



## *JTR Changes - Feb 2025*

MAP-CAP 05-25(S) – Implementing Executive Order, Unleashing American Energy.

In accordance with Executive Order of January 20, 2025, Unleashing American Energy, this revision removes travel policies mandated by Executive Order 14057 of December 8, 2021, Catalyzing Clean Energy Industries and Jobs Through Federal Sustainability, Federal Travel Regulation (FTR) Bulletin 24-02, and Office of Management and Budget (OMB) M-24-05.

Affects JTR pars. 0202, 020203, 020206, 020209, 020212, 020213, Table 2-10, and Table 2-11.



## *JTR Changes - Feb 2025*

“Commercial airplane is the preferred mode for official travel more than 400 miles one way or more than 800 miles round trip.”

- **JTR 020206 par M. Also review Table 2-10 and 2-11**





## *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) - **JTR 0202**
- 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. - **JTR 020203**
- Travelers may choose to use a different transportation mode (i.e., the selected transportation mode) - **JTR Table 2-11**
- The most common example: AO directs a traveler to use commercial air, but the traveler decides to drive their own car instead. Also known as: Privately Owned Vehicle (POV)



# Constructed Travel

DefenseTravel  
Management Office

## 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 (+Pare Class if any)	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 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

Save

- The JTR allows the traveler to use their selected transportation mode, but it also directs the AO to limit their transportation reimbursement if their choice is more expensive
- This is known as Constructed Travel; lets the AO compare the true costs of the same trip using different transportation modes
- Constructed Travel Worksheet (CTW) dated April 2024 should be utilized, all others are obsolete

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

➤ **Do NOT use a saved version of the CTW**



# *Constructed Travel Worksheet*

## **When Constructed Travel applies, here's what happens:**

1. The traveler creates their DTS authorization to show the total costs of the trip for their **selected** transportation mode.
2. The traveler completes a Constructed Travel Worksheet (CTW) to show the estimated cost (a.k.a., the constructed cost) of the **directed** transportation mode and attaches it to the DTS document. The traveler may also include cost avoidances and additional considerations on the CTW.
3. The AO considers the information in both the authorization and the CTW and decides how to authorize the trip:
  - To allow full reimbursement for the selected transportation mode.
  - OR**
  - To allow the traveler to use their selected transportation mode but limit the traveler's transportation reimbursement to the constructed cost of the directed transportation mode.



## *Constructed Travel Worksheet*

Scenario:

**EXAMPLE ONLY** - may not reflect current \$ values for air, rental, etc.

- Traveler is directed to Tampa, FL (33608) for 7-day TAD period (1 travel day down, 5 duty days, 1 day travel return)
- Traveler resides in Stafford, VA (22556)
- Traveler is directed to use standard (preferred) mode (Air) but requests to drive a POV
- No additional travelers are making the trip





## *Constructed Travel Worksheet*

### **How do you determine the contract airport?**

- **MCBO 7220.1D para 4.g** directs IAD & DCA as the servicing terminal for MCBQ
- Richmond (RIC) may be considered when equal to or less than Dulles (IAD) and Reagan National (DCA)
- GSA City Pair search contains all contract routes, the cheapest route is considered the servicing terminal City Pair Program (CPP) | GSA
- Traveler will need to gather additional information



# Constructed Travel Worksheet

## Fare finder



<https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc/airfare-rates-city-pair-program>

### 1 Origin city or airport

WASHINGTON, DC - WAS

### 2 Destination city or airport

TAMPA, FL - TPA

Toggle fiscal years - FY 2024 covers Oct. 1, 2023 - Sep. 30, 2024

FY 2024 FY 2023

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 ↔
WASHINGTON, DC - BWI	TAMPA, FL - TPA	Southwest Airlines	Non-stop	YCA: \$481   _CA: \$285	10/01/2023	09/30/2024
WASHINGTON, DC - DCA	TAMPA, FL - TPA	American Airlines	Non-stop	YCA: \$201   _CA: \$166	10/01/2023	09/30/2024
WASHINGTON, DC - IAD	TAMPA, FL - TPA	United Airlines	Non-stop	YCA: \$322   _CA: \$0	10/01/2023	09/30/2024



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# Constructed Travel Worksheet

## Fare finder

If the traveler lives closer to RIC than DCA...**ONLY DCA** can be considered on the CTW per the MCBQ Local Travel Order (MCBO 7220.1D)

