### 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

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

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

FTR 301-10.300-310