



Defense Travel Management Office



Constructed Travel Refresher

2011 Connect Seminar
April 2010

For Official Use Only



Agenda

- What is Constructed Travel?
- Standard vs. Preferred Transportation Mode
- When is Constructed Travel Needed?
- Key DTS Screens
 - DTS Constructed Travel Triggers
 - Pre-Audit Flag
 - Constructed Travel Worksheet
 - Authorizing Official (AO) Decision Points
- Resources



What is Constructed Travel?

- Constructed Travel is the cost the government should have incurred for the official travel
- Policies related to Constructed Travel:
 - JTR, par. C2001-A3d
 - JFTR, par. U3002-B

Employee is responsible for additional costs above what is authorized/approved





Standard vs. Preferred Transportation Mode

- Standard transportation mode
 - Dictated by local policy
 - Typically commercial air
 - May vary by location
 - Example: Travel from Chesapeake, VA to Richmond, VA for week-long training. Local policy may dictate standard mode as rental car
- Preferred transportation mode
 - How traveler wants to travel
 - Examples: Rental Car or POC





When is Constructed Travel Needed?

- When traveler does not use the authorized travel mode
- If standard and preferred mode differ, constructed travel cost is necessary
- Key questions to consider
 - What is standard transportation mode as defined by local business rules?
 - Does traveler's preferred mode cost more than standard mode?
 - Will traveler's preferred mode have an adverse effect on mission?





DTS Constructed Travel “Triggers”

Trip Overview

A I am leaving from - (Select from list or enter below):

*Starting Point: * VA

*Departing On:

(mm/dd/yyyy)

*Trip Type:

*Trip Purpose:

Trip Description:

B I will be traveling to my TDY location by - (Select from the list below)

Commercial Air Rail **Rental Car** Other Time:

(Claim Private Vehicle Transportation in Expense-Mileage. Use of Government Vehicle is non-reimbursable, show this in Expense-Non-Mileage.)

C My TDY location is - (Where I will be working):





DTS Constructed Travel "Triggers" (continued)

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RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Air Rail **Rental Car** Lodging Other Transportation Summary

Rental Car

Modify Search

Please Note: A Red Star (*) indicates a field is required.

* Pick-Up Date: 03/10/2010

* Pick-Up Time: 09:00 AM

* Drop-Off Date: 03/19/2010

* Drop-Off Time: 06:00 PM

One-Way Rental:

* Pickup Airport (or city, state): DCA - Washington Ron

* Type: Compact

Search

Rental Car

Select Rental Car for
DCA - Washington Ronald Reagan National Apt, DC (United States)
from 03/10/2010 through 03/19/2010

Skip This Car

RESERVATIONS SUMMARY:
RENTAL CAR: \$0.00

Government Rates Non-Government Rates

Rental rates shown do not include the Government Administrative Supplemental fee of \$5 per day.

Cars rented under the Government's Car Rental Agreement include unlimited mileage (except for one way rentals) and collision and liability insurance coverage in the United States and its territories and possessions. Not all vendors provide insurance coverage for specialty vehicles (e.g., vans, sport utility vehicles). In the event of an accident with one of these vehicles, a claim is filed directly with the Government by the rental company. Travelers are not reimbursed for rental car insurance coverage purchased in the United States or its territories and possessions regardless of the vendor from whom the rental car is rented. Travelers are reimbursed for mandatory rental car insurance coverage required in foreign countries.

(ER) En Route:

\$380.71 [Estimated Total Cost Including Taxes & Fees] Select Car

	HERTZ Compact Car	Weekly Rate: \$147.00 Air Conditioning Automatic	Extra Hour: \$14.70 Extra Day: \$29.40 Unlimited Miles/Kilometers
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DTS Constructed Travel "Triggers" (continued)

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. Select "Save Expense" to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

Leave: 11-Mar-10 Return: 18-Mar-10 **Add Expense**

* Expense Type: - OR -

* Cost: \$

* Date: (mm/dd/yyyy)

* Method of Reimbursement:

[view expense details / currency calculator](#)

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R
Tolls (highway bridge etc)	03/11/10	\$45.00	Edit Remove
Public Transit	03/11/10	\$20.00	Edit Remove
Total Expenses:		\$65.00	

Windows Internet Explorer

?

You have selected a transportation mode that may require a Constructed Travel Cost-Comparison Worksheet to be completed and included with the document via fax or scanning. The Worksheet is located at <http://www.defensetravel.dod.mil/cnsttv/> or within DTS under Review/Sign>Pre-Audit.

Do you wish to continue?





DTS Constructed Travel "Triggers" (continued)

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expenses" button to save these expenses.

Leave: 11-Mar-10 Return: 18-Mar-10

Mileage Expense #1

* Expense Type: **Pvt Auto-TDY/TAD**

* Date: 03/18/2010
(mm/dd/yyyy)

* Method of Reimbursement: Personal

Miles required to be obtained from
Defense Table of Distances [DoD Table of Distances](#)

* Miles 363.0 x Rate .500 = Cost \$ 181.5

Create separate mileage expense for return trip mileage:

Windows Internet Explorer

You have selected a transportation mode that may require a Constructed Travel Cost-Comparison Worksheet to be completed and included with the document via fax or scanning. The Worksheet is located at <http://www.defensetravel.dod.mil/cnsttv/> or within DTS under Review/Sign>Pre-Audit.


Do you wish to continue?

OK Cancel





Pre-Audit Flag



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Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign

RETURN TO LIST

Preview
Other Auths.
Pre-Audit
Digital Signature

Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Constructed Travel Worksheet](#)

2 Items have been Flagged in this Travel Document

1.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
	→1 CONSTRUCTED TRAVEL WORKSHEET	→1 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.	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>



Constructed Travel Worksheets



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Constructed Travel Worksheets

1. Select the appropriate worksheet from the list below.
2. Instructions for completion of the worksheets are included with the respective worksheet.

Worksheet	Description
Constructed Travel Worksheet - Authorization	Select this worksheet to provide your AO with cost comparison information when creating your DTS authorization. Unless your business rules dictate otherwise, the worksheet is required for en-route transportation mode(s) other than Commercial Air or Government transportation. Your AO will determine whether travel by other than Commercial Air or Government transportation is authorized and if you will be subjected to a limited reimbursement.
Constructed Travel Worksheet - Voucher from Authorization	Select this worksheet if you completed travel using an en-route transportation mode(s) that was not approved by the AO on your authorization. Your AO will determine whether the change in transportation mode(s) was the best way for travel to be performed or whether your reimbursement for transportation-related expenses will be limited to the originally authorized mode(s).





Constructed Travel Worksheet - Authorization



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Worksheet Instructions

DTS Constructed Travel Comparison Worksheet - Authorization
(refer to the worksheet instructions for completion guidance)

Name:

Locations and Dates of Travel:

Transportation Expenses for the Standard Mode (Commercial Air):

Commercial Air Costs (see worksheet instructions for additional information):

a. What it would cost to travel by commercial air: \$

Related Expense Cost Factors:

b. If applicable, enter the additional fee normally charged by your CTO: \$

c. Cost for transportation to and from all airports: \$

Total Expense Cost Factors (lines b+c): \$

Per Diem cost factors required by your AO:

d. Per diem amount for the allowable travel days for your preferred transportation mode(s): \$

e. Per diem amount for the allowable travel days for travel by commercial air: \$

Note: If you are also planning to provide transportation for other passengers on official government travel, refer to the special instructions and add the necessary comments below.

Add additional comments as needed:

Cost of baggage fees that would have been authorized should be included in the calculations

Save To File for Upload to DTS

(this will take a few minutes)





Determine Commercial Air Cost

- Use *GSA Contract Airfare* tab in DTS
 - Displays contract airfare; do not use other tabs
 - If no GSA Contract Airfare is available, then no flights will display under this tab

* Departure Airport (or city, state):
IAD - Washington Dulles Intern

* Arrival Airport (or city, state):
ORD - Chicago O'Hare Internal

* Arrival or Departure:
Departure

03/17/2009

11:00 AM

Show Alternate Airports:

Search

RESERVATIONS SUMMARY:

AIR: \$0.00

GSA Contract w/ Limited Availability GSA Contract Airfare Other Gov't Airfare Other Airfare AltGSA

GSA awarded fare is \$225.00

Sort By: Departure Time Arrival Time Elapsed Time Price Default

\$225.00 Total Estimated Airfare (Including Taxes and Fees) Government Contract

Class: YCAIAD [Fare Rules](#) [View Available Seats](#) [Select Flight](#)

	09:40 AM Depart IAD - Washington Dulles International Apt	Tue 17-Mar-09	Flying Time: 2h 15min
	10:55 AM Arrive ORD - Chicago O'Hare International Apt		
Equipment 752		Non-Stop Flight	