### 1 Origin city or airport

RICHMOND, VA - RIC

### 2 Destination city or airport

TAMPA, FL - TPA

Toggle fiscal years - FY 2024 covers Oct. 1, 2023 - Sep. 30, 2024

FY 2024

FY 2023

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 ↔
RICHMOND, VA - RIC	TAMPA, FL - TPA	American Airlines	Connect	YCA: \$301   _CA: \$68	10/01/2023	09/30/2024

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# Constructed Travel Worksheet


## Section 1

### Search Result using **DCA**


DCA to TPA

Sort by Cost (Lowest) ▾

>

  
American  
Airlines

DCA  
8:31 AM

  
Non-Stop

TPA  
10:57 AM

TOTAL DURATION

⌚ 2h 26m

GSA Contract Rate w/  
Limited Availability ⓘ

[Fare Rules](#)


TOTAL COST

\$181.10


Includes taxes and fees

Select Flight >

>

  
American  
Airlines

DCA  
6:40 AM

  
1 Stop

TPA  
11:19 AM

TOTAL DURATION

⌚ 4h 39m

GSA Contract Rate ⓘ

[Fare Rules](#)


TOTAL COST

\$224.10


Includes taxes and fees

Select Flight >

>

  
American  
Airlines

DCA  
6:40 AM

  
1 Stop

TPA  
1:08 PM

TOTAL DURATION

⌚ 6h 28m

GSA Contract Rate ⓘ

[Fare Rules](#)


TOTAL COST

\$224.10


Includes taxes and fees

Select Flight >

>

  
American  
Airlines

DCA  
8:23 AM

  
1 Stop

TPA  
1:08 PM

TOTAL DURATION

⌚ 4h 45m

GSA Contract Rate ⓘ

[Fare Rules](#)

TOTAL COST


\$224.10

Includes taxes and fees


Select Flight >

### Search Result using **TPA**

>


  
American  
Airlines

TPA  
6:10 AM

  
2 Stops

DCA  
4:50 PM

TOTAL DURATION

 10h 40m

GSA Contract Rate w/  
Limited Availability ⓘ

[Fare Rules](#)


TOTAL COST

\$194.10


Includes taxes and fees

Select Flight >

>


  
American  
Airlines

TPA  
11:42 AM

  
Non-Stop

DCA  
1:59 PM

TOTAL DURATION

 2h 17m

GSA Contract Rate ⓘ

[Fare Rules](#)


TOTAL COST

\$216.10


Includes taxes and fees

Select Flight >

>


  
American  
Airlines

TPA  
6:00 AM

  
1 Stop

DCA  
11:00 AM

TOTAL DURATION

 5h 0m

GSA Contract Rate ⓘ

[Fare Rules](#)

TOTAL COST

\$225.60

Includes taxes and fees

Select Flight >



# Constructed Travel Worksheet


## Section 1

### Search Result using **DCA**

DCA to TPA

Sort by Cost (Lowest)

>

  
American Airlines

DCA  
8:31 AM

◄

—

►

Non-Stop

TPA  
10:57 AM

TOTAL DURATION

⌚ 2h 26m

GSA Contract Rate w/  
Limited Availability ⓘ

[Fare Rules](#)


TOTAL COST

\$181.10

Includes taxes and fees

Select Flight >

>

  
American Airlines

DCA  
6:40 AM

◄

—

◇

—

►

1 Stop

TPA  
11:19 AM

TOTAL DURATION

⌚ 4h 39m

GSA Contract Rate ⓘ

[Fare Rules](#)


TOTAL COST

\$224.10

Includes taxes and fees

Select Flight >

>

  
American Airlines

DCA  
6:40 AM

◄

—

◇

—

►

1 Stop

TPA  
1:08 PM

TOTAL DURATION

⌚ 6h 28m

GSA Contract Rate ⓘ

[Fare Rules](#)


TOTAL COST

\$224.10

Includes taxes and fees

Select Flight >

>

  
American Airlines

DCA  
8:23 AM

◄

—

◇

—

►

1 Stop

TPA  
1:08 PM

TOTAL DURATION

⌚ 4h 45m

GSA Contract Rate ⓘ

[Fare Rules](#)

