

## **IMPORTANT TERMS AND DEFINITIONS**

**Permanent Duty Station (PDS):** The post of duty or official station of a member or invitational traveler. This includes military members, their dependents, and civilian employees and their dependents.

**Travelers:** for the purpose of this guide, refers to all persons authorized to travel under the evacuation order from the PDS (active duty military, their dependents, civilian employees and their dependents).

**Safe Haven:** A temporary location named in the evacuation order/authorization to which travelers are directed to relocate to await a decision by competent authority to either return to the PDS or proceed to a designated place.

**Designated Place (For Evacuation Allowances):** A location selected by evacuated dependents, as the place where they choose to establish a **permanent** residence when competent authority determines that their return to the PDS should not take place or is not expected to take place in the near future.

**Evacuation:** Entitlements are **ONLY** paid for mandatory evacuations directed by military authority. No entitlements are authorized for voluntary or recommended evacuations, or local evacuation directives.

**Per Diem:** A daily payment to assist with expenses for lodging, meals and related incidental expenses.

**Note:** reimbursement will be limited to the radius designated in the evacuation order for travel, reimbursement for exceeding the radius will be limited to the standard CONUS per diem rate (\$107 lodging, \$54 for meals and \$5 for incidentals) for each traveler.

## **TRANSPORTATION TO/AT SAFE HAVEN**

Travel to/from the PDS to a safe haven is authorized via personal vehicle (POV) at **\$0.70 cents per mile** for the operator only. Mileage reimbursement for

multiple vehicles will be limited to the number of travelers of driving age.

If travelers choose to travel outside the evacuation radius, they will be limited to the authorized radius for reimbursement.

Example: If evacuation radius is 500 miles, reimbursement is limited to distance from PDS to safe haven location and return, NTE 1000 miles. If only 200 miles is traveled, only 200 miles are reimbursed. If 1200 miles are traveled, only 1000 miles is reimbursable.

Only one safe haven location is authorized for travel to/from. If travelers relocation from a safe haven to another location (even if still within the evacuation order limit), it is at their own cost, and is **NOT** reimbursable.

If you do not have a POV at the safe haven location, a \$25 per day transportation allowance may be paid, regardless of the number of dependents. No receipts are required. This allowance is intended to partially offset expenses incurred for required local travel by whatever means between the place of lodging at the safe haven or designated place and medical/dental appointments, finance office, family support service center, commissary, post office, pharmacy, and similar destinations in the area.

## **ENTITLEMENT CALCULATION**

Dependents are authorized a daily per diem allowance (**lodging at \$110/day, meals at \$63/day, and incidentals at \$5/day**) while traveling from the PDS to the safe haven and while at the safe haven location. The amount is based on the rate authorized for the area (locality) where the dependents are located, NTE the order radius. For the first 30 days, family members 12 years old and above receive 100% of the local per diem rate. Those under 12 receive 50%. On the 31<sup>st</sup> day at the safe haven, and up to the 180<sup>th</sup> day, those 12 years old and above receive 60%; those under 12 receive 30%.

Example: First 30 days, an adult (100%) and two children, both under 12 (50% x 2 = 100%), would receive reimbursement NTE 200% of the safe haven location. If safe haven per diem rate is \$75/night lodging and \$42/night M&IE, reimbursement would be: a max reimbursement is \$150/night for lodging (\$75 x 200%) and daily reimbursement of \$84 for M&IE (\$42 x 200%).

Military members & civilians are reimbursed at TDY rate based on authorized location.

Only one safe haven location is authorized. If traveler(s) relocate to another location after arrival at the safe haven location, reimbursement is limited to the safe haven locality rate.

Entitlements at the designated place begins on the day the dependents arrive at or convert their safe haven to a designated place. It ends on the day the dependents first occupy the permanent residence or on the 30<sup>th</sup> day, whichever is earlier.

## **LODGING AT THE SAFE HAVEN**

Reimbursement for lodging will be based on the safe have locality rate, or standard CONUS rate if location is not listed, and calculation based off of number of authorized travelers (see entitlement calculation section). Rates can be found on the DTMO per diem rate query page (see helpful websites). Receipts **ARE** required, and reimbursement will be based on amount paid, not to exceed the maximum daily lodging cost allowed for the applicable location. ***If an evacuated traveler stays with friends or relatives while at a safe haven no cost for lodging is allowed, whether or not any payment for lodging is made to the friend or relative.*** This restriction doesn't apply when the traveler leases a house or apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment.

## **MEALS AND INCIDENTALS**

Reimbursement for meals and incidental expenses (M&IE) will be based on the safe have locality rate, or standard CONUS rate if location is not listed, and calculation based off of number of authorized travelers (see entitlement calculation section). Receipts are NOT required.

## **DISLOCATION ALLOWANCE**

Dislocation Allowance (DLA) helps to cover the otherwise non-reimbursable expenses that off base members incur by relocating a household incident to an evacuation. DLA is payable when evacuated to a designated place. It is **not** payable for relocation to a safe haven. Rates are based on the member's pay grade.

## **GOVERNMENT TRAVEL CARD**

For those with a government travel card (GTC), use is mandatory for all lodging costs. It is authorized for use for all meals, gas, and cash withdrawals during an authorized evacuation. Split disbursement is mandatory when settlement voucher(s) are filed and the member is required to make full repayment.

NOTE: personal credit cards can be utilized if no GTC is available. Type of payment has no impact on entitlements or reimbursement.

## **ADVANCES**

Advances are authorized for any member without a GTC (military, civilian, or dependent). Coordinate through your unit's First Sergeant for specific times, locations, and any requirements.

If an advance is required after departing the area, any Finance office at any Air Force base can assist with providing an advance. A copy of the evacuation order should be maintained/provided to the office for assistance.

NOTE: personal credit cards can be utilized if no GTC is available. Type of payment has no impact on entitlements or reimbursement.

## **PET TRANSPORTATION/REIMBURSEMENT**

Pet fees are **NOT** authorized for reimbursement. This would include cleaning fees, hotel expense, and/or kennel fees. All of these costs are at personal expense.

## **POST EVACUATION**

Once the evacuation has been terminated, travelers are required to immediately return to the PDS. *A final voucher is required, regardless of if an advance was received.* All Unaccompanied Airmen will file their vouchers in DTS. All DOD Civilians and accompanied airmen will file their vouchers with finance. **Date, Time, and Location of Mass Inprocessing will be coordinated with Units and announced by the BattleStaff.**

## **HELPFUL WEBSITE LINKS**

Defense Finance & Accounting Service: [www.dfas.mil](http://www.dfas.mil)

My Pay: <https://mypay.dfas.mil>

Per Diem Rates Query Tool:

<https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/>

Government Travel Card:

<https://home.cards.citidirect.com>

Comptroller Services Portal:

<https://csp.cce.af.mil/#/>

***Last Revised: May 2025***

# **1st SPECIAL OPERATIONS COMPTROLLER SQUADRON**



## **EVACUATION ENTITLEMENT GUIDE**

Comptroller Services Portal

<https://csp.cce.af.mil/#/>

Information in this pamphlet is general in nature and subject to change. Each traveler's entitlements are treated separately based on individual circumstances.