



## *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 use a different transportation mode (i.e., the selected transportation mode)
- 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)

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Constructed Travel is not a favorite topic for anyone, however it is an important subject. Understanding how constructed travel works can help you protect your travelers from financial loss.

Let your travelers know they should talk to you well in advance if they plan on using a different transportation mode than normally directed to a TDY location. This will allow them to complete a CTW correctly since they take some time to complete properly.

The most common example: AO directs commercial air, but traveler wants to drive their car or "POV".



## Constructed Travel

- The JTR allows the traveler to use their selected transportation mode, but it also gives the AO the right to limit their transportation reimbursement if their choice is more expensive
- This is **known as** Constructed Travel and lets the AO compare the true costs of the same trip using different transportation modes
- 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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A traveler can elect to use a different mode than directed, but the AO has the responsibility to know the baseline cost of the trip. The AO must also determine whether the traveler selected mode is advantageous to the government. If the traveler selected mode is NOT advantageous, the AO "MUST" limit the traveler to the constructed cost. This is known as a **Constructed Travel comparison or Cost comparison**.

The Constructed Travel Worksheet (CTW) allows the Traveler and AO to see a comparison between the traveler chosen mode (selected mode) vs. the directed mode. The CTW changes often so make sure to use the version from the advisory or the pre-audit link. The DTMO website also has the most current version.



## Constructed Travel Worksheet

### When Constructed Travel applies, here's the simplified process:

1. The traveler creates their DTS authorization to show the total costs of the trip for their selected transportation mode.
2. Traveler completes a 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:
  - a. To allow full reimbursement for the selected transportation mode.
  - b. To allow the traveler to use their selected transportation mode, but limits the travelers transportation reimbursement to the constructed cost of the directed transportation mode.

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Here's how the process works if the traveler is choosing to use a selected mode that is different than the directed/authorized mode.

The traveler creates their DTS authorization to show the total costs of the trip for the selected transportation mode such as POV mileage To/From TDY.

The traveler then completes a Constructed Travel Worksheet (CTW) to show the estimated cost (a.k.a., the constructed cost) of the directed transportation mode and attach it to the DTS document. The traveler can also include cost avoidances and additional considerations on the CTW .

The AO will then consider the information in both the authorization and the CTW and decide how to authorize the trip. The AO has two options, they are:

- a. To allow full reimbursement for the selected transportation mode
- b. To allow the traveler to use **their selected** transportation mode, but limit the transportation reimbursement to the constructed cost of the directed transportation mode

Remember, the AO must have the government's best interests at the center of this decision, they cannot "hook a friend up". Their job is to get the mission accomplished as efficiently as possible, the traveler's convenience or desires can not factor into that decision.



## *Constructed Travel Worksheet*

### Scenario:

- EXAMPLE ONLY - May not reflect current \$ values for air, rental, etc.
- Traveler is directed to Parris Island, SC (29905) for 5 day TAD period (1 travel day down, 3 duty days, 1 day travel return)
- Traveler resides in Stafford, VA (22556)
- Traveler is directed to use standard mode (Air) but requests to drive a POV to PISC
- No additional travelers are making the trip

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Ready for a “Simple” scenario? Here we go...

This simple scenario is just to illustrate the process. Every CTW situation is different and must be handled on it’s own merit, again....this is just an example.

A traveler is directed to Parris Island, SC for a 5 day TAD period; 3 days TAD and 1 travel day each way.

The traveler lives in Stafford, specifically in the 22556 zip code. The zip code is important because that’s how you claim mileage to/from TDY.

The AO directed the traveler to use the standard mode which is air (this is normal and the whole point of this process), but traveler makes personal choice to drive their POV

No other travelers are making the trip. This is an important note that will be used in section 2.

➤ 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.

**Add New**

Select Type\*  
Private Auto - To/From TDY

Attach Receipt

⚠ This expense may require a [Constructed Travel Worksheet](#) to be submitted with this document.