TOTAL COST

\$224.10

Includes taxes and fees

Select Flight >

### Search Result using **TPA**

>	American Airlines	TPA 6:10 AM	2 Stops	DCA 4:50 PM	GSA Contract Rate w/ Limited Availability ⓘ <a href="#">Fare Rules</a>	TOTAL COST \$194.10 Includes taxes and fees <a href="#">Select Flight</a>
		TOTAL DURATION ⌚ 10h 40m				
		TPA 11:42 AM	Non-Stop	DCA 1:59 PM	GSA Contract Rate ⓘ <a href="#">Fare Rules</a>	TOTAL COST \$216.10 Includes taxes and fees <a href="#">Select Flight</a>
		TOTAL DURATION ⌚ 2h 17m				
>	American Airlines	TPA 6:00 AM	1 Stop	DCA 11:00 AM	GSA Contract Rate ⓘ <a href="#">Fare Rules</a>	TOTAL COST \$225.60 Includes taxes and fees <a href="#">Select Flight</a>
		TOTAL DURATION ⌚ 5h 0m				



# Constructed Travel Worksheet


## Section 1

### Search Result using **DCA**

DCA to TPA

Sort by Cost (Lowest)

>

  
American Airlines

DCA  
8:31 AM

◄

—

►

Non-Stop

TPA  
10:57 AM

TOTAL DURATION

⌚ 2h 26m

GSA Contract Rate w/  
Limited Availability ⓘ

[Fare Rules](#)


TOTAL COST

\$181.10

Includes taxes and fees

Select Flight >

>

  
American Airlines

DCA  
6:40 AM

◄

—

◇

—

►

1 Stop

TPA  
11:19 AM

TOTAL DURATION

⌚ 4h 39m

GSA Contract Rate ⓘ

[Fare Rules](#)


TOTAL COST

\$224.10

Includes taxes and fees

Select Flight >

>

  
American Airlines

DCA  
6:40 AM

◄

—

◇

—

►

1 Stop

TPA  
1:08 PM

TOTAL DURATION

⌚ 6h 28m

GSA Contract Rate ⓘ

[Fare Rules](#)


TOTAL COST

\$224.10

Includes taxes and fees

Select Flight >

>

  
American Airlines

DCA  
8:23 AM

◄

—

◇

—

►

1 Stop

TPA  
1:08 PM

TOTAL DURATION

⌚ 4h 45m

GSA Contract Rate ⓘ

[Fare Rules](#)

TOTAL COST

\$224.10

Includes taxes and fees

Select Flight >

### Search Result using **TPA**

>	American Airlines	TPA 6:10 AM	2 Stops	DCA 4:50 PM	GSA Contract Rate w/ Limited Availability ⓘ <a href="#">Fare Rules</a>	TOTAL COST <b>\$194.10</b> <small>Includes taxes and fees</small> <a href="#">Select Flight</a>
		TOTAL DURATION ⌚ 10h 40m				
		TPA 11:42 AM	Non-Stop	DCA 1:59 PM	GSA Contract Rate ⓘ <a href="#">Fare Rules</a>	TOTAL COST <b>\$216.10</b> <small>Includes taxes and fees</small> <a href="#">Select Flight</a>
		TOTAL DURATION ⌚ 2h 17m				
>	American Airlines	TPA 6:00 AM	1 Stop	DCA 11:00 AM	GSA Contract Rate ⓘ <a href="#">Fare Rules</a>	TOTAL COST <b>\$225.60</b> <small>Includes taxes and fees</small> <a href="#">Select Flight</a>
		TOTAL DURATION ⌚ 5h 0m				



# Constructed Travel Worksheet

## Section 1

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

Refer to worksheet instructions for complete guidance

Name:

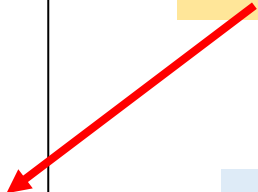
#### 1. Travel itinerary for the standard transportation mode

Travel Leg	Date	Departure Location	Arrival Location	Mode (+Fare Class If air)	Cost
PDS to TDY	07/21/2024	DCA	TPA	Air YCA ▼	\$224.10
TDY to PDS	07/27/2024	TPA	DCA	Air YCA ▼	\$216.10

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

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 this scenario the standard mode is air as the TAD/TDY location is more than 400 miles from the PDS.



# *Constructed Travel Worksheet*

## *Section 1*

### 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	<b>\$0.00</b>
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	<b>\$0.00</b>
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	<b>\$0.00</b>





# Constructed Travel Worksheet

## Section 1

Best

51 min

5 hr 28

17 hr

4 hr 43

—

Kline Ct, Virginia 22556

Ronald Reagan Washington National Airp

Add destination

Leave now

Options

We don't have the most recent timetables for this area.

Send directions to your phone

Copy link

via I-95 N

Fastest route, the usual traffic

Details

51 min

43.6 miles

<div><div>Parking 1</div><div></div>5-7 mins</div> <div>Most convenient parking to Terminal 1</div> <div>A short walk to the terminal via the underground walkway on level G or take the free shuttle</div> <div>Fast, easy, safe</div> <div>Reserve / Drive up</div> <div>\$29 per day</div>	<div><div>Parking 2</div><div></div>3-5 mins</div> <div>Most convenient parking to Terminal 2</div> <div>A short walk to the terminal via the underground walkway on level G or take the free shuttle</div> <div>Fast, easy, safe</div> <div>Reserve / Drive up</div> <div>\$29 per day</div>	<div><div>Economy</div><div></div>10 mins by bus</div> <div>Located a short shuttle ride to terminals 1 and 2</div> <div>Great value parking</div> <div>Reserve / Drive up</div> <div>\$19 per day</div>
---	---	--









# Constructed Travel Worksheet





## Section 1

### Search Result using TPA

TPA - Tampa International Apt, FL (USA) Sort by Cost (Lowest) ▾

**RECOMMENDED**

 Compact <a href="#">Features ▾</a>	 NEXT CAR	<b>PICK-UP</b> 12:00 PM - Shuttle (TPA)  <b>DROP-OFF</b> 11:00 AM - Shuttle (TPA)	Government Rate ⓘ <a href="#">Cost Details ▾</a>	<b>ESTIMATED COST</b> <b>\$314.78</b> <small>Includes taxes and fees</small> <a href="#">Select &gt;</a>
 Compact <a href="#">Features ▾</a>	 ENTERPRISE	<b>PICK-UP</b> 12:00 PM - In airport (TPA)  <b>DROP-OFF</b> 11:00 AM - In airport (TPA)	Government Rate ⓘ <a href="#">Cost Details ▾</a>	<b>ESTIMATED COST</b> <b>\$314.99</b> <small>Includes taxes and fees</small> <a href="#">Select Car &gt;</a>
 Compact <a href="#">Features ▾</a>	 SIXT	<b>PICK-UP</b> 12:00 PM - In airport (TPA)  <b>DROP-OFF</b> 11:00 AM - In airport (TPA)	Government Rate ⓘ <a href="#">Cost Details ▾</a>	<b>ESTIMATED COST</b> <b>\$320.32</b> <small>Includes taxes and fees</small> <a href="#">Select Car &gt;</a>

 <b>7-Eleven</b> ★★★★☆ 47 3444 W Columbus Dr Tampa, FL	<b>\$3.46</b> chzhd 2 hours ago
 <b>Marathon &amp; 7-Eleven</b> ★★★★☆ 51 1930 N Dale Mabry Hwy Tampa, FL	<b>\$3.48</b> Buddy_ra34rgmj 3 hours ago
 <b>7-Eleven</b> ★★★★☆ 41 4320 N Armenia Ave Tampa, FL	<b>\$3.52</b> tjtaz62 1 hour ago
 <b>Marathon</b> ★★★★☆ 63 2135 W Green St Tampa, FL	<b>\$3.59</b> 07JediKnight 2 hours ago



# 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)	\$224.10
B. Transportation costs from TDY departure terminal to PDS arrival terminal (e.g., TDY airport to home airport)	\$216.10
C. Transportation costs from one TDY terminal to another (e.g., TDY airport to TDY airport)	\$0.00
D. Total transportation cost	<b>\$440.20</b>
E. Fee normally charged by your TMC	<b>No touch fee</b> \$6.75
F. Transportation costs from trip start point to PDS departure terminal (e.g., driving from home to the airport)	\$29.48
G. Transportation costs at all TDY sites (e.g., rental car, bus to/from airport, taxi)	\$314.78
H. Transportation-related costs at all TDY sites (e.g., gas for rental car, parking at hotel, tolls)	\$14.04
I. Transportation costs from PDS arrival terminal to trip end point (e.g., driving home from the airport)	\$29.48
J. Parking at PDS terminal (e.g., parking at the airport while TDY)	\$133.00
K. Baggage Fees (Service member's first checked bag is normally free)	\$70.00
L. Total individual constructed transportation cost	<b>\$1,037.73</b>
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	<b>\$1,037.73</b>

Previous Sections 2 and 3 have been combined into Section 2.



