



GUIDE



Completing a Constructed Travel Worksheet for Pre- and Post-Travel

April 1, 2024



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This instruction has been reviewed by the Per Diem, Travel, and Transportation Allowance Committee staff in accordance with DoDI 5154.31, Volume 5, as PDTATAC Case RR24004, dated 21 March 2024.

I. Overview of Constructed Travel

When triggered on an authorization, the DTS Constructed Travel pre-audit indicates that a constructed travel worksheet (CTW) is required. When triggered on a voucher, the DTS Constructed Travel pre-audit indicates that a constructed travel worksheet (CTW) is required because your actual transportation mode was different from the mode the AO authorized.

1. A CTW **is not required** if you use the transportation mode the AO will authorize or direct on every travel leg. The AO will usually authorize or direct you to use commercial air if the distance is greater than 250 miles or rail or rental vehicle if 250 miles or less unless a local policy dictates otherwise.
2. A CTW **is not required** if government transportation is authorized or directed and used.
3. A CTW **is required** any time you use your Privately Owned Vehicle (POV) or when your preferred mode differs from AO directed mode. A POV is an automobile, motorcycle, airplane, or boat.
 - If a CTW is not required, justify the Constructed Travel pre-audit flag by stating the condition that applies. The AO will not limit your transportation reimbursement.
 - When using your POV, you must complete a CTW to help the AO decide whether to limit your transportation reimbursement to the constructed transportation cost. The AO will consider the costs you enter on the CTW, but the CTW does not override the AO's authority – supported by the JTR – to determine which travel and transportation expenses are eligible for reimbursement.

In addition, the agency must consider energy conservation, total cost to the Government (including costs of per diem, overtime, lost work time, and actual transportation cost), total distance traveled, number of points visited, and number of travelers. The most advantageous transportation method is common carrier (air or rail), Government-furnished automobile, rental car, and then POV.

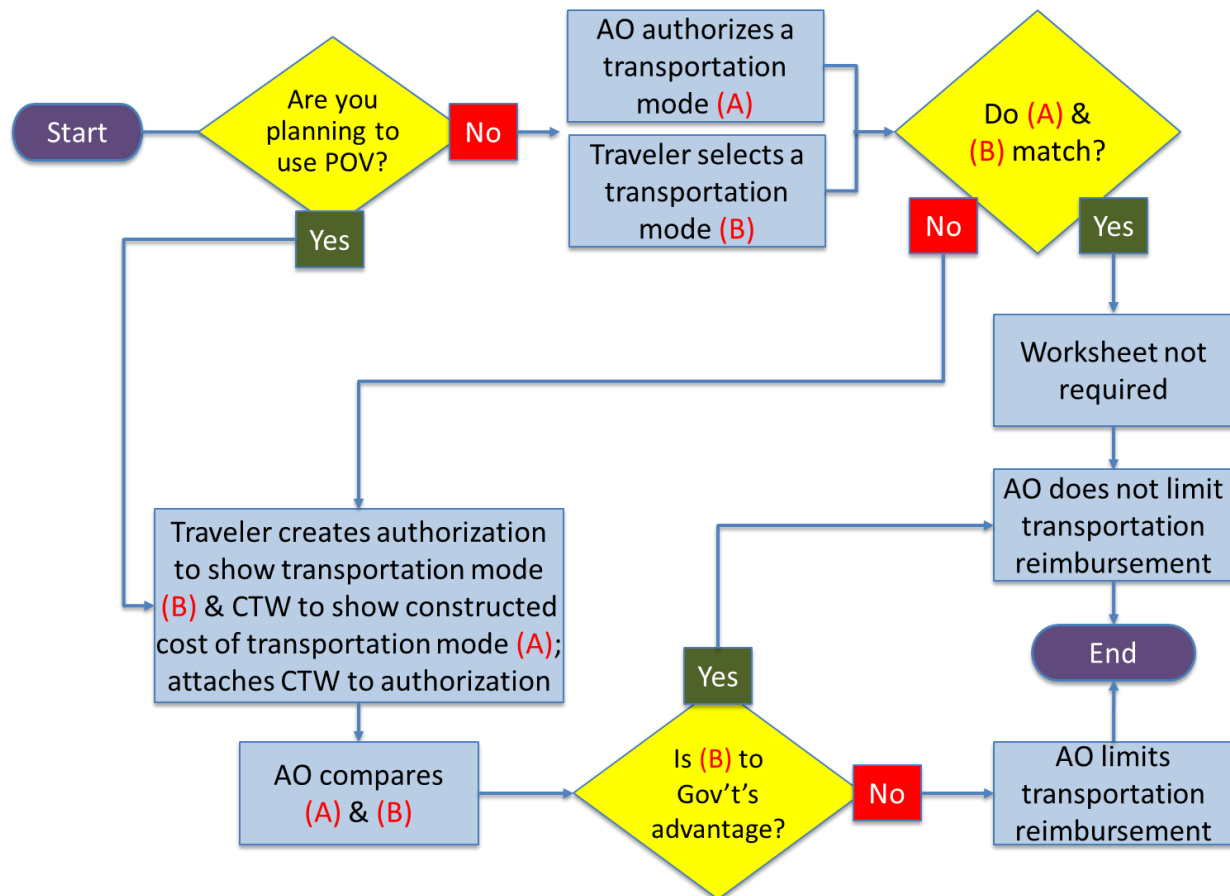
The flowcharts on the next pages summarize the above process. Consult your AO or DTA if you still do not know whether you need to complete a CTW, or if an alternate, locally approved worksheet exists.