Expense Date\*  
05/10/2021

Start Location\*  
22556 Stafford, VA, Stafford

End Location\*  
29905 Parris Island, SC, Beaufort

Cancel Add

**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.

**OTHER EXPENSES** Total: **\$590.24**

Hide Details				
Private Auto - To/From TDY	Location	METHOD OF REIM.	DATE	COST
		Personal	05/13/2021	\$295.12 527.00 miles
Private Auto - To/From TDY	Location	METHOD OF REIM.	DATE	COST
		Personal	05/13/2021	\$295.12 527.00 miles

Now that you know the scenario, Lets get started...

The traveler will populate the authorization with POV mileage to and from the TAD location. They must use the zip code of their starting point (residence or PDS) as well as the zip code of the actual TAD location. The CTW option is presented anytime a mode other than "Air" is used. In this case, **it was** presented when the "Private Auto - To/From TDY" expense type was selected.

Note the CTW hyperlink displayed in yellow at the top of the screen. The CTW link will also display on the Pre-Audit screen in this scenario. When they click the displayed link, a separate webpage will display with two options.

Right click on the "Constructed Travel Worksheet – Authorization" link, and select "Save Link As" to save the file as a .pdf to their computer. Find that file on the computer and open it with Adobe. Once opened in Adobe, select the "Enable All Features" button at the top in order to populate/complete the CTW.

If you click the CTW link without saving to the computer, it will open as a HTML document and permanently display "Please Wait..." and will not open.

Same rule applies when an AO attempts to open the file loaded to the Authorization. Save it to your desktop and open it with Adobe. Click the “Enable All Features” button to see what they put in it.

**During the document review process, the AO should review the total mileage each way (527 miles) entered by the traveler and reflected in the Other Expenses portion of the authorization. Write the number of miles down for later reference because it will be an “Other Consideration” later. Remember the 400 mile rule?....**



# Constructed Travel Worksheet Section 1

- JTR 020203 A.2 states when government transportation is not available, travel by commercial plane is the preferred method of transportation

**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 applicable)	Cost
PDS to TDY					\$0.00
TDY to PDS				Air Rail Bus Gov't Vehicle Rental Car	\$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

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.

Shown on the screen is the CTW once opened. We'll fill it out section by section and break down where all the information comes from.

In section 1 under "Mode", select the standard/directed mode of transportation which is usually Air per JTR 020203. This is not the traveler preferred mode, it is the standard mode and associated cost. We will compare the standard mode cost here, against the mileage cost they populated on the mileage expense screen.

Each leg of travel will be it's own line. Layovers are not a leg, it means PDS to 1<sup>st</sup> 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

### Finding Airfare Costs

- DCA and IAD are designated the servicing terminals for Quantico per *MCINCR-MCBQ Order 7220.1D*
- Both airports must be reviewed to determine the lowest cost GSA Contract Rate (YCA) airfare or fully refundable airfare for routes that do not have a GSA Contract Rate. **Do not use restricted airfare in comparisons**
- Use WAS as the airport code but discard any fares that are from BWI

Search:  
WAS code searches  
3 airports  
(IAD, DCA, and BWI)



### Flight Step 1 of 3: Select a Flight

DEPARTING FROM	ARRIVING AT	DEPARTING ON	
WAS	PARRIS ISLAND MC R...	05/10/2021	Morning
<input checked="" type="checkbox"/> Include nearby airports	<input checked="" type="checkbox"/> Include nearby airports		<input type="button" value="Search"/>

NOTE: Before selecting a flight, be advised there may be lower cost government fares available in the Alternative Options section further down the list of available flights.

WAS to HHH

Sort by

This is how your traveler will find the airfare and how you can validate it.

The MCBQ local commuting order dictates Reagan (DCA) and Dulles (IAD) are the only two servicing airports for Quantico. Since the traveler is determining a constructed cost, the search criteria must display both results to determine the least expensive of the two. In order to search for that lowest cost YCA fare, they must use the airport code WAS to search them both at the same time. We will see the results on the next page, but ultimately, they are looking for the lowest cost YCA fare which is displayed as “GSA Contract Rate” immediately following “GSA Contract Rate W/Limited Availability” which is a CA fare.

The WAS code returns flights for BWI as well, ignore the fare rates since BWI is not a servicing terminal nor is it in the local area.



## Constructed Travel Worksheet Section 1

### Search results using WAS

	DCA 6:45 AM → 2 Stops → SAV 4:21 PM TOTAL DURATION ○ 9h 36m	GSA Contract Rate w/ Limited Availability	TOTAL COST <b>\$160.50</b> <small>Includes taxes and fees</small>
	DCA 6:45 AM → 2 Stops → HHH 12:17 PM TOTAL DURATION ○ 5h 32m	GSA Contract Rate	TOTAL COST <b>\$194.50</b> <small>Includes taxes and fees</small>
	SAV 10:34 AM → 2 Stops → DCA 8:22 PM TOTAL DURATION ○ 9h 48m	GSA Contract Rate w/ Limited Availability	TOTAL COST <b>\$159.00</b> <small>Includes taxes and fees</small>
	HHH 9:06 AM → 2 Stops → DCA 4:40 PM TOTAL DURATION ○ 7h 34m	GSA Contract Rate	TOTAL COST <b>\$193.00</b> <small>Includes taxes and fees</small>

- Search results will display the lowest cost GSA Contract Rate of the 3 airports immediately below the last Limited Availability fare, ensure you only use the least expensive from IAD or DCA, not BWI
- The least expensive GSA Contract Rate is from DCA and must be used in the CTW

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The results on the left side of the screen show the lowest cost fare of \$160.50 but move past that because it shows w/ Limited Availability, known as a Dash CA (-CA) fare. Dash CA airfares cannot be used for constructed travel comparison. The first YCA fare, which is displayed as a “GSA Contract Rate”, is from Reagan to Hilton Head at \$194.50. They have to search the return leg as well using the same airport codes, and as you can see the fare in this scenario is a different price on the return, here it shows \$193.00.

If there are no GSA Contract Rate fares returned in your search, the traveler would use the lowest cost, unrestricted fare displayed in their results (Make Sure they screen capture the entire page). You can verify City Pair markets by searching the locations on “cpsearch.fas.gsa.gov”...we will show you that website on the next page.



## Constructed Travel Worksheet Section 1

### Substantiating Records

- **Required** to upload the screenshot from DTS of lowest unrestricted airfare cost from both searches as a substantiating record to the CTW when **No** GSA Contract Rate (YCA) fare is available for that leg of travel
  
- **Recommended** to upload the screenshot from DTS of the lowest cost GSA Contract Rate (YCA) when one is available
  - GSA City Pair search on <https://cpsearch.fas.gsa.gov> provides the contract rate only and does not include taxes and airport fees
  - DTS screenshot benefits travelers since **taxes and fees are included** in cost displayed

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There are some cases where a traveler is required to provide screenshots. It is recommended your travelers always provide screenshots of fares when they look them up. If the route is not a city pair route, they are required to provide the screenshots or their reimbursement is \$0.

Bottom line, if it's a city pair fare route the screenshots aren't mandatory but it's to the traveler's benefit to do so since the fares shown in DTS contain the taxes and airport fees.

If screenshots aren't provided, the Finance Office has to search the GSA website for contracted rates. The rates shown on the website don't include the taxes and fees, lowering traveler expected rate of reimbursement.

Remember, an AO must validate the governments reimbursement limit entered by a traveler, and you can't do that by just trusting the amounts entered on a CTW without screenshots supporting the amount entered.



## 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

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	05/10/2021	Arlington, VA (DCA)	Hilton Head, SC (HHH)	Air (YCA)	\$194.50
TDY to PDS	05/14/2021	Hilton Head, SC (HHH)	Arlington, VA	Air (YCA)	\$193.00

**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

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Let's add the fare rates to the CTW. These blocks need to be completely filled out with the City, State and airport code 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 flight costs would be populated in the multiple TDY location; TDY to TDY lines.



## Constructed Travel Worksheet Section 2

- Section 2 is mostly auto-filled from information in Section 1
- Add the normal TMC fee in 2.E. this is the no-touch fee, not the full touch fee
  - No Touch Fee ~ \$6.47 vs. Touch Fee ~\$22+ (varies by contract)
- 2.C. is if there are multiple TAD locations, the airfare from the bottom half of section 1 is added here
- 2.F. is the total constructed cost and sets the government's liability when the standard mode of travel is directed. If AO determines the requested mode not to be advantageous to the government, this is what the traveler is limited to

### 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)	\$194.50
B. Transportation costs from TDY departure terminal to PDS arrival terminal (e.g., TDY airport to home airport)	\$193.00
C. Transportation costs from one TDY terminal to another (e.g., TDY airport to TDY airport)	\$0.00
D. Total transportation cost	\$387.50
E. Fee normally charged by your CTO	\$6.47
F. Total constructed transportation cost	\$393.97

Now that we've completed section 1, we'll move on to section 2.

This section is mostly populated from section 1. The only thing that is added here is the TMC fee, shown here as CTO Fee. That must be the normal "no touch" fee and not the higher "touch" fee.

Block 2.F. is the total constructed cost. This amount is reimbursed if you determine the travelers selected mode of transportation is NOT advantageous, and limit the traveler to the government's constructed cost.



## Constructed Travel Worksheet Section 3

- Avoided costs such as rental car and airport parking should be substantiated by screenshots showing the least expensive option available based on the locations determined in Section 1

The screenshot displays a car rental search interface. The search parameters are: Pick-up Location: HHH - Hilton Head Island, SC (USA); Pick-up: 05/10/2021 at 12:00 PM; Drop-off: 05/14/2021 at 08:00 AM. The vehicle type is set to Compact. The search results show a recommended Budget car for \$206.12, including taxes and fees. To the right, a table titled 'Current Lot Status' shows the status of parking lots at Reagan National Airport: Terminal A Garage\* is OPEN, Terminal B/C Garage\* is OPEN, and Economy Lot is CLOSED. A note indicates that effective September 1, the parking rate in Terminal Garages will be \$20 per day. A red box highlights the '\$20 per day' in the note.

Lot Name	Lot Status
Terminal A Garage*	OPEN
Terminal B/C Garage*	OPEN
Economy Lot	CLOSED

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In section 3 it is where your travelers can show you some of the other costs that they will avoid by driving their vehicles.

The traveler should search for the rental car in DTS just like they did airfare, and capture the screenshots as a supporting record to the CTW populated costs so an RO/AO can see accurate avoided costs. Here you can see the least expensive compact rental car is shown at \$206.12 for the period of TAD.

The traveler may also obtain cost information online if not available in DTS. Airport parking from the Reagan Parking Authority website shows it is available as a cost of \$20/day which totals \$100 for the 5 days. Although it shows the traveler can save \$3 per day if they reserve parking, the normal daily rate (\$20) should be used for the CTW.



## Constructed Travel Worksheet Section 3

- **Section 3** is used to assist the AO in determining if requested mode is advantageous to the government
- Amounts must be within reason and not inflated which may sway the AO's decision
- Not used if comparing personally procured airfare to GSA Contract Rate airfare (leave in conjunction)

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)	\$25.76
B. Transportation costs at all TDY sites (e.g., rental car, bus to/from airport, taxi)	\$206.12
C. Transportation-related costs at all TDY sites (e.g., gas for rental car, parking at hotel, tolls)	\$40.00
D. Transportation costs from PDS arrival terminal to trip end point (e.g., driving home from the airport)	\$25.76
E. Parking at PDS terminal (e.g., parking at the airport while TDY)	\$100.00
F. Shipping costs (e.g., baggage fees, official equipment shipping fees)	\$60.00
G. Constructed transportation cost of official travelers sharing driver's vehicle (Line 2F x # of passengers)	\$0.00
H. Total avoided transportation cost	\$457.64

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As the AO you should review this section in great detail and validate all expenses entered by the traveler.

3.A shows the cost of a person driving to the airport. In this case, the traveler is driving to Reagan since that's the airport with the lowest cost airfare. The amount that goes there is the number of miles from the point the travel began (Home or Duty Station) times the current mileage rate which is 56 Cents per mile.

3.B Shows transportation costs they would incur at the TAD location such as a rental car or taxis etc. We showed you how to search and capture that on the previous screen.

3.C This is the transportation related costs at the TAD location. Since they are showing an avoided rental car, they would have avoided fuel. Here they have an estimate of \$40, remember it's an estimate but you must ensure the amount entered is reasonable.

3.D Is where they show the return from the airport, in this scenario it's a return from Reagan which would generally be the same as 3.A

3.E This is terminal parking at the PDS, we looked up the parking cost at Reagan on the previous slide. The thing to remember with this section is it must make sense, they can't

tell you they're avoiding parking and put a number here if they put taxi costs in 3.A and 3.D

3.F is where they show avoided shipping/baggage costs. If they're a civilian and would be charged baggage fees, this is where they are shown, we showed \$30 each way totaling \$60. If they're hauling a bunch of gear etc. in their POV they can estimate what it would cost for excess baggage or to "ship it" since they're saving the government that money.

3.G would be if other travelers decided to ride with the traveler. Remember, you can never direct a traveler to ride in another traveler's POV.

3.H is the total of the above avoided costs.

This is just information for you make a decision, they do not get reimbursed this at all. You simply use this to consider whether the traveler's selected mode is advantageous to the government, or not!





## Constructed Travel Worksheet Section 4

- **Section 4** 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

#### 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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The last section of the CTW is section 4. This is their opportunity to show you any other factors they feel make their selected mode potentially advantageous to the government. They should only select boxes that are applicable and the AO must carefully evaluate any selected. For example, they shouldn't select "Potential for traffic, weather, or routing delays would negatively impact the mission" in most cases because how would them driving be any different.

If they're going TAD to Chicago in January and they select this because snowstorms might delay them, you should ask how driving would get them there faster or be any safer?



## 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** [Close]

Choose New File\*  OR Select Existing File\*  [Dropdown Arrow]

Submit Date\* 02/11/2020 [Calendar Icon]

Constructed Travel Worksheet (CTW) [Dropdown Arrow]

- Constructed Travel Worksheet (CTW) [Copy Icon]
- Form 1610 (DoD Travel Authorization)
- Memo For Record
- Other

Image Preview Not Available [PDF Icon]

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

Government Preferred Transportation | Traveler Preferred Transportation

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We already discussed this screen in regards to how to save and populate the CTW. Just to reiterate, if not uploaded correctly, an AO won't be presented with the two options needed in order to authorize correct reimbursement.



## Constructed Travel Worksheet

- AO must review the CTW and provided supporting records
- Once the AO determines the values are accurate, the AO will populate the Government Preferred Transportation block with the values contained in the CTW (blocks 2.D & 2.E)
- Traveler Preferred Transportation block is automatically populated by DTS based on proper Zip Code to Zip Code POV mileage values previously entered by the traveler & shown at the beginning of this scenario.

Government Preferred Transportation		Traveler Preferred Transportation	
Transportation Costs (Box 2.D)*	\$ 387.50	Private Auto - To/From TDY	\$590.24
TMC Fee (Box 2.E)*	\$ 6.47		
Total Allowed Cost	\$ 393.97	Total Allowed Cost	\$ 590.24
<input checked="" type="radio"/> Approve Government Amount ⓘ		<input type="radio"/> Approve Traveler Amount	

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This is the screen on the digital signature page that you are presented. At this point, an AO must open CTW and enter the constructed cost information on the left, then make a decision to authorize the traveler elected mode or limit to the government cost.



## Constructed Travel Worksheet

- Initially, you may think that paying full POV mileage to PISC would be advantageous to the government because the full mileage reimbursement is only \$590.24 vs. constructed & avoided costs of \$851.61 (\$393.97 constructed cost, plus \$457.64 avoided costs)
- In theory you're saving the government \$261.37 ( $\$851.64 - \$590.24 = \$261.37$  savings)
- There is still more information to consider.....

