



Defense Travel System

Leave in Conjunction With Orders (LICWO) Developmental Training

MCB Quantico LDTA, Tier II Help Desk Presents


Good Morning and welcome to this month's Developmental Training on LICWO




Agenda

- **DTS MCO 4600.7A**
- **LICWO prior to TAD**
- **LICWO following TAD**
- **Completing CTW for LICWO**

Today we will be covering the MCO 4600.7A as it applies to LICWO both prior to and following TDY as well as how to complete the CTW.



Resources



<https://www.defensetravel.dod.mil/>

Commercial Air

Joint Travel Regulations (JTR)

DTS login button

We always like to start with the DTMO website as it is very comprehensive, and has information on all aspects of government travel as well as tools for you and your travelers. The areas I'd like to point out that would be especially helpful for this topic would be the Commercial Air which is under Travel Programs highlighted here in green. This is where you can look up city pair fares.

And don't forget...

Joint Travel Regulations (JTR) (yellow rectangle): is available for you to reference travel policy.

DTS Login Button (red oval): We recommend that you access DTS through this link on the DTMO website instead of a favorited link in your browser. Why?...Two reasons:

- 1) When you login here, it opens a new tab for DTS and a DTMO tab remains open for easy reference.
- 2) It also gives you a fresh DTS link every time, which is a especially important after updates.

Resources

www.quantico.marines.mil/Resources/Defense-Travel-System-DTS-/

QUANTICO DEFENSE TRAVEL SYSTEM (DTS) HELP DESK

REFERENCE LINKS

- Joint Travel Regulations (JTR)
- Integrated Lodging Program
- DoDI 5154.31 Volume 3: Defense Travel System
- DoD FMR Volume 5: Disbursing policy
- DoD FMR Volume 9: Travel Policy
- Foreign Clearance Guide
- Defense Travel Management Office (DTMO) Homepage

REFERENCE DOWNLOADS

- DTS R Guide
- MCO 4650.39 Defense Travel System (DTS)
- MCO 4600.7A USMC Passenger Transportation Program**
- Local Travel Order
- FINANCIAL POLICY MANUAL VOLUME 2 (FORMERLY KNOWN AS MCTIM)
- Debit Waiver Guidance
- Dual Profile Procedures
- OUSD Memo-Max Use Of DoD Lodging
- Requirements for Voucher Processing
- MarAdmin For TEMINS Travel Vouchers
- DTS Reject Correction Guide (29 Apr 2021)
- EFT Trace Procedures

- **JTR**
- **DoD FMR**
- **DTMO**
- **MCO**
- **Local Travel Order**

This is our website, the URL is at the top but you can also Google “Quantico DTS Helpdesk” and we’ll be the first hit.

We have compiled several things for you in one place. From the main page you can click on the link Resources and it will take you the screen you see on this slide. Here we have compiled links to all the travel regulations such as the JTR, Marine Corps Orders to include the one we are covering today Marine Corps Order 4600.7A USMC Passenger Transportation Program (green rectangle).



Transportation

- **TMC use is mandatory in order to set Gov't Liability**
 - *JTR 010205*
- **TMC may be used for leisure travel**
 - *Cannot use GTCC*
- **City Pair website to look up flight costs**
 - *www.cpsearch.fas.gsa.gov*

The use of the Travel Management Center (TMC) for all travel reservations is required, either through DTS or by contacting them directly. TMC may also be utilized for leisure travel as long as you notify them that you are wanting to procure tickets for leisure travel utilizing your personal credit card.

The AO must ensure travelers are using the least expensive City Pair flight that meets the mission (if available). This is why a Constructed Travel Worksheet is required when it comes to exchanging tickets due to leave. The Gov't has a responsibility to get the traveler to the TDY location and back, however depending on when and where leave is being taken the AO will need to utilize the Constructed Travel Worksheet to determine what that limit is.



LICWO Prior to TDY

- Utilize DTS, TMC tickets airfare w/GTCC
- Contact TMC to exchange tickets
- Upload CTW
- If TDY is cancelled there is no entitlement to airfare reimbursement!