Note: A travel leg is usually a one-way journey from the PDS to a TDY location, from one TDY location to another, or from a TDY location to the PDS. Short stopovers with no change of transportation mode do not create a new travel leg. So, in other words:

- A TDY to 1 location generally has 2 travel legs: PDS → TDY1 | TDY1 → PDS
- A TDY to 2 locations generally has 3 travel legs: PDS → TDY1 | TDY1 → TDY2 | TDY2 → PDS
- And so on...

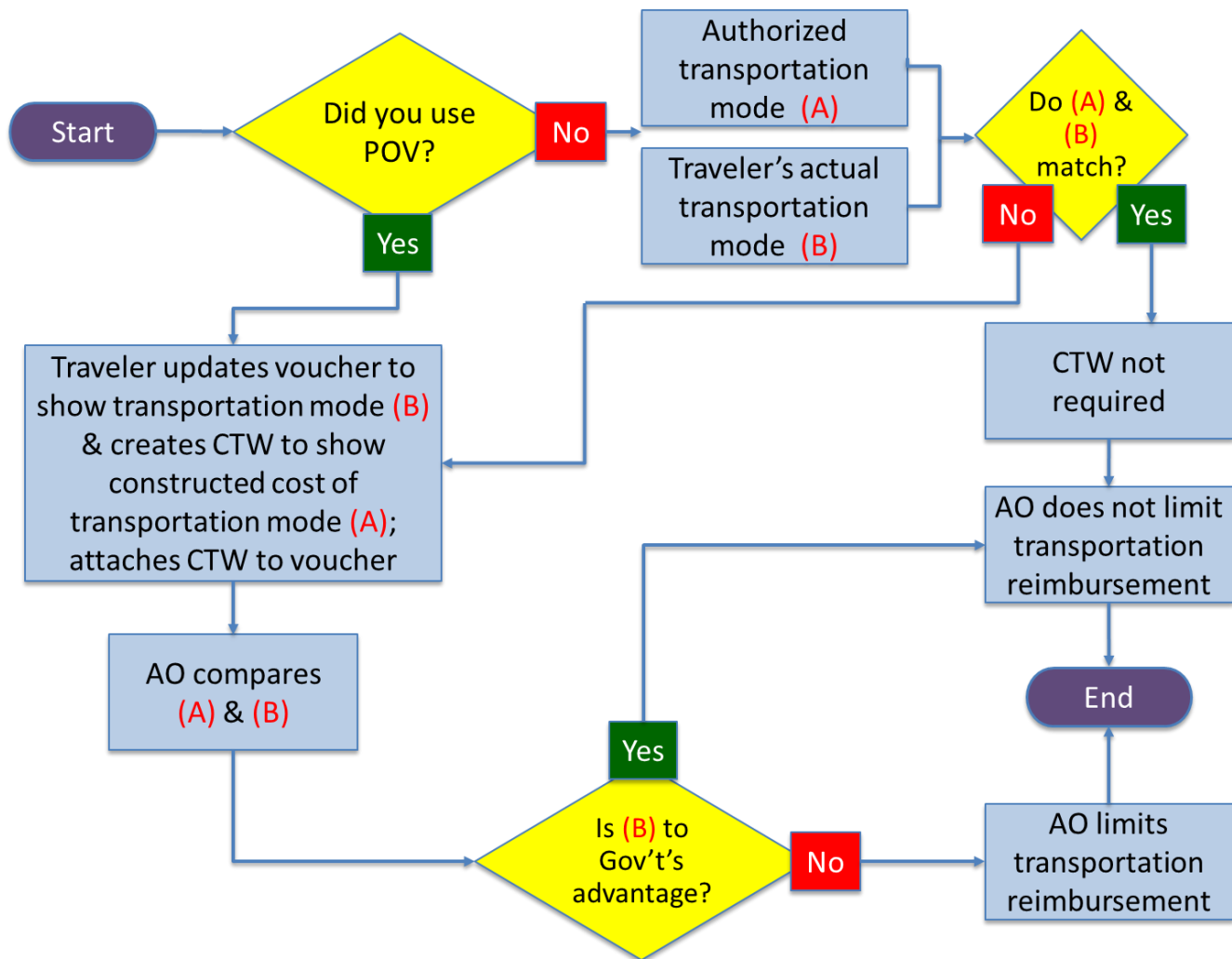
Overnight stops and changes of transportation mode create additional travel legs. If a rental vehicle is used to/from the servicing terminal, then it's simply reimbursed as "Rental Car - Terminal" and is not a separate leg. It would only be a separate leg if the servicing terminal is not in the local commuting area and requires overnight lodging. For CTW purposes, this would be included in blocks 2.F. and 2.I. and not claimed as an expense in DTS.

A. Summarized Constructed Travel Process for Pre-Travel



Notes:

1. The **Traveler Instructions** section of this document explains how to complete a CTW.
2. The **AO Instructions** section of this document outlines the considerations the AO uses to determine which transportation mode is advantageous to the Government.

B. Summarized Constructed Travel Process for Post-Travel**Notes:**

1. The **Traveler Instructions** section of this document explains how to complete this CTW.
2. The **AO Instructions** section of this document outlines the considerations the AO uses to determine which transportation mode is advantageous to the Government.

II. Traveler Instructions

When a CTW is required, fill it out, attach it to your DTS document in the **Expenses** module, and justify the Constructed Travel pre-audit by stating that the CTW is attached.

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 transportation cost.

A. Complete the CTW, Step-by-Step

1. Enter your **Name**.
2. Complete the **Section 1**, entitled **Travel Itinerary** for the **standard transportation mode** chart to reflect the transportation mode the AO would have authorized or directed. The first row is for the outbound trip to start your TDY. The second row is for the return trip to your PDS. Four extra rows give you space to enter additional travel legs from one TDY location to another. Do not use them if your trip only includes one TDY location. **For each travel leg**, enter:

- 2.1. The **Date** of travel.
- 2.2. The **Departure Location**. If applicable, also enter the code of the terminal you would have traveled from. **Example:** You might list a flight out of Los Angeles as, "Los Angeles, CA (LAX)".
- 2.3. The **Arrival Location**. As 2.2, but for the arrival terminal.

Note for 2.2 and 2.3: Do not list en route stops unless you would have paid separately for the transportation, switched transportation modes, or received per diem at the en route location (e.g., for an overnight layover). **Example:** If your flight to Dallas, TX includes a short layover in Phoenix, AZ, do not enter Phoenix as an arrival or departure airport.

- 2.4. The transportation **Mode** (air, rail, etc.).
 - 2.4.1. For air travel, include the fare class. To determine the fare class, see the section on [Finding a Flight Cost and Fare Type](#).
 - 2.4.2. For all other travel modes, enter any factors that would have affected the travel cost (e.g., "sleeper car" for overnight rail travel).
 - 2.4.3. The travel **Cost**. Enter the estimated cost of the transportation mode the AO would have authorized or directed. **Do not include any other expenses.** For ticketed transportation, the constructed cost is the ticket cost plus all taxes and fees except the TMC fee. If the AO would have authorized or directed travel by **commercial air**, see the section on [Finding a Flight Cost and Fare Type](#).
 - 2.4.4. If the AO would have authorized/ or did authorize travel by **rail or bus**, enter the estimated ticket cost, including taxes and fees, except the TMC fee. Your best source for ticket costs, terminal codes, and fare class (where applicable) is the provider's website.
 - 2.4.5. If the AO would have authorized/ did authorize en route travel by **rental car** (including a one-way rental car to or from any official location) enter the cost of the lowest cost rental car that is suitable for the mission, and add any reimbursable expenses JTR, par. 020210-F allows that

would have applied to the trip. You can find the lowest cost rental car on the **Select a Rental Car** Screen.

Note: For round-trip travel, if you plan to use or used an authorized transportation mode for at least one travel leg, and a different mode for at least one travel leg, use the cost of the authorized or directed mode as the cost for both legs.

Example: The AO authorized you to fly round-trip to and from Reno, but you want to fly to Reno, pick up a car, and drive it home. On the CTW, use the actual cost of the flight to Reno as the constructed cost for both the outbound and return travel legs.

3. Complete **Line 2E** in **Section 2. Constructed cost**. The CTW enters all other costs in this section for you.
 - 3.1. **Line 2A** shows the transportation cost of your first (outbound) travel leg.
 - 3.2. **Line 2B** shows the transportation cost of your final (return) travel leg.
 - 3.3. **Line 2C** shows the total transportation cost for all other travel legs. If you only have 2 travel legs on this trip, this will always be \$0.
 - 3.4. **Line 2D** shows the total cost of **Lines 2A, 2B, and 2C**, which are the only transportation expenses the JTR allows you to include in the constructed cost.
 - 3.5. In **Line 2E**, enter the standard TMC transaction fee. If you don't know what your TMC charges, ask your DTA or AO.
 - 3.6. **Line 2F**, enter the cost from your trip start point to PDS departure terminal (e.g. driving from home to airport). Use the TDY mileage rate times the number of miles one-way to the airport to get the cost if you would normally drive to the airport. If you would normally take a taxi or TNC, use that estimated fare to complete this block.
 - 3.7. **Line 2G**, enter your transportation costs at all the TDY sites (e.g., rental car, bus to/from TDY airport, taxi)
 - 3.8. **Line 2H**, enter transportation-related cost estimate at all TDY sites (e.g., fuel for rental car, parking at hotel, tolls)
 - 3.9. **Line 2I**, enter transportation costs from PDS arrival terminal to trip end point (e.g., driving home from the airport). Use the TDY mileage rate times the number of miles one-way to the airport to get the cost if you would normally drive to the airport. If you would normally take a taxi or TNC, use that estimated fare to complete this block.
 - 3.10. **Line 2J**, enter parking at PDS terminal (e.g., parking at the airport while TDY) if you used mileage costs in blocks 2F and 2I. If taxi or TNC was used, leave this block blank.
 - 3.11. **Line 2K**, enter baggage Fees (Service member's first checked bag is normally free)
 - 3.12. **Line 2L** is calculated as the total individual constructed transportation cost.
 - 3.13. **Line 2M**, enter constructed transportation cost of official travelers sharing driver's vehicle (line 2L x # of passengers)
 - 3.14. **Line 2N**, is calculated as the total constructed cost of the standard transportation mode

4. Complete **Section 3. Additional considerations**. This section identifies conditions that incur no cost but could affect your ability to accomplish the mission if you use the transportation mode the AO would have authorized or directed. Checking them will require you to explain the circumstances to your AO and add a comment in your authorization. Check each box that applies to this trip.
 - 4.1. First box: Standard mode departure time, arrival time, or total travel time would negatively impact the mission. **Example:** All available flights or trains to the TDY location arrive too late for you to make a mandatory meeting.
 - 4.2. Second box: Standard mode is/was not available or is not practical to support the mission. **Example:** All flights that serve the TDY location are fully booked for several days before and after the projected TDY start date. If 250 miles or less, Rail does not service my PDS or TDY location and there is no rental vehicle location in the local area of my PDS.
 - 4.3. Third box: Standard mode has/ had potential for traffic, weather, or routing delays that would negatively impact the mission. **Example:** An earthquake took down the tower at the only airport that serves your remote TDY destination, so until repairs are completed, all inbound flights will re-route to other airports.
 - 4.4. Fourth box: POV use would be/ was more efficient, more economical, or result in a more expeditiously accomplished mission. **Example:** Using commercial air, rail, or rental vehicle, would cost more than driving. This is generally demonstrated through the CTW and is not an additional consideration, if extenuating circumstances make this box applicable, a comment to the AO is necessary to identify the circumstances.
5. When the CTW is complete:
 - 5.1. Select **Save** at the bottom of the completed worksheet to save the file to your computer.
 - 5.2. Follow the DTS process for electronically attaching the document to your authorization, making sure to clearly identify the document as a constructed travel worksheet.
 - 5.3. (optional) Include the reason you are requesting this transportation mode in the justification for the Constructed Travel pre-audit.