Determine Commercial Air Cost (continued)

- Attach supporting documentation for AO
 - Either documentation from CTO or a copy of DTS reservation module screen with cost (does not include baggage fees)
- Any reservations that will not be used should be cancelled as soon as possible
- Baggage fees
 - Accompanied Baggage = No Cost
 - Excess Accompanied Baggage = Cost





Constructed Travel Worksheet – Voucher



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Worksheet Instructions

DTS Constructed Travel Comparison Worksheet - Voucher from Authorization
(refer to the worksheet instructions for completion guidance)

Name: Location and Dates of Travel:

Transportation Expenses for the Authorized Mode (what the AO approved on the authorization):

The commercial transportation costs as approved by the AO on the authorization:

a. Commercial transportation costs: \$

Expense Cost Factors:

b. If applicable, enter the additional fee normally charged by your CTO: \$

c. Cost for transportation to and from all airports: \$

Total Expense Cost Factors (lines b+c): \$

Per Diem cost factors required by your AO:

d. Per diem amount for the allowable travel days for the transportation mode(s) originally authorized: \$

e. Per diem amount for the allowable travel days of the actual transportation mode(s): \$

If an en-route rental vehicle was used but not authorized/approved by your AO, your reimbursement is based on POC rules and not the actual cost of the rental vehicle. See the worksheet instructions for information:

f. Enter the official round trip distance for the rental vehicle use:

Note: If you are also planning to provide transportation for other passengers on official government travel, refer to the special instructions.

Add additional comments as needed:

Cost of baggage fees that were authorized should be included in the calculations.

Save To File for Upload to DTS
(this will take a few minutes)



Instructions – Voucher from Authorization

- Use commercial travel cost from latest approved version of authorization
- Include baggage fees that were authorized in the calculation
- Per diem cost factors originally authorized
 - Line d: If commercial air was originally authorized, use the M&IE total amounts for the ***first and last day of official travel only***
 - If commercial rail or bus was originally authorized and the schedule exceeds one day, add the additional per diem amounts





Per Diem Cost Factors Originally Authorized

Line d:

Transportation Originally Authorized	Qualifier	Action
commercial air		Use M&IE total amounts for the <i>first and last day of official travel only</i>
commercial rail or bus	schedule exceeds one day	Add additional per diem amounts





Per Diem Cost Factors of Actual Transportation Mode

- Line e:
 - If private or rental car was used and travel was one day to and from the TDY location, use M&IE amounts for the ***first and last day of travel only***
 - If private or rental car used and travel was more than one day to and from TDY location, add the additional per diem amounts and lodging costs
 - Rail or bus was used, actual departure and arrival days are used to determine the travel time





Per Diem Cost Factors of Actual Transportation Mode

Line e:

Actual Transportation Mode	Qualifier	Action
Private or rental car	travel was one day to and from the TDY location	use M&IE amounts for the <i>first and last day of travel only</i>
Private or rental car	travel was more than one day to and from TDY location	add the additional per diem amounts and lodging costs
Rail or bus		Use actual departure and arrival days to determine travel time





Actual Transportation

- Rental car used but not authorized before travel
 - Compare originally authorized transportation cost and mileage costs associated with rental car
 - Line f: enter official round trip distance from departure location to TDY location (use 'Calculate Distance' function in DTS)
- Transporting another passenger(s) on official government travel
 - Use 'additional comments as needed' section to note
 - Number and names of passengers on official government travel
 - Additional en-route round trip per diem
 - Additional commercial air cost factors





Uploading a Constructed Travel Worksheet



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Itinerary Travel Expenses Accounting Additional Options Review/Sign

[RETURN TO LIST](#)

Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Receipts

To fax in your receipts click "Print Fax Cover Sheet", and follow the instructions on the cover sheet. Then five minutes after the fax transmission is complete click "Refresh" to see receipts in the list. To upload receipts that you have scanned, click "Browse.." and after selecting the scanned file click "Upload". Click "view" to view the receipts. To add or change notes on an existing receipt, under the "Notes" column select the field you would like to change, edit the text, then click the "Save Notes" button.



