



Hurricane Michael 2018
Photo Credit: Weather Underground

FAQ

What military regulations provide guidance for evacuation allowances?

Joint Travel Regulation (JTR), Chapter 6: Evacuation Travel, is used for military and civilian employees and their dependents.

If local government officials issue an evacuation order and the installation commander has not issued an evacuation, do I evacuate?

Local government officials cannot dictate when entitlements start for federal government. Entitlements will only begin after the installation commander implements an evacuation order.

Are AirBnB and similar websites authorized for lodging?

Yes. For evacuations, AirBnB and similar websites are authorized, but valid receipts for lodging reimbursement are required. Additionally, not all of the additional fees that these sites charge are reimbursable.

What sorts of other expenses are NOT reimbursable?

Home preparation expenses, automobile expenses (repair, maintenance, oil etc.), grocery bills, nonofficial calls, ATM fees for personal credit/debit/ATM cards, or internet/Wi-Fi.



Photo Credit:
325 FW/PA

RESOURCES & REFERENCES

- Military/Civilians: JTR, Chapter 6 Evacuation Travel, <https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/>
- Message: ALARACT—CONUS EVACUATION ENTITLEMENTS (UNCLASS)
- Defense Travel Management Office: <https://www.travel.dod.mil/Travel-Transportation-Rates/Mileage-Rates/>



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HURRICANE EVACUATION FINANCIAL ENTITLEMENTS

CAO 15 Aug 2024



EVACUATION AUTHORIZATION

- Installation Commander is the evacuation authority
- Defense Travel System (DTS) will not be used to create Evacuation Orders. Evacuation Orders will be created by the Force Support Squadron for distribution through your appropriate chain of command
- The evacuation order is a lawful order and applies to ALL military personnel
- Orders identify the minimum and maximum distance of reimbursed travel
- Use of the Government Travel Card (GTC) is directed
- Members without a GTC & eligible dependents (see Table 1) can receive an advance
- Advance amounts will be based on the evacuation orders. Once an evacuation order is issued, members without a GTC & dependents can receive an advance from the finance customer service lobby located in Bldg. 647
- Dependents will need to know their DoD ID prior to receiving the advance
- Travel entitlements are only authorized during the evacuation period



Photo Credit: 325 FW/PA

ENTITLEMENTS

Who is covered?	
Service Members and Dependents of: Active Duty Personnel Reservist Personnel on Active Duty Air National Guard (ANG) Personnel on Full-Time Duty	YES
Civilian Employees (APF & NAF) & Their Dependents	YES
Authorized Escort for Dependent or Civilian Employee	YES
Contractors	NO
Reservist or ANG Personnel NOT on Active Duty Status	NO

Table 1

How much will we receive for Lodging, Meals, and Incidentals (M&IE)?

- Lodging reimbursement is based on actual cost not to exceed allowed rate at your Safe Haven Location
- M&IE rates are based on your Safe Haven Location. Find your rate here: <https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/>

Meals and Incidentals Expense Allowance (M&IE)			
	Days 1-30		Day 31+
			Departure and Return Days
Military	100%	100%	75%
Civilian Employees	100%	60%	75%
Dependents ≥12 YO	100%	60%	75%
Dependents <12 YO	50%	30%	75%

Table 2

How much will we be reimbursed for driving to my Safe Haven Location?

- Privately Owned Vehicle rate is \$0.67 per mile
- For reimbursement, you must travel the minimum distance indicated on the Evacuation Order
- If the maximum distance authorized on the orders is exceeded, reimbursement is limited only to the authorized amount

IMPORTANT NOTES

- Save all lodging and travel receipts!
- There is **NO** authorized lodging reimbursement if staying with friends & relatives
- Pet reimbursements are **NOT** authorized
- A member must be in an authorized leave, pass, or TDY official duty status if they wish to evacuate early
- If a member wishes to evacuate their dependents before an evacuation is ordered, they may do so. However, eligibility for reimbursements will not occur for days not captured by the evacuation orders
- Travel in-and-around the Safe Haven is NOT reimbursable. Only travel to and from the safe haven is reimbursable



RETURN TO TYNDALL AFB

- **Mass briefings will be scheduled to complete travel vouchers upon return**
- **Bring all receipts** for lodging and/or transportation expenses
- Write down social security numbers, DoD ID numbers, and EFT information to keep it in a safe place if electronic devices are not reliable. Bring evacuation orders if applicable



The picture on the left shows members and families returning to Tyndall AFB after Hurricane Michael in 2018

Photo Credit: 325 FW/PA