If the traveler is going on leave prior to TDY then the authorization must show the official TDY location for the duration of the trip, to include the leave period. For example, if you are going on leave to Orlando, FL, but your TDY is being performed in Tampa, FL, your itinerary should reflect you departing from your Residence/PDS to Tampa, FL (TDY site) and return to Residence/PDS. If taking leave at multiple TDY locations, the orders must reflect leave days as part of the official TDY location the leave is associated with. Failure to include/associate TDY leave with the proper TDY location will result in an improper per diem payment of meals & incidental expenses.

EXAMPLES: 1. Taking leave prior to TDY (associate with 1st TDY site). 2. Taking leave between multiple TDY sites (associate with intermediate TDY site immediately prior to start date of leave). 3. Taking leave after all TDY is complete (associate with last TDY site).

When the traveler creates the Authorization they will need to book their airfare from their PDS' servicing terminal to the TDY's servicing terminal. Once the authorization has been approved and the flights ticketed, the traveler can then contact TMC directly to request an exchange to fly to their leave location. In the example I just gave it would be to Orlando instead of Tampa. If the cost is the same it can remain on the GTCC, if it is less the credit will be applied to the GTCC, any amount over the original cost will need

to be paid for by the traveler's personal CC. Remember the traveler must request receipts for the exchange showing the change in cost, and refund if applicable.

A CTW will need to be completed showing the lowest GSA (YCA) contract cost from the PDS' servicing terminal to the TDY servicing terminal. The traveler would simply use the cost of the fares reserved in their Auth. as that is the amount that will set the government's reimbursable limit. If the cost of the exchanged tickets were less than the reservation amount, when the traveler creates their voucher they would need to remove or zero out the original airfare cost under expenses and then create a new expense and name it "Airfare LICWO" entering the actual cost of their exchanged ticket. Again remember they will need to upload their exchanged receipts and annotate in the comments to the AO that they are claiming the LICWO ticket cost as it was less than the CTW.

Remember, the TMC fee cannot be claimed in the CTW as TMC already charged it when they initially ticketed the flights. The traveler is only entitled to the one no-touch fee, there is no entitlement for the exchange as that is for the traveler's convenience.

The important thing to note with LICWO is that the official flights must be ticketed prior to the traveler requesting an exchange. TMC will not make a change to the reservation to support LICWO, they will only exchange airfare that has already been ticketed.

One important thing to know when it comes to LICWO prior to TDY, if the trip is cancelled there is no requirement for the gov't to reimburse the cost of the official ticket. This is at the traveler's expense, and all travel related expenses incurred during leave is also at the traveler's expense and should be charged on a personal card not to the GTCC.



LICWO following TDY

- **LICWO following TDY**
 - **Scenario 1-Leave takes place at an alternate location but returning to TDY site**
 - **DTS should be used**
 - **CTW is not needed unless the actual return date from leave crosses the FY**
 - **Scenario 2-Leave takes place at an alternate location & returning from that location**
 - **DTS should be used**
 - **CTW is required**

If the traveler is going on leave at the same location the TDY took place and they are departing from there back to PDS then they would reserve the return flight through DTS as normal utilizing their GTCC. There would be no exchange process needed in this situation. The only time the CTW may be required is if the actual return date to the PDS crosses into the new FY, but the constructed date of return is earlier than October 1. GSA airfare costs change by FY and reimbursement is based on constructed return date (Up to 30 Sep), not actual return date (After 1 Oct). In this case you would need to use the CTW to compare the flight at the prior year's rate vice the new.

If the traveler is going on leave at a different location but is returning to the TDY location to fly back to PDS, then again the flight can be booked through DTS as normal and no exchange process would be needed. Any flights purchased to and from the leave location would need to be purchased out of pocket. The TMC may be utilized but the traveler would need to advise them that the ticket is for leisure and their personal credit card would be used.

If the traveler is going to be returning from any location other than the TDY location, then they would need to create a CTW. The traveler would need to reserve their flights in DTS as if they were returning from the TDY location. This will give the traveler the

amount to put in the CTW. They will then need to wait for TMC to ticket the flights prior to contacting them to make the exchange.

So the thing to remember with LICWO following TDY is that if the traveler is doing anything different than flying from the TDY location to the PDS, a CTW is needed.



Question?

When can DTS be used to book flights for leave?

