

## Knowing When To Evacuate

Authority to evacuate will be issued by competent DOD/CNIC Authority, such as a Region/Installation Commander, in the form of a mass Evacuation Order Message. The decision of local civil officials to evacuate is not sufficient since civil officials cannot obligate expenditure of DoD funds.

Entitlements are only paid for authorized/ordered evacuations that have been directed by competent DoD authority.

Individual travel orders are not required in order to evacuate. Safety should be your first concern. In most cases, individual travel orders will be issued upon termination of the evacuation.

For procedures pertinent to evacuation information, stay tuned to the social media outlet for your specific region, as well as announcements by your Region or Installation Chain of Command.

## Navy & Marine Corps Relief Society (NMCRS)

Active Duty Members may be eligible for Financial Assistance or a Quick Assist Loan (QAL) in situations of financial emergency. Please call (800)-654-8364 or visit <https://www.nmcrs.org/> for additional information.

The NMCRS does not provide loans to civilian employees. It is best practice to have a few days' worth of living expenses available in case of an evacuation.

## Transportation to/at Safe Haven

Travel to/from the PDS to a safe haven is authorized via Privately Owned Vehicle (POV) at \$0.67 cents per mile for the operator only. POV reimbursement is generally limited to two POVs. License plate numbers may be required on claims. If travelers choose to travel outside the evacuation radius, they will be limited to the authorized radius for reimbursement.

## Local Travel Allowance

**Military Dependents:** A local travel allowance of \$25 per day for each family, regardless of the number of dependents, is authorized when the dependent has not taken delivery of a POV transported to a designated place or did not drive a POV to the safe haven. No receipt is required for a local travel allowance (JTR, par. 060205). The allowance must be claimed on the evacuee's travel claim. The allowance is intended to partially offset expenses incurred for required local travel at the safe haven or designated place.

**Civilian Employee Dependents:** There is no authority to pay a local travel allowance for dependents of civilian employees.

**Rental Cars:** Not authorized.

## Lodging at the Safe Haven

Reimbursement for lodging will be based on the safe haven locality rate, or standard CONUS rate if the location is not listed, and calculated based on the number of authorized travelers (see Entitlement Calculation section). Rates can be found on the DTMO per diem rate query page (see helpful websites). Itemized hotel receipts and receipts for authorized expenses \$75.00 and over are required, and reimbursement will be based on amount paid, not to exceed the maximum daily lodging cost allowed for the applicable location. **Only itemized lodging charges are considered for reimbursement.** Online booking receipts often itemize lodging costs but combine taxes and fees. In such cases, only the room cost is reimbursed because the receipt does not itemize taxes and fees.

- Lodging reimbursement is not authorized for evacuees staying with friends or family.

- Hotel pet fees are considered a personal expense and cannot be claimed for reimbursement.

## Entitlement Calculation

Military members ordered to depart an area being evacuated must be placed in a TDY (DTS) or PCS status. Therefore, members will receive TDY or PCS entitlements based on evacuation circumstances.

Civilian employees and all authorized dependents are authorized a daily per diem allowance (lodging, meals, and incidentals) 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) Not to Exceed (NTE) the order radius. For the first 30 days, evacuees 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 \$45/night M&IE, maximum reimbursement would be: \$150/night for lodging (\$75 x 200%) and daily reimbursement of \$90 for M&IE (\$45 x 200%).

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.

## Meals and Incidentals

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

## Government Travel Charge Card

The Department of Defense (DoD) policy is that the Government Travel Charge Card (GTCC) will be used by all DoD personnel (military or civilian) to pay for all costs related to official government travel. The purpose of the GTCC is to serve as the primary payment method for official travel expenses incurred by DoD personnel. Use of the card for expenses not authorized by the JTR is prohibited. Authorized GTCC expenses include lodging, meals, gas, and cash withdrawals during an authorized/ordered evacuation. Split disbursement is mandatory when settlement voucher(s) are filed and the cardholder is required to make full payment.

## Post Evacuation

Once the evacuation has been terminated, travelers are required to immediately return to the PDS. Per Diem will stop on the effective date of the termination message/order. A final voucher is required to claim reimbursement.

Coordinate with your command leadership to determine when mass travel/evacuation claim schedules will be established.

## Required Travel Claim Documents

**Note:** JTR, par. 010302. A traveler cannot be reimbursed more than once for the same allowance or expense. The Government does not pay expenses reimbursed, or to be reimbursed, by another entity. (i.e., personal insurance claims).

- DD FORM 1351-2, MAY 2011 (Travel Voucher)
- DD FORM 1610, MAY 2003 (TDY Order)
- Electronic Funds Transfer (EFT) Information
- **Itemized lodging receipts in the traveler's name**
- Receipts for claimed expenses of \$75 or more
- Evacuation Lodging Reimbursement Certification form (if claiming lodging)

**Note:** Military members will use the Defense Travel System (DTS) to complete travel order authorizations and vouchers.

## Important Terms and Definitions

**Permanent Duty Station (PDS):** The post of duty or official station of a member or an employee's permanent work assignment location.

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

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

**Note:** Reimbursement will be limited to the safe haven and/or radius specified in the evacuation order. Reimbursement for exceeding the safe haven and/or radius will be limited to the authorized location and the Standard CONUS per diem rate.

## Helpful Links

Per Diem Rates Query Tool:

<https://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Joint Travel Regulations:

<https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>

Government Travel Card: <https://home.cards.citidirect.com>

My Pay:

<https://mypay.dfas.mil/mypay.aspx>

Military One Source:

<https://www.militaryonesource.mil/>

## COMMANDER, NAVY INSTALLATIONS COMMAND



## AUTHORIZED/ORDERED

## CONUS EVACUATION

## ENTITLEMENT

## TRI-FOLD

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<https://navyfamily.navy.mil>

NFAAS: 1-877-414-5358

**CNIC help desk analysts provide guidance to evacuees under their command authority. Non-CNIC evacuees must contact their parent chain of command and funding authority.**

CNIC DTS Help Desk:

[cnic\\_dts\\_help@navy.mil](mailto:cnic_dts_help@navy.mil)

757-576-5907

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