B. Finding a Flight Cost and Fare Type:

Using DTS

Using DTS to calculate the fare is preferred. DTS will include the taxes and fees along with airfare (one way).

Note: Ensure that you are only viewing the fares. Do not book. Click Skip Booking to obtain the second / return flight for full cost estimate.

← Trip Summary Skip this flight booking →

Flight Step 1 of 3: Select a Flight

DEPARTING FROM

DCA - Washington Rona

☐ Include nearby airports

ARRIVING AT

BOS - Boston Edwar...

☐ Include nearby airports

DEPARTING ON

04/10/2024 Morning ▼

Q 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.

DCA to BOS Sort by Cost (Lowest) ▼

>

American Airlines

DCA 7:30 AM Non-Stop BOS 9:01 AM

TOTAL DURATION

⌚ 1h 31m

GSA Contract Rate w/
Limited Availability ⓘ

[Fare Rules](#)

TOTAL COST

\$46.10

Includes taxes and fees

Select Flight >

>

American Airlines

DCA 10:00 AM Non-Stop BOS 11:38 AM

TOTAL DURATION

⌚ 1h 38m

GSA Contract Rate w/
Limited Availability ⓘ

[Fare Rules](#)

TOTAL COST

\$46.10

Includes taxes and fees

Select Flight >

>

American Airlines

DCA 11:30 AM Non-Stop BOS 1:03 PM

TOTAL DURATION

⌚ 1h 33m

GSA Contract Rate w/
Limited Availability ⓘ

[Fare Rules](#)

TOTAL COST

\$46.10

Includes taxes and fees

Select Flight >

None of those options work? Try these:

Figure 1: DTS Flight Search Screen

Using GSA City Pairs Program

1. GSA will only show fares without including taxes and fees.
2. If your itinerary includes air travel, navigate to the GSA City Pairs Program lookup tool at URL <https://www.gsa.gov/plan-book/transportation-airfare-pov-etc/airfare-rates-city-pair-program> on any web browser. The search tool (Figure 2) opens.

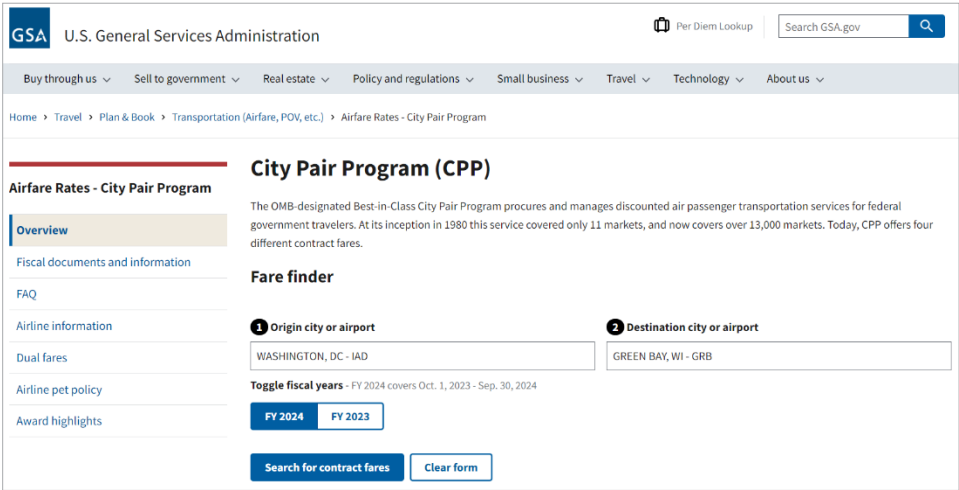


Figure 2: GSA City Pair Program Flight Search Screen

3. Enter your departure and arrival airports, accept the terms of service, and select the button that identifies the fiscal year in which you will travel. The results screen (Figure 3) opens.

