

**DTS Constructed Travel Comparison Worksheet – Authorization**  
**US Army Combined Arms Center**  
**Army Management Staff College**  
**Fort Leavenworth, Kansas**

**Name:**

**Home of Record Airport and Travel Dates:**

**Transportation Expenses for the Standard Mode (Commercial Air):**

Commercial Air Costs (use <https://cpsearch.fas.gsa.gov/cpsearch/search.do>) or contact your SATO office for govt rates):

- |  |    |
|--|----|
| a. What it would cost to travel by commercial air: | \$ |
| b. Enter the CTO fee:                              | \$ |

<b>Total Expense Cost Factors (lines a and b):</b>	<b>\$</b>
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**Travel expenses (preferred transportation):**

- |  |    |
|--|----|
| c. Round trip miles to TDY location(DoD table of Distances): |    |
| d. Multiply by .655:   | \$ |

<b>Total cost for preferred transportation:</b>	<b>\$</b>
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**Note: Effective 26 June 2013, the constructed transportation cost for a traveler authorized a specific transportation mode is limited to ONLY the cost of the transportation (FTR §301-10.309). Reimbursement for travel by other than the authorized transportation mode and/or route is limited to the cost the GOV'T would have paid for the authorized transportation mode and/or route. No other costs are added to the computation. The traveler is paid whichever (actual or constructed) is less. No longer can baggage fees, CTO fees, shuttle costs, etc. be included in the cost comparison.**

Add additional comments as needed: