



**DEFENSE TRAVEL
MANAGEMENT OFFICE**

Completing a Constructed Travel Worksheet – Authorization

I. Overview of Constructed Travel

When triggered, the DTS Constructed Travel pre-audit indicates that a constructed travel worksheet (CTW) may be required. A CTW is not required if your trip meets one of the following conditions:

1. Your local policy identifies your selected mode of transportation as the standard transportation mode.
2. You will drive your privately-owned automobile or motorcycle (Privately-owned Conveyance (POC)) 400 or fewer miles one-way (official mileage per DTOD) on every travel segment.* For example:
 - a. You will drive 800 or fewer miles round-trip on a 1-location TDY (e.g., PDS à TDY location (LOC) = 310 miles; round-trip = 620 miles)
 - b. You will drive 400 or fewer miles one-way for all travel segments* of a multi-location TDY (e.g., PDS à LOC1 = 210 miles, LOC1 à LOC2 = 75 miles, LOC2 à 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

II. Traveler Instructions

A CTW is required for each travel segment over 800 miles round-trip or over 400 miles one-way, when using a non-standard transportation mode. When a CTW is required, enter a justification in the pre-audit remarks field, complete the worksheet, and electronically attach it to your authorization using the **Substantiating Records** screen.

Your AO will use the CTW to decide whether to authorize full reimbursement for your travel expenses or to limit your reimbursement to the constructed cost (see below).

Complete the CTW as follows:

1. Enter your **Name** and all your **TDY Locations and Dates of Travel**.
2. Calculate the **Policy Constructed Transportation Cost**. These items are outlined in red, indicating that they are mandatory.
 - a. **Line A** is the cost of the standard transportation mode. If the standard transportation mode is commercial air, use the following steps to obtain the cost:
 - i. Use the **Travel > Air** screen to find flights, using the airports you would have used if traveling by commercial air.
 - ii. Select the **GSA Contract Airfare** tab; do not use any other tab. If the **GSA Contract Airfare** tab does not display any flights, ask your CTO for the cost of the least expensive, unrestricted economy/coach class airfare.
 - iii. Select the **Price** radio button to sort the results by cost, lowest cost first. Note that DTS posts the one-way cost; you'll have to double it to obtain the round-trip cost.
 - iv. Electronically attach to the authorization a copy of the DTS screen or CTO quote showing the total cost, including taxes and fees.

Note: If local policy identifies the standard transportation mode as bus or rail, use the actual ticket cost, including taxes and fees instead.

- b. **Line B** is the standard CTO transaction fee, if any. If you are unsure what your CTO charges, consult your DTA or AO.
 - c. The **Total** constructed cost (sum of **Lines A and B**) will be completed for you.
3. The **Additional Comments** text field is an optional field unless required by local policy or if you will be using a POC to transport passengers on TDY travel. If transporting passengers, include:
 - a. The number of passengers and their names.
 - b. The policy constructed transportation cost for the additional passengers.
4. 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 authorization.
 - 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.

III. AO Instructions

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 constructed 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 on **Line B** of the CTW into the **Expense Cost Factors** block. DTS automatically calculates the **Total Allowed Cost**.
4. Compare the **Preferred Trip Total** to the **Total Allowed Cost**. Although the relative costs are a primary consideration, you may consider other factors such as:
 - a. Will authorizing the traveler's requested transportation mode incur additional per diem?
 - b. Will there be costs for transporting equipment?
 - c. Will multiple travelers be able to share transportation costs?
 - d. What is the effect of travel on productive time?
 - e. What is the potential for weather delays?

Approving with no limited reimbursement:

If travel by a non-standard mode is 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 authorization process.

Note: If the traveler requested to use a rental vehicle to travel to and from the TDY location, **do not** authorize the request as limited. If rental vehicle use is not the best way to perform this travel, return the authorization to the traveler with instructions to select a different transportation mode.

Approving with limited reimbursement:

If travel by a non-standard mode is not the best way for the traveler to execute this trip, you may still authorize its use, but limit the traveler's reimbursement to the constructed cost. To do so:

1. Verify that the **Total Allowed Cost** is less than the **Preferred Trip Total**.
2. Check the **Approve as Limited** box.
3. Select **Approve and Continue** to conclude the authorization 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