- A. Never**
- B. Always**
- C. Prior to TDY**
- D. Only at Christmas**



Quick Question before we head into the CTW.

Answer B-Always. The initial booking is through DTS to and from the TDY site. The exchange is the only piece that is not done in DTS.



Constructed Travel

- Prior to performing official travel, the Authorizing Official (AO) will authorize/direct the traveler to use a specific transportation mode (i.e., the directed transportation mode)
- Travelers may choose to take leave in conjunction with orders
- LICWO may require the completion of a CTW (Constructed Travel Worksheet)

So now we're going to walk you through the process of completing a Constructed Travel Worksheet when LICWO is taking place. It is slightly different than when completing it because a different mode of transportation is being taken.

Prior to travelers actually travelling, the AO will authorize a mode of transportation, generally that will be commercial air and the location of TDY is dictated by mission requirements.

When a traveler is going on leave prior to or following their TDY trip a Constructed Travel Worksheet may be needed, in order to establish the government's liability for reimbursing their travel.



Constructed Travel

- The JTR allows the traveler to use TMC to exchange their ticket when LICWO is taking place. However, the AO must limit their transportation reimbursement to the official cost of the tickets.
- This is referred to Constructed Travel and lets the AO compare the exchanged cost of the tickets with that of the original cost of the tickets.
- The Constructed Travel Worksheet (CTW) changes often so ensure you're using the version available in the Pre-Audit link or the DTMO website at <https://www.defensetravel.dod.mil/CnstTvl/>.
 - Do not use a saved version of the CTW

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Even though the traveler may utilize the TMC to exchange their tickets to accommodate their leave; the AO has the responsibility to determine the government cost and limit the traveler. This is done through Constructed Travel.

The Constructed Travel Worksheet (CTW) allows the Traveler and AO to see a comparison between the official ticket cost vs. the ticket cost supporting their leave. The CTW changes often so make sure to use the version from the DTMO website as that will be the most current version.



Constructed Travel Worksheet

When Constructed Travel applies, here's what happens:

1. The traveler creates their DTS authorization, and TMC books the airfare.
2. Once the airfare is ticketed, the traveler can then contact TMC for an exchange.
3. The traveler completes a Constructed Travel Worksheet (CTW) to show the official cost (a.k.a., the constructed cost) of the directed transportation mode and attaches it to the DTS document.
4. The AO will then approve reimbursement up to what the traveler incurred NTE the government cost.

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Here's how the process works if the traveler is choosing to fly to/from a leave location that is different than the TDY location.

The traveler creates their DTS authorization with the flights to/from their PDS to the TDY location and once TMC has ticketed the flights, they can then contact TMC to make an exchange for their "leave" flights.

The traveler then completes a Constructed Travel Worksheet (CTW) and enters the cost of the flights from DTS. This is the constructed cost of the directed transportation mode and uploads it under the Expenses screen in the Authorization.

The AO will approve the actual ticket cost NTE the government cost. For example, if the CTW is \$500.00 and the traveler's exchanged flight cost \$400.00. Then the traveler will only be reimbursed the \$400 that was actually charged.



Constructed Travel Worksheet

Scenario:

- EXAMPLE ONLY - May not reflect current \$ values for air
- Traveler is directed to Tampa FL. for 5 day TAD period (1 travel day down, 3 duty days, 1 day travel return)
- Traveler resides in Stafford, VA
- Traveler is directed to use standard mode (Air) but is taking LICWO prior to TDY in Orlando, FL.

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Let's walk through a scenario together that illustrates the process. Every CTW situation is different and must be handled on its own merit, this is just one example of a traveler taking LICWO prior to the start of TDY.

A traveler is directed to Tampa, FL. for a 5 day TDY period, that's 3 TDY days and a travel day each way.

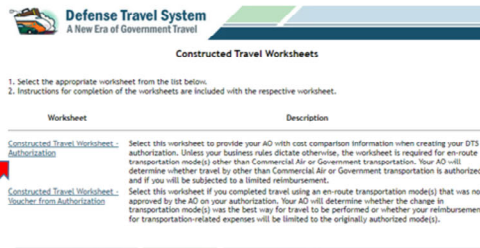
The traveler lives in Stafford

The AO directed the traveler to use the standard mode which is air and the traveler is wanting to go on LICWO in Orlando prior to the start of TDY in Tampa.