You must have the free Adobe Acrobat Reader program installed on your computer to view receipts. [Download the Adobe Acrobat Reader program.](#)

✧ [Print Fax Cover Sheet](#)

✧ [Upload Scanned Receipts](#)

Existing Receipts

Date	CTW	Notes	View	Remove
16-Feb-2010	<input checked="" type="checkbox"/>	<input type="text" value="Constructed Travel Worksheet"/>	✧ View	✧ Remove





AO Decision Points

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Document List Route/ Sign Adjustments Setup

RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as:

Routing List:

Additional Remarks:

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

[View Reasons for Audit Failures](#)

Proceed to the following page:



Cost Comparison – Private Auto

Cost Comparison

Review the details for the transportation expenses below and the Constructed Travel Worksheet.

Worksheet

Transportation Expenses:

Expense Cost Factors:

Total Allowed Cost: 330

Approve as Limited

Trip will be authorized. If the Limited option is selected, transportation expense reimbursement will be restricted to the constructed cost of common carrier transportation as specified by the JFTR.

Preferred Travel	
Pvt Auto-TDY/TAD:	\$363.00
Tolls (highway bridge etc):	\$45.00
Preferred Trip Total:	<u>\$408.00</u>



Preview Trip Screen – Private Auto

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

Preview Trip

Mileage:	No.	Expense Type	Date	Cost	Method Of Reimbursement	Miles
View	1.	Pvt Auto-TDY/TAD	03/18/10	\$181.50	Personal	363
View	2.	Pvt Auto-TDY/TAD	03/18/10	\$181.50	Personal	363
				Total:		\$363.00

Accounting Summary

<u>Actual/Estimate</u>		<u>Allowed</u>	
Accounting Code:	10 DEFAULT1 View	Accounting Code:	10 DEFAULT1 View
LODGING:	\$707.00	LODGING:	\$707.00
M&IE:	\$382.50	M&IE:	\$382.50
MILEAGE:	\$363.00	MILEAGE:	\$330.00
OTHER:	\$65.00	OTHER:	\$20.00
10 DEFAULT1 Sub Total:	\$1,517.50	10 DEFAULT1 Sub Total:	\$1,439.50
Calculated Trip Cost:	\$1,517.50	Calculated Trip Cost:	\$1,439.50

SDN: 000AZ4
CIC: 200021190023185

Document Totals

Actual/Estimate	Baseline Trip	View Worksheet
LODGING:	\$707.00	\$707.00
M&IE:	\$382.50	\$382.50
MILEAGE:	\$363.00	\$330.00
OTHER:	\$65.00	\$20.00
Calculated Trip Cost:	\$1,517.50	\$1,439.50





Cost Comparison – Rental Car

Cost Comparison

Review the details for the transportation expenses below and the Constructed Travel Worksheet.

Worksheet

Transportation Expenses:

Expense Cost Factors:

Total Allowed Cost: 515

If this document is approved as limited or was approved as limited, the allowable rental car cost of \$248.69 will be adjusted to the cost for Private Auto mileage(\$0.00). This allowable cost for the rental car will then be used for the cost comparison of the values associated to the Not to exceed reimbursement baseline limit costs that are entered.

Allowed Rental Car Mileage:

X POC Mileage Rate: .500

Allowed Rental Car Cost: 0.00

To calculate mileage for POVs use the [DoD Table of Distances](#)

Approve as Limited

Trip will be authorized. If the Limited option is selected, transportation expense reimbursement will be restricted to the constructed cost of common carrier transportation as specified by the JFTR.

Preferred Travel	
Commercial Auto-TDY/TAD:	\$128.69
Gasoline-Rental/Govt. Car:	\$80.00
Tolls (highway bridge etc):	\$40.00
Preferred Trip Total:	<u>\$248.69</u>





Preview Trip Screen – Rental Car

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Itinerary Travel Expenses Accounting Additional Options Review/ Sign

RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

Preview Trip

Accounting Summary

<u>Actual/Estimate</u>		<u>Allowed</u>	
	10 TRAVEL View		10 TRAVEL View
Accounting Code:		Accounting Code:	SDN: 000D55 CIC: 1L5CBX490133189
LODGING:	\$1,190.00	LODGING:	\$1,190.00
M&IE:	\$745.50	M&IE:	\$745.50
OTHER:	\$40.00	OTHER:	\$40.00
RENTAL CAR:	\$128.69	RENTAL CAR:	\$128.69
TRANSPORT:	\$80.00	TRANSPORT:	\$80.00
10 TRAVEL Sub Total:	\$2,184.19	10 TRAVEL Sub Total:	\$2,184.19
Calculated Trip Cost:	<u>\$2,184.19</u>	Calculated Trip Cost:	<u>\$2,184.19</u>

