



## DEFENSE TRAVEL MANAGEMENT OFFICE

# Completing a Constructed Travel Worksheet – Voucher

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## I. Overview of Constructed Travel

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When triggered, the DTS Constructed Travel pre-audit indicates that a constructed travel worksheet (CTW) may be required. A cost comparison is not required if you drove your privately-owned automobile or motorcycle (Privately-owned Conveyance (POC)):

1. 800 or fewer miles round-trip on a 1-location TDY  
(e.g., PDS → TDY location (LOC) = 310 miles; round-trip = 620 miles)
2. 400 or fewer miles one-way on every travel segment\* of a multi-location TDY  
(e.g., PDS → LOC1 = 210 miles, LOC1 → LOC2 = 75 miles, LOC2 → PDS = 145 miles)

If either condition applies, do not complete a CTW. Justify the Constructed Travel pre-audit by explaining that a CTW is not required.

Consult your AO or DTA if you do not know whether you need to complete a CTW.

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

- From the PDS to a TDY location
- From one TDY location to another TDY location
- From a TDY location to the PDS

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## II. Traveler Instructions

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A CTW for vouchers is required for each travel segment over 800 miles round-trip or over 400 miles one-way, when you traveled to/from your TDY location via a transportation mode the AO did not authorize. When a CTW is required, create the voucher to reflect all actual transportation modes used, enter the justification in the pre-audit remarks field, complete the CTW, and electronically attach it to your voucher using the Substantiating Records screen.

Your AO will use the CTW to decide whether to approve full reimbursement for your travel expenses or to limit your reimbursement to the authorized transportation cost.

Complete the CTW as follows:

1. Enter your **Name** and all your **TDY Locations and Dates of Travel**.

2. Enter your **Transportation Expenses for the Authorized Mode**. These items are outlined in red, indicating that they are mandatory.
  - a. **Line A** is the cost of the transportation the AO authorized. Refer to the last APPROVED version of the authorization to obtain this cost. Include all transportation costs, including taxes and fees, but exclude the CTO transaction fee.
  - b. **Line B** is the standard CTO transaction fee, if any. If you are unsure what your CTO charged, refer to the authorization, or consult your DTA or AO.
  - c. The **Total** transportation expenses (sum of **Lines A and B**) will be completed for you.
3. Only use **Line C** if you drove an en-route rental car that the AO did not authorize. Enter the official, en-route mileage for all travel segments. By policy, the cost comparison uses the official driving mileage, not per the actual rental costs. (Note: This amount is not included in the cost comparison total listed above, but the AO uses it when comparing travel costs.)
4. The **Additional Comments** text field is an optional field unless required by local policy or if you used a POC to transport passengers on TDY travel. If you transported passengers, include:
  - a. The number of passengers and their names.
  - b. The policy constructed transportation cost for the additional passengers.
5. When the CTW is complete:
  - a. Select **Save** at the bottom of the completed worksheet to save the file to your computer.
  - b. Follow the usual DTS process for electronically attaching the document to your voucher.
  - c. Mark the document as a constructed travel worksheet by checking the **CTW** checkbox on the **Substantiating Records** screen.
  - d. Justify the Constructed Travel pre-audit by explaining why you are requesting to travel by a non-standard mode.

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### III. AO Instructions

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When you stamp the document APPROVED, the **Cost Comparison** screen opens. This screen helps you decide whether to limit the traveler's reimbursement to the approved cost or to allow full reimbursement for travel. When the **Cost Comparison** screen opens:

1. Open the CTW from the DTS Substantiating Records screen.
2. Enter the amount on **Line A** of the CTW into the **Transportation Expenses** block.
3. Enter the amount from **Line B** on the CTW into the **Expense Cost Factors** block. DTS automatically calculates the **Total Allowed Cost**.

4. Compare the **Preferred Trip Total** amount to the **Total Allowed Cost**. Although the relative costs are a primary consideration, you may consider other factors, such as:
  - a. Did the traveler's requested transportation mode incur additional per diem?
  - b. Would there have been costs for transporting equipment?
  - c. Were multiple travelers able to share transportation costs?
  - d. What was the effect of travel on productive time?
  - e. Were weather delays avoided or reduced?

#### Approving with no limited reimbursement:

If you agree that travel by a mode you did not authorize was the best way for the traveler to execute this trip, **do not** check the **Approve as Limited** checkbox. Select **Approve and Continue** to conclude the approval process.

#### Approving with limited reimbursement:

If travel by a mode you did not authorize was **not** the best way for the traveler to execute this trip, you may limit the traveler's reimbursement to the authorized cost. To do so:

1. Verify that the **Preferred Trip Total** is higher than the **Total Allowed Cost**, the **Allowed Rental Car Cost**, or both.
2. If the traveler drove an en-route rental car you did not authorize, enter the amount of **Line C** on the CTW into the **Allowed Rental Car Mileage** block.
3. Verify the official distance using the DTOD. DTS will automatically calculate the mileage reimbursement and populate it as the **Allowed Rental Car Cost**.
4. Check the **Approve as Limited** box.
5. Select **Approve and Continue** to complete the approval process.

*See **Caution**, next page.*

**Caution:**

When limiting a traveler's transportation reimbursement, you must also ensure the traveler's document does not include transportation-related expenses that exceed the allowed reimbursement level. The most common scenario – travel by POC – limits the traveler's reimbursement to the following items:

<u>Type</u>	<u>Selection on Non-Mileage Expense Screen</u>
Parking cost claim	Parking-TDY/TAD
Cost of tolls	Tolls (highway bridge etc)
<u>Type</u>	<u>Selection on Mileage Expense Screen</u>
POC mileage	Pvt Auto-TDY/TAD or Pvt Motorcycle-TDY/TAD