

## Constructed Travel Worksheet Quick Guide

A Constructed Travel Worksheet (CTW) is used to determine whether to limit a traveler's transportation reimbursement to the directed transportation cost if the **traveler chose to use a different mode of travel from what was directed**. A CTW is **required** for all travelers when you use your Privately Owned Vehicle (POV) or when your preferred mode differs from the directed travel mode (most commonly when the directed travel is commercial air, but the traveler decides to drive their POV).

Prior to performing official travel, the NROWS order for Reserve travel and the DTS Authorizing Official (AO) for Active Duty/Civilian travel will direct the traveler to use a specific transportation mode IAW the JTR.

The Joint Travel Regulation (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 referred to as Constructed Travel and is demonstrated within DTS via the CTW.

### CTW Process for the Traveler

- Download the CTW from the DTMO website:  
<https://www.travel.dod.mil/Programs/Defense-Travel-System/Constructed-Travel>
- Fill out Section 1 with the pertinent travel information. You are able to manually type information into each cell if needed
- Fill out the necessary lines in Section 2. Some lines are automatically populated from Section 1, some lines need to be typed in, and some lines are left as \$0.00
- Examples of Section 3 are available in the CTW for CNRF Brief (N33 Sharepoint)
- Attach the CTW to your DTS Document in the EXPENSES module
- **For SELRES only**, if you choose not to use the directed mode of travel, do NOT make any travel reservations in the authorization with the exception of Lodging. Type "ELECTING TO USE POV VICE DIRECTED MODE OF TRAVEL" in the Comments to the Approving Official box within the Review Trip Authorization page. When you return, upload a CTW to the Voucher showing costs of directed mode and input your POV costs in the expenses module.
- If the AO limits your reimbursement, you must manually adjust your trip's per diem allowances to account for the limitation (directions in CTW for CNRF brief)

### How to fill out a CTW:

<https://private.navreserve.navy.mil/cnrfc/N-Codes/N3/Shared%20Documents/N33.aspx>

### CTW Process for the AO

- AOs must first determine the directed mode of travel for the member IAW the JTR:
  - 1) Airline – if travel is > 250 miles
  - 2) Rail – if travel is < 250 miles
  - 3) Rental car if neither option is available.
- All commercial travel options must be considered before a POV can be authorized
- If a CTW is submitted, the AO compares the directed travel costs to the travelers preferred method costs and decides which mode to reimburse
- In DTS, when filling out the Government Preferred section of the Cost Comparison page during the Approval Process, enter the cost of Line **2N from the CTW** and leave the TMC Fee field blank since there is no TMC Fee for the Navy.
- If a trip is limited, reimbursement of expenses associated with driving a POV are not authorized.

### **Constructed Travel Worksheet Information:**

<https://www.travel.dod.mil/Programs/Defense-Travel-System/Constructed-Travel/>

### **GSA City Pair Fare Finder:**

<https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc/airfare-rates-city-pair-program>

### **Amtrak Trip Planner:**

<https://www.amtrak.com/plan-your-trip.html>

\*\*For rail, your best source for ticket costs, terminal codes, and fare class (where applicable) is the provider's website. (Currently, AMTRAK prices are NOT listed in DTS, get them from their website)



# CTW Quick Guide

- 1) **Section 1:** Fill out each block of your travel
  - Date: Start/End day
  - Departure Location: Departure Airport
  - Arrival Location: Arrival Airport
  - Mode: Select the mode from the drop-down menu.  
For air, include the fare class (YCA) (manually type into column)
  - Cost: Enter the estimated cost of the transportation mode the AO would have authorized or directed. **Do not include any other expenses.**
- 2) **Section 2:** Fill in necessary travel costs
  - Line item A, B, D, and L: auto populate from Section 1
  - Line C: leave \$0.00 if only 2 travel legs
  - Line E: no TMC Fee, leave \$0.00
  - Line F and L: 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.
  - Line J: enter parking at PDS terminal (e.g., parking at the airport while TDY) if you used mileage costs in Line F and Line L. If taxi or TNC was used, leave this line blank

- 3) **Section 3:** 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.
  - First Box Example: All available flights or trains to the TDY location arrive too late for you to make a mandatory meeting.
  - Second Box 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.
  - Third Box 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.
  - Fourth Box 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.