Document Totals

<u>Actual/Estimate</u>		<u>Baseline Trip</u>	View Worksheet
LODGING:	\$1,190.00	LODGING:	\$1,190.00
M&IE:	\$745.50	M&IE:	\$745.50
OTHER:	\$40.00	OTHER:	\$40.00
RENTAL CAR:	\$128.69	RENTAL CAR:	\$128.69
TRANSPORT:	\$80.00	TRANSPORT:	\$80.00
Calculated Trip Cost:	\$2,184.19	Calculated Trip Cost:	\$2,184.19





Cost Comparison – Voucher

Document List
Route/Sign
Adjustments
Setup

RETURN TO LIST

Preview
Other Auths.
Pre-Audit
Digital Signature

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as: APPROVED ▼

Routing List: RL1 ▼

Additional Remarks:

Submit Completed Document

▶ [View Cost Comparison](#)

Override Limited Reimbursement

By checking this box, the full trip transportation costs less enroute per diem will be reimbursed.

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

▶ [View Reasons for Audit Failures](#)

Connect 2011
DISCOVER NETWORK ENERGIZE

Office of the Under Secretary of Defense (Personnel and Readiness)

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Resources



DTMO Website

- Access eLearning, instructor resources, and reference materials through Training Resource Lookup Tool

www.defensetravel.dod.mil



Travel Explorer (TraX)

- Web-based training
- Instructor-led materials
- Distance Learning (T-200 Constructed Travel: Slides; T-200 Constructed Travel: Guide)
- Document Processing Manual – Chapter 9

www.defensetravel.dod.mil/Passport



Travel Assistance Center (TAC)

- 1-888-Help1-Go (1-888-435-7146)
- Overseas: Use DSN to dial directly
- 24 hours a day/7 days a week
- Submit a Help Ticket through the Tickets section of TraX



Training Resource Lookup Tool



Training Resources Lookup Tool

To view training by Type, Role, Topic or Series, choose from the appropriate corresponding drop downs below.

To view all training resources, leave the criteria blank and click **Submit**.

Type:	<input type="text" value="Select..."/>
Role:	<input type="text" value="Select..."/> ?
Topic:	<input type="text" value="Select..."/>
Series:	<input type="text" value="Select..."/>

Programs & Services > Training Resources > Resource Lookup - Results

Resource Lookup - Results

The Training resources that match your criteria are listed below.

Role: LDTA

Name	Type	Sub-Type	Topic	Series
About DTS	eLearning	Web-based	DTS	DTS Basics
Budget and Audit Pass Issues	Reference Materials	Information Paper	DTS	Defense Travel Administrator, Finance
Constructed Travel	Instructor Resources	Instructor-led	DTS	Instructor Curriculum
Creating and Updating GGMRs	Reference Materials	Information Paper	DTS	Defense Travel Administrator
Determine Your PKI Cert Expiration Date	Reference Materials	Information Paper	DTS	Defense Travel Administrator
Distance Learning Course Synopsis	eLearning	Distance Learning		
Expense Processing - Vouchers	eLearning	Distance Learning	DTS	DTS Basics
Document Remaining at Audit Pass	Reference Materials	Information Paper	DTS	Defense Travel Administrator



Allowance and Travel Regulations Mailing List

The screenshot shows the website's navigation menu with 'Travel Regulations' highlighted. The main content area is titled 'TRAVEL REGULATIONS' and includes a 'QUICK LINKS AND RESOURCES' sidebar. The sidebar contains a list of links, with 'Allowances and Travel Regulations Mailing List' highlighted in red.

Navigation Menu: Home, About, Programs & Services, News & Events, References, Search: [] Go

Programs & Services: Allowances, Commercial Travel Management, Customer Support, Defense Travel System, Feedback, Government Travel Charge Card, Policy, Training Resources, **Travel Regulations**

TRAVEL REGULATIONS NOTICES

- Immediate Changes
- Monthly Changes

QUICK LINKS AND RESOURCES

- Joint Federal Travel Regulations, Volume 1 (JFTR) Uniformed Service Members
 - Chapters 1-10
 - Appendices
 - Archives
- Joint Travel Regulations, Volume 2 (JTR)
 - Chapters 1-7
 - Appendices
 - Archives
- FAQs
- Questions Regarding Travel Regulations
- Allowances and Travel Regulations Mailing List**
- Civilian Notices
- PDTATAC Contact Information

