



Hurricane Evacuation Entitlement Brief

November 2018

POC: 1 SOCPTS (Finance)



OVERVIEW

- **Evacuation Types**
- **Evacuation Order**
- **Evacuation Entitlements**
- **Post Evacuation**



EVACUATION TYPES

Voluntary Evacuation

- Release non-mission critical personnel
- Liberal leave for civilians
- No reimbursement

Recommended Evacuation

- Release non-mission critical personnel
- Administrative leave for civilians
- No reimbursement

Mandatory Evacuation (can be “limited”)

- Mission critical personnel in duty status during evacuation
- Non-mission critical personnel administrative leave (DoD Civilian/NAF)
- Some costs reimbursable (Mileage, lodging, and meals)

Wing Commander gives the order to evacuate



EVACUATION ORDERS

- **MILITARY/CIVILIAN:**

- Will be placed on TDY (or PCS) orders
- Likely a radius (ex: more than 150 miles, not to exceed 500 miles) will be established to indicate the Safe Haven area

- **DEPENDENTS:**

- Will be placed on evacuation orders
- Likely a radius (ex: more than 150 miles, not to exceed 500 miles) will be established to indicate the Safe Haven area



MEMBER EVACUATION **ENTITLEMENTS**

- Active Duty members will be put into TDY (or PCS) status
 - Lodging and Meals & Incidental Expenses (M&IE) will be based on directed location (if applicable) or Safe Haven if not directed to a specific location
 - Vouchers filed upon return based on method of authorization provided:
 - Manual orders – manual voucher (most everyone)
 - DTS orders – DTS voucher (ADVON, etc.)



DEPENDENT EVACUATION ENTITLEMENTS

- Entitlements are effective the date evacuation order given
- Entitlements cease on the date evacuation is terminated
- Those ordered to evacuate receive:
 - Mileage (per vehicle) \$.545/mile
 - Lodging (actual expense not to exceed authorized location rate)
 - Daily M&IE



DEPENDENT EVACUATION

ENTITLEMENTS (cont'd)

- Location determines reimbursement rate
 - Can check locality rates via per diem query tool:
<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
 - Unlisted locations paid the Standard CONUS rate (\$91/day for lodging not to exceed actual expense & \$51/day for M&IE)
 - Travel to unauthorized locations limited to Standard CONUS rate
- Dependents age 12 and over receive 100% of locality rate
- Dependents under 12 receive 50% of locality rate
- If staying with friends/relatives no lodging reimbursed



DEPENDENT EVACUATION ENTITLEMENTS (cont'd)

■ Lodging

- Actual expense reimbursed not to exceed the locality rate
- Calculate w/travelers' authorized percentages:
 - Example: Spouse (100%) and child <12 years (50%) evacuate to Atlanta
 - $150\% \times \$140 \text{ locality daily lodging rate} = \$210/\text{night max lodging}$
 - If hotel cost \$250/night ONLY \$210/night would be reimbursed
 - If hotel cost \$150/night ONLY \$150/night would be reimbursed
- Hotel tax is a reimbursable expense not included in max lodging rate
- Receipts for lodging required



DEPENDENT EVACUATION **ENTITLEMENTS (cont'd)**

- Meals & Incidental Expenses (MI&E)
 - Based on Safe Haven locality rate – no receipts required
 - Calculate w/travelers' authorized percentages:
 - Example: Spouse (100%) and child <12 years (50%) evacuate to Atlanta
 - 150% x \$69 locality daily lodging rate = \$103.50 daily meal rate



EVACUATION ENTITLEMENTS

- Use of Government Travel Card (GTC) is mandatory for those who have one
- For members without a GTC as well as spouses of deployed members:
 - Use of personal funds/credit cards is authorized
 - Emergency cash advances available
 - Bring Evac Order and authorization letter from Commander/1st Sergeant
 - Date, time, and place of advance issuance TBD by Battle Staff Directive/Evacuation Order



EVACUATION ENTITLEMENTS

- Expenses reimbursed
 - Lodging not to exceed rate for Safe Haven area
 - Lodging taxes
 - Taxi fees (if dependent has no family vehicle – NTE \$25/day)



EVACUATION ENTITLEMENTS

■ Expenses **not** reimbursed

- Lodging while staying w/ friends or relatives
- Pet related expenses (boarding, kennels, transport)
- Home preparation expenses
- Automobile expenses – fuel, repair, maintenance, oil, etc. (covered by M&IE)
- Actual Grocery expenses (covered by M&IE)
- Non-official calls
- ATM fees for personal credit/debit cards
- Local mileage in and around Safe Haven area



POST EVACUATION

- Installation Commander terminates evacuation
- “All Clear” is not official termination of evacuation
- Members must contact chain of command prior to moving from Safe Haven
- Units will contact their members with report no later than date and time
- Dates, times, and locations for mass-processing of evacuation travel vouchers will be announced in Battle Staff Directives



Questions for Finance?

- Please work evacuation entitlement questions/issues initially through your unit 1st Sergeant
- If 1st Sergeant is unavailable please either:
 - Visit our customer service office in bldg. 90210 (1 SOW HQ) between 0900-1500 M-F
 - Call our help desk line at 850-884-4119 and select any option
 - E-mail our organizational account at:
1socpts.customerserviceteam@us.af.mil