

Instructions for Completion of the DTS Constructed Travel Worksheet - Authorization

(Refer to the DTS Document Processing Manual, Chapter 9 for additional instructions)

Note: If your local policy indicates that your request to travel by other than commercial air is the best way for travel to be performed for this trip, you are not required to complete the worksheet. In this case, simply indicate this in the pre-audit justification remarks. Consult your AO or DTA if you do not know whether you need to complete the worksheet.

Traveler Instructions

The DTS Constructed Travel pre-audit will indicate if a worksheet may be required. If one is required, enter your justification in the pre-audit remarks field, complete the worksheet, and electronically attach it to your authorization using the Substantiating Records screen (the same way you would electronically attach a receipt or other supporting documents).

Your AO will determine whether your request to travel by other than commercial air would be the best way for travel to be performed (allowing for actual reimbursement) or whether to approve the use of your preferred transportation mode as 'limited' (limiting your reimbursement).

Enter name (last name, first name) and location(s) and dates of travel.

Transportation Expenses for the Standard Mode (Commercial Air):

Line a: This is the cost of the least expensive, unrestricted economy/coach class airfare using the standard mode of transportation. Use the DTS Reservations module to obtain this cost by using the Travel > Air screen.

1. Search for flights using same information you would use if you were traveling by commercial air. You can use whichever airports best suit your needs unless written local policy has identified an airport that official travelers must use. The DTS Reservations module will return a list of flights and fares based on your search criteria.
2. Obtain the trip cost as follows:
 - a. Select the GSA Contract Airfare tab; do not use any other tab.
 - b. Select the Price radio button to sort the results by cost. All air fare prices in DTS are posted as one-way fares. Double the cost to obtain the round-trip cost.



Do not use fares displayed in any of the other tabs.

Note: If the GSA Contract Airfare tab does not display any flights, contact the CTO outside DTS to request the cost of the least expensive, unrestricted economy/coach class airfare.

If you used the DTS Reservations module to obtain the cost comparison, electronically attach a copy of the screen showing the fare to your authorization for comparison purposes. If the CTO provided the information, attach supporting documentation from the CTO.

Traveler Instructions (continued)

Related Expense Cost Factors:

Line b: If your CTO charges a transaction fee for ticketing, enter the amount of the fee normally charged. You can use a previous trip that included air or rail travel to determine the CTO fee or consult your DTA or AO if you are unsure of the fee normally charged.

Line c: Enter the estimated cost of transportation to and from all airports. Example: You are traveling from New York to Baltimore. In the absence of written local policy to the contrary, you choose to construct the cost of the standard mode of transportation using JFK airport in New York and BWI airport in Baltimore. This includes the estimated cost of round trip transportation to and from JFK and to and from BWI.

Enter the total of **line b** and **line c** for the **Total Expense Cost Factors**.

Per Diem cost factors required by your AO:

Line d: Enter the amount of per diem associated to the *allowable travel days* for your preferred transportation mode(s).

- The amounts can be found on the Per Diem Entitlements screen and include *only*:
 - o For travel by private or rental vehicle of less than 400 miles of official distance each way, the total of the amounts for the first and last day of official travel only.
 - o For travel by private or rental vehicle exceeding 400 miles of official distance each way, one additional travel day for each 400 mile increment is allowed.
 - o For travel by rail or bus, the scheduled departure and arrival times determine the allowable travel days. In most cases travel by rail or bus is one day each way, so this will also be the total of the amounts for the first and last day of official travel only.

Line e: Enter the amount of per diem associated to the *allowable travel days* for travel by commercial air. This is the total M&IE amounts from the Per Diem Entitlements screen for the first and last days of official travel only.

Special instructions when transporting another passenger(s) on official government travel:

Note in the “Add additional comments as needed:” section that you are also transporting other passengers on official government travel, and include:

- the name of the additional passenger(s)
- the additional en-route per diem for the additional passenger(s)
- the additional commercial air cost factors for the additional passenger(s)

This completes the worksheet – include any additional comments as needed. To electronically attach the completed worksheet using the upload function, click “Save To File for Upload to DTS” at the bottom of the completed worksheet. Once the file is ready for upload, click “Click here to Save (as PDF) to Desktop or other Folder”. This will allow you to save the completed worksheet to either your desktop or another folder of your choosing for upload to DTS.

You must electronically attach the completed worksheet to your authorization and include remarks in the associated DTS pre-audit justifying why you are requesting to travel by other than commercial air. If needed, follow the instructions provided in the “Help for this screen” on the Substantiating Records screen to electronically attach or fax the completed worksheet to your authorization. **Be sure to indicate the completed worksheet by checking the CTW checkbox on the Substantiating Records screen.**

AO Instructions

During the approval process, you will be presented the Cost Comparison screen and provided the option to “Approve as Limited”. Compare the Preferred Trip Total amounts (on the right side of the Cost Comparison screen) to the Total Allowed Cost amount (from the worksheet) to help you in determining the best way for travel to be performed.

1. Enter the amount on **line a** from the worksheet in the Transportation Expenses block.
2. Enter the total of **line b** and **line c** from the worksheet in the Expense Cost Factors block.
 - o The Total Allowed Cost amount will automatically be calculated.

Also consider any additional per diem costs associated with the use of the traveler’s requested transportation mode(s) on **line d** and **line e** of the completed worksheet when determining the overall costs. If the official distance from the duty station to the TDY location is greater than 400 miles each way, additional allowable travel time and related additional per diem must be taken into consideration.

Remember that others factors beside the cost comparison should be taken into consideration when determining the best way for travel to be performed. These include whether equipment or other passengers are being taken, the effect on productive time, routing, weather, the TDY location in relation to available lodging and meal facilities, etc.

DO NOT ENTER A TOTAL ALLOWED COST AMOUNT GREATER THAN THE PREFERRED TRIP TOTAL AMOUNT AND SELECT THE APPROVE AS LIMITED OPTION.

If the Preferred Trip Total amount is less than the Total Allowed Cost amount, simply select the “Approve and Continue” button to indicate that the preferred trip is the best way for travel to be performed.

To approve as ‘normal’ (with no limited reimbursement): If you agree that the traveler’s request to travel by other than commercial air is the best way for travel to be performed, approve the authorization as you normally do. Do not check the “Approve as Limited” checkbox. Simply select the “Approve and Continue” button and continue the approval process as normal.

Note: *The use of a rental vehicle to travel to and from the TDY location(s) should not be approved as limited on the authorization.* If the use of a rental vehicle to travel to and from the TDY location(s) is not the best way for travel to be performed, you should return the authorization to the traveler and require them to travel by another mode of transportation (other than private vehicle). If the traveler chooses to use a rental vehicle anyway, you will have the option to limit their reimbursement during the voucher approval process.

To approve as limited: If you determine that the traveler’s requested transportation mode to travel to and from the TDY location(s) is not the best way for travel to be performed, you can still authorize its use for the traveler’s convenience, but limit their reimbursement to what it would have cost to travel by commercial air.

1. Ensure the amounts of the limited reimbursement are entered in the Worksheet section of the Cost Comparison screen and check the “Approve as Limited” box.
2. **DO NOT ENTER A TOTAL ALLOWED COST AMOUNT GREATER THAN THE PREFERRED TRIP TOTAL AMOUNT.**
3. Ensure the Per Diem Entitlements screen is updated to reflect en-route per diem for only the first and last day of travel.
 - a. **Any additional travel days must be indicated as a non per diem status (leave, duty, or non-duty day).**

4. After checking the “Approve as Limited” block, select the “Approve and Continue” button to continue the approval process.