# Constructed Travel Worksheet

## Enter Expenses

Sort By 

Date (Newest) ▾

Expand All

Add

\$ Private Auto - To/From TDY	\$587.59
<div>Details 07/27/2024 N/A</div>	EFT
\$ Private Auto - To/From TDY	\$589.60
<div>Details 07/21/2024 N/A</div>	EFT

### Expense Summary

Reservation Expenses	Other Expenses	Total Expenses
\$0.00	\$1,177.19	\$1,177.19

The Constructed Travel Worksheet (CTW) should be available when adding a mileage expense or in the Pre-Audit screen anytime a mode other than Air is shown on the authorization.

## 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 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 fax or scanning.



# *Constructed Travel Worksheet*

## *Section 3*

- **Section 3** is used to assist the AO in determining if requested mode is advantageous to the government
- Highlights other non-monetary circumstances that may drive the AO's decision
- Cannot be a factor when Leave In Conjunction With Orders (LICWO) is involved

### 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

☐  
☐  
☐  
☐



# Constructed Travel Worksheet

- The CTW must be loaded as that document type
- Allows quick access for the AO in the Sign and Submit screen

**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

PDF

Image Preview Not Available

Cancel Save

CTW Added 02/11/2020 at 11:20:28 - [Download](#)

Government Preferred Transportation

Traveler Preferred Transportation





# Constructed Travel Worksheet



Please wait...

If this message is not eventually replaced by the proper viewer may not be able to display this type of document.

You can upgrade to the latest version of Adobe Reader visiting [http://www.adobe.com/go/reader\\_download](http://www.adobe.com/go/reader_download).

For more assistance with Adobe Reader visit [http://www.adobe.com/go/reader\\_help](http://www.adobe.com/go/reader_help).

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**Attach Document**

Select a file\*

CTW Jerry.pdf Browse

☐ Retain as PDF (e.g., CTW, Digitally Signed PDFs) i

Do NOT select

Use Print to PDF



**Print**

Printer: Microsoft Print to PDF Properties Advanced

Copies: 1 Print in grayscale (black and white)

**Pages to Print**

☒ All ☐ Current ☐ Pages 1 More Options

**Page Sizing & Handling** i

Size Poster Multiple Booklet

☐ Fit ☐ Actual size

☒ Shrink oversized pages ☐ Custom Scale: 100 %

☐ Choose paper source by PDF page size

**Orientation:**

☒ Auto ☐ Portrait ☐ Landscape

**Comments & Forms**

Document and Markups Summarize Comments

Page Setup...



## Constructed Travel Worksheet

### Government Preferred Transportation

Transportation Costs (Box 2.D)\* \$ 1037.73

TMC Fee (Box 2.E) \$ 0.00

---

**Total Allowed Cost** \$ 1037.73

☒ Approve Government Amount ⓘ

### Traveler Preferred Transportation

Private Auto - To/From TDY \$1177.19

---

**Total Allowed Cost** \$ 1177.19

☒ Approve Traveler Amount

Note: For vouchers, the choice is only presented to the Finance Office



# Constructed Travel Worksheet

## ESTIMATED TRIP COST

TOTAL PAID SPP

CATEGORY

ALLOWED

ACTUAL

LODGING

\$1824.00

\$1824.00

M&IE

\$1072.50

\$1072.50

When a document is Approved as Limited, the **Actual** and **Allowed** columns will be different

TOTAL EST. ALLOWED

**\$2896.50**

TOTAL EST. ACTUAL

**\$3781.58**



# Constructed Travel Worksheet

When a document is Approved as Limited, the **CONSTRUCTED TRAVEL** stamp will appear in the history on the sign and submit page

			not through DTS. Lodging is approved at per diem rate of \$96 a night.
✓	10/28/2019 11:19AMEST <b>CONSTRUCTED TRAVEL</b>	NAME [REDACTED]	COMMENT Government Amount
✓	10/28/2019 11:19AMEST <b>BUDGET ADJUSTED</b>	NAME [REDACTED]	COMMENT Trip #1 DD16HQSDRCFO 20 FACDO TDY 2020 QTR: 1 \$2896.50



## *Question?*

**What is the traveler's transportation reimbursement if the traveler did not use the authorized mode?**

- A) Traveler may always claim the full reimbursement
- B) AO may limit to the cost of the authorized transportation mode
- C) Traveler did not use the authorized mode, no reimbursement
- D) Organization's local policy determines limitation