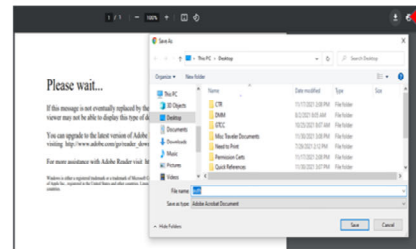


Constructed Travel Worksheet

DTMO Link to the Constructed Travel Worksheet <https://www.defensetravel.dod.mil/CnstTvl/>.



Click the top link for Authorization



Download
to desktop
as Adobe
Acrobat
Document

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The first thing the traveler will do is create their Authorization, select their flights to and from the TDY location, once they know the cost of the airfare they can then complete the CTW with that information.

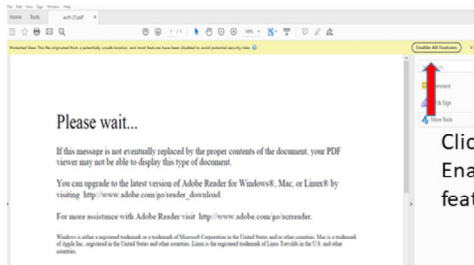
The traveler can copy and paste the link from the DTMO website into their browser and the screen at the top left corner will appear.

Click on the link “Constructed Travel Worksheet – Authorization” and when the please wait screen appears (screen shot top right corner), click to download as a pdf file on your desktop, once saved.



Constructed Travel Worksheet Section 1

- When there is LICWO prior to TDY a CTW will be required



Click the
Enable All
features

Defense Travel System
A New Era of Government Travel

Worksheet Instructions

DTS Constructed Travel Worksheet - Authorization
Not required for travel legs shorter than 400 miles one-way
Refer to worksheet instructions for complete guidance

Name:

1. Travel Itinerary for the standard transportation mode:

Travel Leg	Date	Departure Location	Arrival Location	Mode (where Case File)	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


CTW Opens

The traveler will then need to open the pdf file from their desktop and the Enable All Features will be available. Once they click on that, the CTW will open.



Constructed Travel Worksheet Section 1

- When there is LICWO prior to TDY a CTW will be required

 **Defense Travel System**
A New Era of Government Travel

[Worksheet Instructions](#)

DTS Constructed Travel Worksheet - Authorization
Not required for travel legs shorter than 400 miles one-way
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				Air	\$0.00

For trips with multiple TDY locations:

TDY to TDY				Rail	\$0.00
TDY to TDY				Bus	\$0.00
TDY to TDY				Gov't Vehicle	\$0.00
TDY to TDY				Rental Car	\$0.00

Traveler must select the standard transportation mode (Air), not the mode being requested/used. And when selecting Air, the fare class (YCA) must also be added.

In section 1 under “Mode” they will select the standard/directed mode of transportation which would generally be Air per JTR 020203. Keep in mind that this is not what they are choosing to use, this is just where they will enter the cost of the original tickets booked because that sets the government’s liability of reimbursement.

Each leg of travel will be it’s own line. Layovers are not a leg, it means PDS to 1st TAD location etc.

They must show the fare code being compared next to the word Air, in most cases the code would be “YCA” which refers to GSA City Pair Fares. We’re going to look at how to find airfare costs next.



Constructed Travel Worksheet

Section 1

Substantiating Records

- **Recommended** to upload the screenshot from the reservation page from DTS
 - DTS screenshot benefits travelers since **taxes and fees are included** in cost displayed

We highly recommend that screen shots be taken of the reservation screen in DTS showing the cost of each flight and the total. This way if the reservations need to be removed for any reason in the voucher, you will have supporting documentation for the amount that was entered in the CTW.

Otherwise the Finance Office has to search the contract rates and those contracts don't include the taxes and fees.



