

Guidance and Examples for Constructed Cost Computation Worksheet

Transportation modes while travelling under TDY are authorized by the Approving Official following an order of precedence:

Uniformed Members

1. Common Carrier: Air (preferable), Train, Bus, Ship
2. Government Vehicle (GV) *
3. Rental Car
4. POV**

*If a POV is used instead of an authorized (but not directed) and available Government vehicle then the traveler is limited to reimbursement at a POV other mileage rate for the official distance. Reimbursable expenses associated with driving a POV and incurred during travel between the PDS and a TDY location are not authorized.

**POV may be advantageous if no GV is available and travel is 400 miles or less one way or 800 miles or less round trip. One of the nine considerations under JTR, par. 020203-B may also be considered for advantageous.

Civilian Employees

1. Common Carrier: Air (preferable), Train, Bus, Ship
2. Government Vehicle (GV)*
3. Rental Car
4. POV**

*If a POV is used instead of an authorized Government vehicle then reimbursement is based on a constructive mileage rate limited to the cost that would be incurred for use of a Government-furnished automobile. This rate will be published in an FTR bulletin available at <http://www.gsa.gov/ftrbulletins>.

**POV may be advantageous only if GV is not available and other modes have been evaluated. See FTR, par. §301-10.4 for the factors considered in any evaluation.

Uniformed members IAW JTR may be authorized on orders by the AO for POV use to the GOV'T's advantage for TDY to locations within 800 miles of the PDS (round trip) as determined from the DTOD. The government preferred method of travel to a TDY site is commercial air via government contract, except when this distance applies and is authorized.

POV travel is for personal convenience if it does not qualify as POV Advantageous. If POV travel is for personal convenience then members will be reimbursed for mileage costs

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not to exceed the Constructed Cost (city pair airfare + TMC/CTO service fee) plus 1 day of travel per diem each way (regardless of how many days it actually takes to drive to/from the TDY site). If POV travel does exceed Constructed Cost, the member is capped at the Constructed Cost value. *See examples below.

This applies to transportation from PDS to TDY site and from TDY site back to PDS only. When computing the Constructed Cost, expenses such as tolls, parking, rental car, etc. incurred while driving a POV to or from the TDY location are NOT included. This does not impact local transportation entitlements while at TDY site. If it is determined that POV is Advantageous, all authorized expenses incurred while traveling are reimbursable.

A Constructed Cost Worksheet is available and located on PPC’s Travel Website:
<https://www.dcms.uscg.mil/ppc/travel/>.

To determine if POV is most Advantageous vs. personal convenience, use the bottom section of the worksheet. If POV is Most Advantageous, actual travel time and authorized expenses are reimbursable.

These are specific considerations for TDY not part of constructed transportation cost but help the AO decide whether POV use is to the Government's advantage. You may include any item found in JTR, par. 020203-B. Civilian Employees under FTR §301-10.4.		
1. Mission requirements including transportation of baggage, tools, or equipment;	<input type="checkbox"/>	
2. Availability of other transportation modes and the effect on productive time;	<input type="checkbox"/>	
3. TDY location in relation to traffic conditions, routing, and weather;	<input type="checkbox"/>	
4. TDY location in relation to the lodging, meal facilities, and transportation availability, other than a POV, between these points;	<input type="checkbox"/>	
5. Overall cost advantage when accompanying passengers in the same POV are also under official travel orders;	<input type="checkbox"/>	
6. Productive time lost due to additional travel time;	<input type="checkbox"/>	
7. Efficiency, economy, or other reasons favorable to POV use to accomplish the mission;	<input type="checkbox"/>	
8. Unavailability of practicable commercial transportation;	<input type="checkbox"/>	
9. Delay to mission caused by the use of an airplane, train, bus, or ship.	<input type="checkbox"/>	
Civilian Employees under FTR §301-10.4 Note Reason:	<input type="checkbox"/>	

Direct link to the worksheet:
<https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/TRAVEL/ConstructiveGTRCost.XLS>

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Example:

Member chooses to drive but **POV is NOT most advantageous**. Member's round trip POV mileage cost (miles X rate) equals \$409.02 and 4 total days are used to travel to/from TDY site. Constructed Cost is \$149.60 and 1 day to fly. Member will be reimbursed 1 travel day at 75% per diem and \$149.60 for the mileage. Miscellaneous reimbursable expenses associated with driving a POV and incurred during travel, such as parking and tolls, are not authorized for reimbursement.

