

CONSTRUCTED TRAVEL

Drive POV instead of fly (not advantageous to the government)

On a piece of paper, make three columns and complete #1 & #2 and only estimate column #3

1. Estimated Costs of Travel	2. Fly	3. Drive Receipts
Flying:		
Airfare Costs (per BCD Travel Agent - refundable cost)		
Parking/Shuttle (home to/from airport)		
Shuttle to/from airport (at TDY hotel)		
Drive POV en route expenses:		
Lodging (en route receipts not to exceed GSA rate)		
Tolls, etc		
Parking (at TDY hotel, etc)		
Round Trip Mileage (per Map Quest) Highest Current rate (cents x mi)		
Total	\$0.00	\$0.00

***** The lowest rate \$xxx is all that is reimbursed in the MILEAGE Expense Category

Expense Category

*Reimbursement is limited to the constructive cost of the **authorized method of transportation**. Constructive cost is the sum of per diem and transportation expenses the employee would have **reasonably** incurred when traveling by the authorized method of transportation.*

On the Authorization:

- 1 Complete the travel as if they were going to fly (without the airfare).
 - Travel dates should match the normal, official flying schedule.
 - Lodging should be at the TDY location.
 - Do NOT input mileage from home to the airport or from the airport home.
 - Do NOT input parking at the airport.
 - Do NOT input any of the expected driving expenses like tolls, mileage, etc.
- 2 Select Mileage Expense enter the mileage **equivalent** for the lowest rate above by
 - The lowest total is usually in the 'Fly' Colum. Divide the total by (current mi. rate equals mileage)
 - Use current POV rate Ex: \$750 divided by 56 cents equals 1,339 miles.
 - This looks like a lot of miles, but it takes this to equal normal airfare column total.
- 3 Select Other Authorization Section
 - Choose POV Not Advantages to the Government

- Remarks: 'Constructed travel at no additional cost to the government.'
 - Briefly explain your comparison
- 4 FAX/upload the compariosn sheet created to the authorization

On the Time Sheet

- Charge leave for any duty hours that are missed as a result of travel by POV.
- Official Duty is only the normal time it would take to fly to TDY.

On the Voucher

- 1 Collect en route lodging receipts, update the #3. Drive Receipts column, and FAX/upload the updated version to the voucher
- 2 The only reimbursement outside of normal per diem, will be the Mileage Expense for the lesser amount that was input in the authorization
- 3 No other mileage is allowed (to airport or at TDY)
- 4 No other shuttle expenses are allowed.
- 5 Reimburse only the official lodging and meals at the TDY (3/4 travel day, TDY, and 3/4 travel day) as.
- 6 Add the expense for taxi or mileage (current rate cents x mi) to and from the hotel to the TDY.
- 7 Signature Block Remarks: "Constructed travel at no additonal cost to the government." (Briefly explain your comparison)