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SUBJ/CONSTRUCTED TRANSPORTATION COSTS

RMKS/

REF A. JOINT TRAVEL REGULATIONS (JTR), CHAPTER 4

REF B. JOINT FEDERAL TRAVEL REGULATIONS (JFTR), CHAPTER 4

REF C. FEDERAL TRAVEL REGULATION (FTR)

1. EFFECTIVE JUNE 26, 2013, REFERENCES A, B, AND C, CHANGE THE METHOD FOR COMPUTING CONSTRUCTED COSTS FOR TRANSPORTATION. WHEN AIR TRANSPORTATION IS THE AUTHORIZED TRANSPORTATION MODE, BUT THE TRAVELER ELECTS TO USE AN ALTERNATE MODE OF TRANSPORTATION, A COST COMPARISON IS DONE BETWEEN THE POLICY-CONSTRUCTED AIRFARE AND THE ACTUAL MODE OF TRANSPORTATION USED. REIMBURSEMENT IS FOR THE LESSER OF THE TWO.

2. WHEN PERFORMING THE COST COMPARISON, THE POLICY-CONSTRUCTED AIRFARE INCLUDES APPLICABLE TAXES AND FEES (INCLUDING CTO FEE). TAXI FARES, EXCESS BAGGAGE, AND OTHER SUCH EXPENSES ARE NOT CONSIDERED IN THE COMPUTATION.

3. BELOW IS AN EXAMPLE OF A COST COMPARISON. THE EXAMPLE IS FOR ILLUSTRATIVE PURPOSES ONLY, AND MAY NOT REFLECT CURRENT RATES.

EXAMPLE: A TRAVELER IS AUTHORIZED AIR TRANSPORTATION FROM COLUMBUS, OH TO PHILADELPHIA, PA AND RETURN, AT A COST TO THE GOVERNMENT OF \$742.00 FOR THE AIR TRANSPORTATION (INCLUDES TAXES AND FEES). THE TRAVELER ELECTS TO USE A PRIVATELY-OWNED CONVEYANCE (POC) TO PERFORM TRAVEL TO THE TDY SITE AND RETURN.

AIR TRANSPORTATION - COLUMBUS, OH TO PHILADELPHIA, PA AND RETURN \$742.00

POC MILEAGE - COLUMBUS, OH TO PHILADELPHIA, PA AND RETURN - \$522.06 (462 MILES X .565) X 2

THE TRAVELER CLAIMED \$15.00 FOR TOLLS AND \$55.00 FOR PARKING FOR A TOTAL OF \$592.06.

THIS IS THE COST COMPARISON. THE TRAVELER IS PAID THE LESSER OF THE TWO, THEREFORE, POC MILEAGE IN THE AMOUNT OF \$522.06, \$15.00 FOR TOLLS AND \$55.00 FOR PARKING IS REIMBURSED.

4. PER DIEM IS PAID BASED ON THE AUTHORIZED TRANSPORTATION MODE. IN THE EXAMPLE, ALTHOUGH POC TRANSPORTATION WAS PAID, THE AUTHORIZED MODE OF TRANSPORTATION WAS AIR. THEREFORE, PER DIEM IS BASED ON TRAVEL TIME FOR AIR, AND THE TRAVELER WOULD BE PAID PER DIEM FOR 1 DAY OF TRAVEL EACH WAY, REGARDLESS OF THE NUMBER OF DAYS ACTUALLY DRIVEN.

5. THESE CHANGES ARE SCHEDULED TO APPEAR IN PRINT CHANGE NUMBER 574 OF THE JTR, AND PRINT CHANGE NUMBER 320 OF THE JFTR DATED AUGUST 01, 2013.

6. THIS MESSAGE HAS BEEN COORDINATED WITH THE PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE.

7. POC FOR THIS MESSAGE IS ENTERPRISE SOLUTIONS AND STANDARDS, TRAVEL FUNCTIONAL AREA, 317-212-3917/5090/5094.

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