Origin ↑	Destination ↓	Airline ↓	Service ↓	One-way airfare ⓘ ↓	Effective date ↓	Expiration date ↓
WASHINGTON, DC - BWI	GREEN BAY, WI - GRB	American Airlines	Connect	YCA: \$261 _CA: \$90	10/01/2023	09/30/2024
WASHINGTON, DC - DCA	GREEN BAY, WI - GRB	American Airlines	Connect	YCA: \$243 _CA: \$63	10/01/2023	09/30/2024
WASHINGTON, DC - IAD	GREEN BAY, WI - GRB	Delta	Connect	YCA: \$240 _CA: \$120	10/01/2023	09/30/2024

Previous

1

Next

Figure 3: Flight Search Results

4. Two results are possible:
- 4.1. **Results appear:** Your route is in a City Pair market, so the JTR requires you to enter the cost from the **Govt YCA Fare** column. The fare class for City Pair flights is always YCA.
- Note:** This website only displays one-way costs, never round-trip costs.
- 4.2. **No results appear:** Your route is not in a City Pair market, so you must use DTS screenshots of, or ask your TMC for, the fare class and cost of the least expensive, unrestricted economy/coach class airfare including tax and fees but excluding the TMC fee.

[Return to Transportation Mode section](#)

[Return to Travel Cost section](#)

III. Approving Official Instructions

For trips that contain constructed travel, the **Digital Signature** screen displays a **Constructed Travel Worksheet (CTW) Cost Comparison** tool (Figure 2). This tool helps you decide whether to limit the traveler’s transportation reimbursement to the constructed cost or to allow full reimbursement for travel. Please note that these instructions only apply to the CTW that is accessible directly from DTS. If the traveler used a locally approved worksheet, use the instructions that came with that worksheet instead. If the AO is prompted to limit the reimbursement in the Authorization and does not, they will not be prompted to limit in the voucher.

CONSTRUCTED TRAVEL WORKSHEET (CTW) COST COMPARISON *

The traveler has indicated a preferred mode of transportation different from the one directed by their AO. Review the CTW cost comparison below and choose an option for approval.

CTW Added 11/08/18 at 11:41:02 - [Download](#)

Government Preferred Transportation

Transportation Costs (Box 2.D)*

\$440

TMC Fee (Box 2.E)*

\$0.00

Total Allowed Cost

\$457.50

☐ Approve Government Amount ⓘ

Traveler Preferred Transportation

Pvt Auto-TDY/TAD

\$439.82

Tolls (highway bridge etc)

\$48.00

Parking - TDY/TAD

\$50.00

Total Allowed Cost

\$537.82

☒ Approve Traveler Amount

Figure 2: Digital Signature Screen – CTW Cost Comparison

A. The DTS CTW Cost Comparison Tool

1. Open the CTW using the link provided.
2. Enter the amount on **Line 2N** of the CTW into the **Transportation Costs** field.
3. Leave the **TMC Fee** field blank since it is already calculated into the amount in 2N. DTS automatically calculates the **Total Allowed Cost of Government Preferred Transportation**.
4. Compare the **Total Allowed Cost of Government Preferred Transportation** to the **Total Allowed Cost of Traveler Preferred Transportation**. DTS pulls these figures from the authorization). Before you decide which transportation mode to authorize, you should also look at the following section of the CTW:
 - 4.1. **Section 3, additional considerations**, to see factors that could impact mission accomplishment but will incur no cost. Unless you are very familiar with the travel route and circumstances, you must verify the selected items with the traveler. You should also verify that the traveler included an explanation of the factors in the authorization.

Note: DTS does not display any commercial airfare costs in the **Total Allowed Cost of Traveler Preferred Transportation**. If the traveler wants to travel part of the way using the authorized or directed transportation

mode (e.g., fly to the TDY location and drive a POV back to the PDS), you must manually add the cost of that flight into the **Total Allowed Cost of Traveler Preferred Transportation** when comparing costs.

