



# Defense Travel Management Office



## Constructed Travel

DTA JumpStart @ Connect 2011 Seminar  
April 2011

**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
- Demonstration
- Resources





# What is Constructed Travel?

- Constructed Travel is the cost the government should have incurred for the official travel
- JTR, par. C2001-A3d

“Traveler's Cost Liability when Selected Mode Not Used. The employee should use the transportation mode administratively authorized/approved by the DoD Component concerned as being to the GOV'T's advantage. Additional cost resulting from use of a transportation mode other than specifically authorized/approved, or required by regulation, e.g., contract air service, is the employee's responsibility.”





## Policy cont'd

JFTR, par. U3002-B

“Except PCS transoceanic travel (par. U5108-A), when a specific transportation mode is directed a member may be reimbursed for personally procured transportation NTE the directed mode cost.”



# Standard vs. Preferred Transportation Mode

- Standard transportation mode
  - Dictated by local policy
  - Typically commercial air
  - May vary by location
    - *Example:* Travel from Chesapeake 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/POV





# When is Constructed Travel Needed?

- If standard mode = preferred mode, no constructed travel necessary
- If standard and preferred mode differ, constructed travel is necessary and Authorizing Official (AO) determines how to approve
- 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:  \*   ← **Starting Locations in Profile:**  
RESIDENCE  
DUTY STATION

\*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.)

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



# DTS Constructed Travel "Triggers" (continued)

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST
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:

\* Pick-Up Time:

\* Drop-Off Date:

\* Drop-Off Time:

One-Way Rental:

\* Pickup Airport (or city, state):

\* Type:

Search

### Rental Car

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

**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

<i>Hertz</i>	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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RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

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 expense 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:

\* Method of Reimbursement:

[view expense details / currency calculator](#)

### Expenses Summary

Expense Type	Date	Cost	E/R
Tolls (highway bridge etc)	03/11/10	\$45.00	<a href="#">Edit</a> <a href="#">Remove</a>
Public Transit	03/11/10	\$20.00	<a href="#">Edit</a> <a href="#">Remove</a>
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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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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Preview
Other Auths.
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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 <a href="#">&lt;Help&gt;</a>
	⇒ 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.	<div style="border: 1px solid gray; 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).



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# 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:

**Save To File for Upload to DTS**

(this will take a few minutes)



# 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:

Save To File for Upload to DTS

(this will take a few minutes)





# Uploading a Constructed Travel Worksheet

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

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"/>	<a href="#">View</a>	<a href="#">Remove</a>



# AO Decision Points

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[Document List](#) | [Route/Sign](#) | [Adjustments](#) | [Setup](#)

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### 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:

[View Reasons for Audit Failures](#)

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.

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 retracted 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
<b>Preferred Trip Total:</b>	<b><u>\$408.00</u></b>

Cancel

Approve and Continue





# Preview Trip Screen – Private Auto

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### Preview Trip

	No.	Expense Type	Date	Cost	Method Of Reimbursement	Miles
<a href="#">View</a>	1.	Pvt Auto-TDY/TAD	03/18/10	\$181.50	Personal	363
<a href="#">View</a>	2.	Pvt Auto-TDY/TAD	03/18/10	\$181.50	Personal	363
<b>Total:</b>				<b>\$363.00</b>		

### Accounting Summary

<u>Actual/Estimate</u>		<u>Allowed</u>	
Accounting Code:	10 DEFAULT1 <a href="#">View</a>	Accounting Code:	10 DEFAULT1 <a href="#">View</a> SDN: 000AZ4 CIC: 200021190023185
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

### Document Totals

Actual/Estimate	Baseline Trip	<a href="#">View Worksheet</a>
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 retracted 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
<b>Preferred Trip Total:</b>	<b><u>\$248.69</u></b>

Cancel

Approve and Continue





# Preview Trip Screen – Rental Car

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### Preview Trip

Accounting Summary			
Actual/Estimate		Allowed	
	10 TRAVEL <a href="#">View</a>		10 TRAVEL <a href="#">View</a>
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:	\$2,184.19	Calculated Trip Cost:	\$2,184.19
Document Totals			
Actual/Estimate		Baseline Trip	<a href="#">View Worksheet</a>
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

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### 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:

[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](#)



# Demonstration



# Resources



## DTMO Website

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

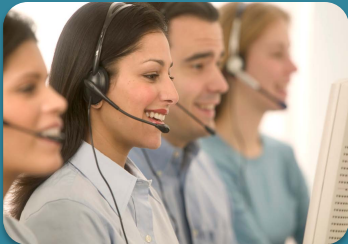
[www.defensetravel.dod.mil](http://www.defensetravel.dod.mil)



## 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](http://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