Home Screen

Note: Everything else on the home screen relates to your own travel documents. See the [MyTravel Quick Start Guide for Travelers](#) for more information.

Assessing the CTW

Verify that the CTW is attached to the request and review the costs and justifications. If all calculations and justifications are correct, you may approve the request. If any calculation or justification is incorrect, you must send it back to the Traveler to correct and resubmit.

You can return a traveler's Request or Expense Report with comments instructing the traveler to limit or reduce the requested amount in the Constructed Travel Expense. The traveler will receive an email notification if you return a Request or Expense Report to reduce reimbursement for the Constructed Travel Expense.

Approving without limited reimbursement

You should approve without limited reimbursement when the chosen transportation was advantageous to the government. Add a comment that this mode of transportation was advantageous to the government and click the **Approve** button.

Approving with limited reimbursement

If, after considering all cost and non-cost factors, you decide that the traveler's expensed transportation mode was not to the Government's advantage, you should limit the traveler's transportation reimbursement to the constructed cost. This may require that you send back the Expense Report with comment if the traveler has not already limited their reimbursement properly.

When you approve with limited reimbursement:

1. You may decide to limit the traveler's transportation reimbursement to mileage allowances only. Mileage allowances display in the **Expenses** module as POV mileage.
2. Reimbursement of expenses associated with driving a POV is not authorized. You must deny reimbursement of POV-related driving expenses such as parking and tolls.

Note: Refer to the [MyTravel Tips: Constructed Travel](#) document for detailed instructions and screen images.

Resources

- DTMO Constructed Travel webpage, including CTW instructions and worksheets:
<https://www.travel.dod.mil/Programs/DoD-Travel-Systems/Constructed-Travel/>
- Pre-Travel CTW Instructions:
<https://media.defense.gov/2022/Jun/01/2003009902/-1/-1/0/PRE-TRAVEL-WORKSHEET-GUIDE.PDF>
- Pre-Travel Worksheet Instructions:
<https://media.defense.gov/2022/Jun/01/2003009902/-1/-1/0/PRE-TRAVEL-WORKSHEET-GUIDE.PDF>
- Post-Travel Worksheet:
https://travel.dod.mil/Portals/119/Documents/Constructed_Travel/post-travel-worksheet.zip
- Post-Travel Worksheet Instructions:
<https://media.defense.gov/2022/Jun/01/2003009907/-1/-1/0/POST-TRAVEL-WORKSHEET-GUIDE.PDF>
- MyTravel Resources Webpage:
<https://www.travel.dod.mil/Programs/DoD-Travel-Systems/MyTravel/>
- Constructed Travel in MyTravel Tips
https://media.defense.gov/2023/Mar/20/2003182774/-1/-1/0/MYTRAVEL_TIPS_CONSTRUCTED_TRAVEL.PDF
- MyTravel Quick Start Guide for Travelers:
<https://media.defense.gov/2022/May/12/2002995766/-1/-1/0/MYTRAVELGUIDE1.PDF>
- Create a Request trifold:
https://media.defense.gov/2023/Jan/18/2003146156/-1/-1/0/MYTRAVEL_CREATE_A_TRIP_REQUEST.PDF
- Create an Expense Report trifold:
https://media.defense.gov/2023/Jan/18/2003146157/-1/-1/0/MYTRAVEL_CREATE_AN_EXPENSE_REPORT.PDF
- TravelBot:
<https://www.defensetravel.dod.mil/travelbot>
- Joint Travel Regulations:
<https://media.defense.gov/2022/Jan/04/2002917147/-1/-1/0/JTR.PDF>