Approving with limited reimbursement

If, after considering all cost and non-cost factors, you decide that the traveler's actual transportation mode was not to the Government's advantage, you as the AO should limit the traveler's transportation reimbursement to the constructed cost. To do so, select the **Approve Government Amount** radio button, then select **Approve and Continue** (not pictured) to conclude the approval process.

When you approve with limited reimbursement:

1. You limit the traveler's transportation reimbursement to mileage allowances only. Mileage allowances display in the **Expenses** module as either **Private Auto-To/From TDY** or **Private Motorcycle-To/From TDY**. The mileage allowance is systematically limited to the total constructed cost of the standard transportation mode.
2. Reimbursement of expenses associated with driving a POV is not authorized. DTS automatically denies reimbursement of POV-related driving expenses such as **Parking-TDY Area** and **Tolls (highway bridge etc)**.

Approving without limited reimbursement

If you decide that the traveler's actual transportation mode was to the Government's advantage, select the **Approve Traveler Amount** radio button then select **Approve and Continue** (not pictured) to conclude the approval process.

B. Additional Considerations for AOs

Changing Constructed Costs or Overriding Your Approval Decision

After you make a decision whether or not to limit a traveler's transportation reimbursement, if the situation changes, you can return to the **Digital Signature** screen at any time to update the costs or your approval decision. One common reason to do so is when the traveler, for reasons beyond their control (e.g., airport closure, inclement weather), was forced to abandon the transportation mode you authorized.

C. Per Diem when the AO Limits Reimbursement

When the AO approves an authorization with limited reimbursement, DTS sends the traveler an email to let them know about the limitation. Even so, the AO must inform the traveler of the limitation and ensure the traveler has manually adjusted the trip's per diem allowances, per JTR, par. 020210-F.

Example: The traveler plans to take 3 days to drive their POV to the TDY location and 3 days to drive back, but the AO limited the traveler's reimbursement to the cost of commercial air travel. Since using commercial air would have enabled the traveler to get to and from the TDY location in 1 day (each way), the traveler is limited to 1 day of per diem (each way), and must zero out the per diem on all other travel days.

To zero out per diem in DTS, you must select a **leave**, **duty day**, or **non-duty day** per diem status for each extra travel day. Do not show leave locations in the itinerary to avoid improper payment. When complete, the **Per Diem** module must show \$0.00 in the **Lodging Cost**, **Lodging Allowed**, and **M&IE Allowed** columns for every day on which no per diem is authorized.

Approving with limited reimbursement

If, after considering all cost and non-cost factors, you decide that the traveler's requested transportation mode is not to the Government's advantage, you may authorize its use, but should limit the traveler's transportation reimbursement to the constructed cost. To do so, select the **Approve Government Amount** radio button, then select **Approve and Continue** (not pictured) to conclude the approval process.

Approving without limited reimbursement

If you decide that the traveler's requested transportation mode is to the Government's advantage, select the **Approve Traveler Amount** radio button then select **Approve and Continue** (not pictured) to conclude the approval process.

D. ADDITIONAL LIMITATION CONSIDERATIONS FOR AOs

Changing Constructed Costs or Overriding Your Approval Decision

After you decide whether to limit a traveler's transportation reimbursement, if the situation changes, you can return to the **Digital Signature** screen to update the costs or your approval decision.

Cost Comparison Tool Values Zero Out on Authorization Amendments

If you approve an authorization with limited transportation reimbursement, the values you entered in the **Transportation Costs** block in the Cost Comparison tool reset to zero on amendments to that authorization. You must re-enter them before approving the amended authorization.

Centrally Billed Accounts (CBAs) and Prepaid Options with Constructed Travel

When a traveler pays for transportation with a CBA or prepaid option, you cannot approve the travel as limited. The Government is obligated to pay the full charged cost for such transactions, so only the preferred values display in the Cost Comparison tool. Therefore, if a traveler wants to use a transportation mode that you determine is not in the best interests of the Government and payment will process by CBA or a prepaid option, do not approve the authorization. Instead, return it to the traveler with instructions to change the transportation mode.

E. Per Diem when the AO Limits Reimbursement

When the AO approves an authorization with limited reimbursement, DTS sends the traveler an email to let them know about the limitation. Even so, the AO must inform the traveler of the limitation and ensure the traveler has manually adjusted the trip's per diem allowances, per JTR, par. 020210-F.