Constructed Travel Worksheet Section 1

After determining the least expensive GSA Contract Rate airfare, input the airport and cost information from your search for each leg

DTS Constructed Travel Worksheet - Authorization

*Not required for travel legs shorter than 400 miles one-way
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	03/14/2022	DCA-Washington DC	TPA-Tampa FL	Air-YCA	\$333.20
TDY to PDS	03/18/2022	TPA-Tampa FL	DCA-Washington DC	AIR-YCA	\$333.20

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

The next step is to take the fares we looked up and add them to the CTW. These blocks needs to be completely filled out with the airport code, City and State in each location. Notice, in the mode block we have "Air (YCA)" that means it's a GSA Contract Rate that we looked up. If there is more than one TAD location, those in between flights would go in the additional lines.



Constructed Travel Worksheet Section 2

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)	\$333.20
B. Transportation costs from TDY departure terminal to PDS arrival terminal (e.g., TDY airport to home airport)	\$333.20
C. Transportation costs from one TDY terminal to another (e.g., TDY airport to TDY airport)	\$0.00
D. Total transportation cost	\$666.40
E. Fee normally charged by your CTO	\$0.00
F. Total constructed transportation cost	\$666.40

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 ☐
- Scheduled common carrier is not available or is not practical to support the mission ☐
- Potential for traffic, weather, or routing delays would negatively impact the mission ☐
- POC use would be more efficient, more economical, or result in a more expeditiously accomplished mission ☐

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For LICWO the CTW only needs to have section 1 completed with the flight costs. Once you populate that screen, it will automatically fill in Section 2. Normally you would also include any other costs associated with flying. However, in this case you would only use the flights. The CTO fee would not be included in this scenario because these flights were booked utilizing DTS, and the CTO can only be claimed once. So the total amount of the CTW is \$666.40. So the governments reimbursable limit is set at \$666.40.

Section 3 and 4 would be left blank for this scenario.



Constructed Travel Worksheet

- The CTW must be loaded as that document type

Add Document

Choose New File * OR Select Existing File *

Browse OR Select a document already uploaded

Submit Date * 02/11/2020

Constructed Travel Worksheet (CTW) ✓

Constructed Travel Worksheet (CTW)

Form 1610 (DoD Travel Authorization)

Memo For Record

Other

Image Preview Not Available

Cancel Save

Once the traveler has completed the CTW, they will load it to their DTS authorization, making sure to load it under expenses as the correct document type.



Constructed Travel Worksheet

- If exchanged ticket is less than CTW, an “Airfare LICWO” expense will need to be added in the voucher

The first screenshot shows the 'Add New' form with 'Other Expenses' selected in the 'Select Type*' dropdown. The second screenshot shows the 'Add New' form with 'Other - Create Your Own' selected at the bottom of the list. The third screenshot shows the 'Add New' form with 'Airfare LICWO' entered in the 'Expense Amount' field, and a red arrow pointing to it labeled 'Actual cost'.

- Scroll down to Other Expenses from the drop down menu & then select Other-Create your Own, name the Expense “Airfare LICWO”

If the cost of the exchange ticket is less than the CTW, then on the voucher the traveler would need to remove the original airfare amount from the Expense screen and then Click to Add new, select Other Expenses from the drop down and then scroll all the way to the bottom and select Other-Create your Own. Name the expense Airfare LICWO and then enter the actual cost of the exchanged tickets. In the Notes the traveler can indicate that the exchanged tickets were less than the CTW.



Question?

When can the traveler contact TMC to exchange their ticket(s)?

- A. After the Authorization has been approved**
- B. After TMC has ticketed the official flights**
- C. Never**
- D. Only during the summer**



The answer would be B. TMC will only exchange tickets after the official tickets have been purchased. They will not make changes to a reservation prior to ticketing.



Question?

When is the CTW not required when there is LICWO?

- A. It is always required**
- B. When travelling to/from TDY site to PDS**
- C. What is a CTW?**
- D. When returning from the leave site to the PDS.**



The answer is B. As I mentioned earlier the only exception would be if the leave dates cross into the new fiscal year.



Contact Information

Quantico LDTA / Tier II Help Desk

Monday-Friday

0700 - 1600

(703) 784-2412/2411

MCBO.LDTA.Helpdesk@usmc.mil

Quantico Travel Management Company (TMC)

Monday-Friday

0800 - 1630

(703) 640-7101 opt. 3

<https://www.cwtsatotravel.com>

Thank you for attending today's training.