

Constructed Travel Worksheet - Authorization for Before Travel

Refer to worksheet instructions for complete guidance.

Name:

1. Travel itinerary for the standard transportation mode:

Travel Leg	Date	Departure Location	Arrival Location	Mode (+Fare Class if air)	Cost
PDS to TDY				POV	
TDY to PDS				POV	

For trips with multiple TDY locations:

TDY to TDY					\$0.00
TDY to TDY					\$0.00
TDY to TDY					\$0.00
TDY to TDY					\$0.00

2. Constructed cost of the standard transportation mode:

	Cost
A. Transportation costs from PDS departure terminal to TDY arrival terminal (e.g., home airport to TDY airport)	\$0.00
B. Transportation costs from TDY departure terminal to PDS arrival terminal (e.g., TDY airport to home airport)	\$0.00
C. Transportation costs from one TDY terminal to another (e.g., TDY airport to TDY airport)	\$0.00
D. Total transportation cost	\$0.00
E. Fee normally charged by your CTO	\$0.00
F. Total constructed transportation cost	

3. Potential transportation costs avoided by using your requested transportation mode:

	Cost
A. Transportation costs from trip start point to PDS departure terminal (e.g., driving from home to the airport)	
B. Transportation costs at all TDY sites (e.g., rental car, bus to/from airport, taxi)	
C. Transportation-related costs at all TDY sites (e.g., gas for rental car, parking at hotel, tolls)	
D. Transportation costs from PDS arrival terminal to trip end point (e.g., driving home from the airport)	
E. Parking at PDS terminal (e.g., parking at the airport while TDY)	\$0.00
F. Shipping costs (e.g., baggage fees, official equipment shipping fees)	\$0.00
G. Constructed transportation cost of official travelers sharing driver's vehicle (Line 2F x # of passengers)	\$0.00
H. Total avoided transportation cost	

4. Additional considerations (non-monetary):

Check all that apply to this trip:

Scheduled common carrier departure time, arrival time, or total travel time would negatively impact the mission

☐

Scheduled common carrier is not available or is not practical to support the mission

☐

Potential for traffic, weather, or routing delays would negatively impact the mission

☐

POC use would be more efficient, more economical, or result in a more expeditiously accomplished mission

☐



Flights

↔ Round trip ▾ 1 ▾ Economy ▾

○ Where from?



Where to?



Departure

Return



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☐ Drop-off at Same Location ☒ Drop-off at Different Location

* Indicates required fields

Pick-Up Location*

San Jose, CA



Error: Car Pick-Up location is required

Pick-Up Date*

03/29/2024

Pick-Up Time*

Noon

Drop-Off Location*

Sacramento, CA

Error: Car Drop-Off location is required

Drop-Off Date*

03/30/2024

Drop-Off Time*

Noon