CONSTRUCTED COST WORKSHEET		May-19
<small>This cost comparison is for each leg between official travel locations. If the return leg is between the same origin and destination points then indicate the constructed cost as being round trip in remarks on the orders and as indicated on this form. Not required for POV trip legs shorter than 400 miles one-way or 800 miles round-trip. Constructed costs for each trip leg must be based on the POLICY CONSTRUCTED AIRFARE (or bus/train fare when applicable) for authorized origin and destination (JTR. APP. A).</small>		
TRAVELER'S NAME & GRADE:		
AUTHORIZED LOCATIONS WITH ZIP CODES AND DATES OF TRAVEL:		<input type="radio"/> One-Way <input checked="" type="radio"/> Round-Trip
A. Enter the Constructed Cost of commercial transportation between the authorized locations. Use an available YCA City Pair Fare or if no YCA City Pair Fare is available then use the Lowest Economy Fare. Optional Airfare Cap Worksheet on PPC Travel website for help in determining the Lowest Economy Fare cap for domestic or international flights:		\$ 125.00
B. Enter the TMC fee:		\$ 24.60
POLICY CONSTRUCTED COST:		\$ 149.60
A. Enter Tpx based POV use for uniformed traveler or odometer based POV use for civilians:		802
B. Enter the current mileage rate.		\$ 0.51
POV COMPUTED COST:		\$ 409.02
<small>These are specific considerations for TDY not part of constructed transportation cost but help the AO decide whether POV use is to the Government's advantage. You may include any item found in JTR, par. 020203-B. Civilian Employees under FTR §301-10.4.</small>		
1. Mission requirements including transportation of baggage, tools, or equipment;	<input type="checkbox"/>	
2. Availability of other transportation modes and the effect on productive time;	<input type="checkbox"/>	
3. TDY location in relation to traffic conditions, routing, and weather;	<input type="checkbox"/>	
4. TDY location in relation to the lodging, meal facilities, and transportation availability, other than a POV, between these points;	<input type="checkbox"/>	
5. Overall cost advantage when accompanying passengers in the same POV are also under official travel orders;	<input type="checkbox"/>	
6. Productive time lost due to additional travel time;	<input type="checkbox"/>	
7. Efficiency, economy, or other reasons favorable to POV use to accomplish the mission;	<input type="checkbox"/>	
8. Unavailability of practicable commercial transportation;	<input type="checkbox"/>	
9. Delay to mission caused by the use of an airplane, train, bus, or ship.	<input type="checkbox"/>	
Civilian Employees under FTR §301-10.4 Note Reason:	<input type="checkbox"/>	
POV USE IS ADVANTAGEOUS:		
POV USE IS LIMITED TO THE POLICY CONSTRUCTED COST OF:		\$ 149.60
POV COMPUTED COST AUTHORIZED (TPAX/IATS auto includes 1 day per diem):		

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Example:

Member chooses to drive but **POV is most advantageous**. Commercial air is cheaper but mission requirements are considered. Member's round trip POV mileage cost (miles X rate) equals \$409.02 and 4 total days are used to travel to/from TDY site. Constructed Cost is \$149.60 and 1 day to fly. Member will be reimbursed 4 travel days per diem and \$409.02 for the mileage. Miscellaneous reimbursable expenses associated with driving a POV and incurred during travel, such as parking and tolls, are authorized for reimbursement.

CONSTRUCTED COST WORKSHEET		May-19
<small>This cost comparison is for each leg between official travel locations. If the return leg is between the same origin and destination points then indicate the constructed cost as being round trip in remarks on the orders and as indicated on this form. Not required for POV trip legs shorter than 400 miles one-way or 800 miles round-trip. Constructed costs for each trip leg must be based on the POLICY CONSTRUCTED AIRFARE (or bus/train fare when applicable) for authorized origin and destination (JTR. APP. A).</small>		
TRAVELER'S NAME & GRADE:		
AUTHORIZED LOCATIONS WITH ZIP CODES AND DATES OF TRAVEL:		<input type="radio"/> One-Way <input checked="" type="radio"/> Round-Trip
A. Enter the Constructed Cost of commercial transportation between the authorized locations. Use an available YCA City Pair Fare or if no YCA City Pair Fare is available then use the Lowest Economy Fare. Optional Airfare Cap Worksheet on PPC Travel website for help in determining the Lowest Economy Fare cap for domestic or international flights:		\$ 125.00
B. Enter the TMC fee:		\$ 24.60
POLICY CONSTRUCTED COST:		\$ 149.60
A. Enter Tpx based POV use for uniformed traveler or odometer based POV use for civilians:		802
B. Enter the current mileage rate.		\$ 0.51
POV COMPUTED COST:		\$ 409.02
<small>These are specific considerations for TDY not part of constructed transportation cost but help the AO decide whether POV use is to the Government's advantage. You may include any item found in JTR, par. 020203-B. Civilian Employees under FTR §301-10.4.</small>		
1. Mission requirements including transportation of baggage, tools, or equipment;		<input checked="" type="checkbox"/>
2. Availability of other transportation modes and the effect on productive time;		<input type="checkbox"/>
3. TDY location in relation to traffic conditions, routing, and weather;		<input type="checkbox"/>
4. TDY location in relation to the lodging, meal facilities, and transportation availability, other than a POV, between these points;		<input type="checkbox"/>
5. Overall cost advantage when accompanying passengers in the same POV are also under official travel orders;		<input type="checkbox"/>
6. Productive time lost due to additional travel time;		<input type="checkbox"/>
7. Efficiency, economy, or other reasons favorable to POV use to accomplish the mission;		<input type="checkbox"/>
8. Unavailability of practicable commercial transportation;		<input type="checkbox"/>
9. Delay to mission caused by the use of an airplane, train, bus, or ship.		<input type="checkbox"/>
Civilian Employees under FTR §301-10.4 Note Reason:		<input type="checkbox"/>
POV USE IS ADVANTAGEOUS:		YES
POV USE IS LIMITED TO THE POLICY CONSTRUCTED COST OF:		\$ -
POV COMPUTED COST AUTHORIZED (TPAX/IATS auto includes 1 day per diem):		\$ 409.02