



## Hurricane Evacuation Allowances & Entitlements

**Eligibility:** All military, DoD civilians, and their dependents of sponsors who are ordered to evacuate by the 6 ARW Commander are entitled to reimbursement for actual travel performed (see the Joint Travel Regulation at: [www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf](http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf)). Following an official evacuation order, reimbursement for actual travel performed is paid to:

- 1. All Service Members (Army, Navy, Marine, Coast Guard, and Air Force) and DoD Civil Service Employees.**
- 2. Service Member's Dependents that are registered in DEERS.**
  - Member's spouse
  - Dependent children under 21 years-old
  - Children over 21 years-old that are full-time students or incapable of self-support
  - Parents who are over 51% dependent on the service member for support
- 3. Civil Service Employee Dependents**
  - Employee's spouse (if not receiving similar allowances from the government)
  - Unmarried children under 21 years-old or unmarried children incapable of self-support

**Travel Advances:** The Government Travel Card (GTC) is the legal means for personnel to fund all travel expenses. Travel advances are only authorized to a member who is listed on their Commander's or Director's travel advance exception memorandum, stating the member is not qualified to have a GTC. In addition, if member is deployed/TDY, dependent(s) is authorized to request a travel advance. The 6 CPTS will process travel advances based on the exception memorandum upon issuance of an official evacuation order.

**Travel Reimbursements:** These include mileage expenses for one round trip to a Safe Haven (*not exceeding stated distance, if specified in the evacuation order*), meals and incidental expenses (M&IE), and lodging not to exceed 100% of the locality rate per the JTR. Any expense exceeding the reimbursable amount authorized is the responsibility of the individual who incurs the expense. **SAVE YOUR RECEIPTS** for filing vouchers! Non-reimbursable expenses include, but are not limited to, pet transportation/care, home preparation, automobile repair/maintenance, ATM fees, and lodging while staying with friends or family. **Note: Lost Receipt forms will not be accepted.**

Per diem rates can be found at <https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/>.

**Final Settlement Vouchers:** When authorized to return to MacDill AFB, USAF personnel without dependents can file their vouchers via DTS. All other military members, DoD Civilians, and their dependents assigned to MacDill AFB will file their vouchers with the 6 CPTS. 6 CPTS will conduct mass briefings upon termination of the evacuation order. Details for these briefings will be disseminated as available to all members/dependents.



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## Military / Dependent Entitlements

Military members **must be on orders** to receive entitlements.

- No entitlements are given for members (or their dependents) in leave status

### Entitlements:

- Transportation: One round trip TDY using current mileage rate to/from approved areas
- Lodging Rate: Based on commercial quarters within designated areas (**receipts required**) (refer to JTR 0602)
  - “Nearest” available accommodation” may include government installation
- Meals and Incidentals JTR 0602
  - 12 and over
    - o Day 1-30 =100%
    - o Day 31-180 = 60%
  - Under 12
    - o Day 1-30 = 50%
    - o Day 31-180 = 30%

**NOTE:** Only applicable to dependents that chose to evacuate. Military members must evacuate if ordered to do so

## Civilian / Dependent Entitlements

Civilians are authorized travel, lodging, and M&IE if ordered to evacuate by 6 ARW/CC (JTR 0601)

- No allowances are provided for telework status
- If local authorities order evacuation **prior to** 6 ARW/CC, no entitlements are authorized

### Entitlements:

- Transportation – One round trip TDY using current mileage rate to/from approved areas
- Local Travel – Not authorized
- Lodging Rate – Based on commercial quarters within designated areas (**receipts required**) JTR 0602
  - “Nearest” available accommodation” may include government installation
- Meals and Incidentals JTR 0602
- 12 and over
  - o Day 1-30 =100%
  - o Day 31-180 = 60%
- Under 12
  - o Day 1-30 = 50%
  - o Day 31-180 = 30%

**NOTE:** Only applicable to civilians/dependents that evacuate with evacuation order

## Contact Information

POC: 6 CPTS Evacuation Customer Service  
 Email: 6CPTS.Evacuation.CustomerService@us.af.mil  
 DSN: 968-5377/ Comm: (813) 828-5377  
 Office Address: 2610 Pink Flamingo Ave, MacDill AFB FL 33621

- No lodging reimbursement is allowed for staying with friends and relatives (JTR 0602)
- Departure and return day per diem is paid at 75%