Government Preferred Transportation		Traveler Preferred Transportation		Government Preferred Transportation		Traveler Preferred Transportation	
Transportation Costs (Box 2.D)*	\$ 387.50	Private Auto - To/From TDY	\$590.24	Transportation Costs (Box 2.D)*	\$ 387.50	Private Auto - To/From TDY	\$590.24
TMC Fee (Box 2.E)*	\$ 6.47			TMC Fee (Box 2.E)*	\$ 6.47		
Total Allowed Cost	\$ 393.97	Total Allowed Cost	\$ 590.24	Total Allowed Cost	\$ 393.97	Total Allowed Cost	\$ 590.24
<input checked="" type="radio"/> Approve Government Amount		<input type="radio"/> Approve Traveler Amount		<input type="radio"/> Approve Government Amount		<input checked="" type="radio"/> Approve Traveler Amount	

OR

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

AKA: Advantageous to the Government

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Initially it seems like approving the travelers selected mode of POV as advantageous to the government is a no brainer since it would only cost the government \$590.24.

Compare this to the constructed airfare cost \$393.97 plus the avoided costs \$457.64 which would cost the government \$851.61 if they took the directed mode (Air).

By clicking the "Approve Traveler Amount" button and paying the traveler full mileage (also known as Advantageous to the Government) seems like a savings of \$261.37 to the government.....BUT WAIT! There is more to consider.... [change slide]



## Constructed Travel Worksheet

### Other considerations

- Extra travel days – Entitles extra travel day(s) for every 400 miles or part thereof if approved as advantageous
  - Approval as advantageous, in this scenario, would allow 2 travel days each way (527 miles one way)
  - Adds approximately \$149 in per diem for each extra travel day which now brings traveler requested mode cost to \$888.24 (\$590.24 + \$298.00).
  
- Considering all additional costs, the savings has vanished. If the traveler is allowed to take their POV, it will actually cost the government money.
  - \$888.24 (POV) requested mode vs. \$ 851.61 (Com Air) directed mode
  - If limited, reimbursement is only the constructed cost of \$393.97.
  - The AO should limit in this scenario!
  
- The AO should review both the Preferred Transportation & Determining Factors paragraphs in JTR 020203. If ultimately approving as advantageous, the AO must put determining justification remarks in the authorization & voucher or Finance will not approve as advantageous

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There are several other considerations such as travel time and added M&IE.

Remember the 400 mile rule? Remember when you wrote down the mileage of 527 each way? How many days of travel did you just authorize them if you approve the traveler mode?

If the AO approves the traveler mode as advantageous to the government, it automatically authorizes the traveler an extra day of travel (each way) due to the distance being traveled. Those two extra days of travel will add at least \$298 in Lodging & M&IE expenses to the total trip cost and quite possibly more based on the stop-over location.

Ultimately if an AO approves it as advantageous without considering all the information, the cost unknowingly jumps to approximately \$888.24 or more, making the perceived savings vanish. Ultimately, the AO has a responsibility to approve the authorization as “limited” to the constructed cost. This means the traveler can use their selected mode of POV, but will only be reimbursed the constructed cost of \$393.97 and is limited to 1 day travel each way, all additional travel time would be leave or liberty in most cases.

If the AO approves it as advantageous they MUST make comments on both the authorization and voucher stating that they have approved the selected mode as

advantageous to the government or else the Finance Office will automatically limit reimbursement. Please read the reference prior to making your determination.



## 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	TOTAL EST. ACTUAL
<b>\$2896.50</b>	<b>\$3781.58</b>

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This is what the accounting screen would look like if it was limited. These numbers don't match this scenario, it is shown just to illustrate that the actual amount is more than the allowed amount.



## 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.

	✓		NAME	COMMENT
10/28/2019 11:19AMEST <b>CONSTRUCTED TRAVEL</b>	✓		██████████	Government Amount
10/28/2019 11:19AMEST BUDGET ADJUSTED	✓		██████████	Trip #1 DD16HQSDRCFO 20 FACDO TDY 2020 QTR: 1 \$2896.50

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This is what the digital signature screen would look like if you limited it to the constructed cost, notice the system comment of "GOVERNMENT AMOUNT".