

SHARP Constructed Travel Comparison Worksheet – Authorization
US Army Combined Arms Center
SHARP Academy
Fort Leavenworth, Kansas

Name:

Locations and Dates of Travel:

Transportation Expenses for the Standard Mode (Commercial Air):

Commercial Air Costs (use www.fedtravel.com or contact your SATO office for government rates):

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

Total Expense Cost Factors (lines a and b): \$

Travel expenses (preferred transportation):

- c. Round trip miles to TDY location(DoD table of Distances):
- d. Multiply by .565: \$
- e. Cost of lodging (Multiply by travel days, if applicable): \$
- f. Cost of M&IE (Multiply by travel days, if applicable): \$

Total cost for preferred transportation (lines d through f): \$

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 (DPM Chapter 9). This will exclude any ‘anticipated’ costs in the computation when an alternate mode of transportation is used by the traveler. Reimbursement for travel by other than the authorized transportation mode and/or route is limited to the cost the Government 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, shuttle costs, etc. be included in the cost comparison.

Add additional comments as needed: