

USDA Constructed Cost Travel Worksheet

Use this worksheet to compare the normal allowable cost (*standard mode*), per the Federal Travel Regulation (FTR) and agency policy, and the constructed cost (*traveler preferred mode*) for official temporary duty (TDY) travel when a traveler wishes to deviate from transportation commensurate with official duty.

Per FTR 301-10.4: An agency must select the transportation method most advantageous to the Government, when cost and other factors are considered. Under 5 U.S.C. 5733, travel must be by the most expeditious means of transportation practicable and commensurate with the nature and purpose of your duties.

Traveler's Name:	Travel Authorization Number (TANUM):
Home of Record Airport:	Travel Dates:

Fill in only the information applicable to your trip.

Transportation Expenses - Air/Rail:		Standard Mode	Traveler Preferred Mode
a. Airfare	ex: City Pair Program, Gov't, Other	\$	\$
b. Rail	ex: Amtrak, Other	\$	\$
c. Travel Management Center (TMC) Fee(s)		\$	\$
d. Baggage Fees		\$	\$

Transportation Expenses - Other:		Standard Mode	Traveler Preferred Mode
a. Taxi Expense (s)	ex: car service, UBER, Lyft, etc	\$	\$
b. Public Transportation	ex: shuttles, buses, trains, etc.	\$	\$
c. Privately Owned Vehicle (to/from departure point)	round trip miles _____ x cost per mile \$ _____	\$	\$
d. Parking (at departure point)	number of days _____ x amount per day \$ _____	\$	\$

Transportation Expenses - Rental Car / Privately Owned Vehicle:		Standard Mode	Traveler Preferred Mode
a. Rental Car	number of days _____	\$	\$
b. Privately Owned Vehicle (to TDY location)	round trip miles _____ x cost per mile \$ _____	\$	\$
c. Parking (at TDY location)	number of days _____	\$	\$

Explanation for trip deviation:

Totals	\$	\$
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Trip reimbursement is limited to normal allowable cost (**the standard mode**) calculated above. If the actual expense amount for the **traveler preferred mode** on the voucher is less than the standard mode amount, nothing more needs to be done. However, if the actual expense amount for the traveler preferred mode is greater than the standard mode amount, the transportation expenses on the voucher will need to be adjusted downward so the reimbursement does not exceed the normal allowable costs (the standard mode).