



Hurricane Evacuation Allowances and Entitlements

Eligibility: All military, DoD civilians, and their dependents of sponsors who are ordered to evacuate by the 6 AMW Commander are entitled to reimbursement for actual travel performed (see the Joint Travel Regulation at: <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 for a Government Travel Card. In addition, if member is deployed/TDY, dependent(s) is authorized to request a travel advance. Upon issuance of an official evacuation order, the 6 CPTS will process travel advances based on the exception memorandum and to individuals not possessing a GTC.

Travel Reimbursements: Will include mileage expenses for one round trip to Safe Haven (*NTE evacuation radius specified on 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 related expenses, home preparation, automobile repair/maintenance, ATM fees, and lodging while staying with friends or family. **Note: Lost Receipt forms will not be accepted.**

Final Settlement Vouchers: Final vouchers are filed with 6 CPTS upon return to MacDill AFB for all military, DoD Civilians, and dependents assigned to MacDill AFB. 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.

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 mileage (Current TDY rate) to/from approved areas
- 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
 - Dependents 12 yrs. and older
 - o Day 1-30 =100%
 - o Day 31-180 = 60%
 - Under 12 years of age
 - o Day 1-30 = 50%
 - o Day 31-180 = 30%

*Only applicable to dependents that chose to evacuate. Military member must evacuate if ordered to do so



Civilian/Dependent Entitlements

Civilians are authorized travel, lodging, and M&IE if order to evacuate by 6 AMW/CC JTR 0601

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

Entitlements:

- Transportation – One round trip TDY mileage (Current TDY 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
 - Dependents 12 yrs. and older
 - o Day 1-30 =100%
 - o Day 31-180 = 60%
 - Under 12 years of age
 - o Day 1-30 = 50%
 - o Day 31-180 = 30%

*Only applicable to civilians/dependents that choose to evacuate

*No lodging reimbursement is allowed for staying with friends and relatives JTR 0602

*Departure and return day per diem is paid at 75%

* Visit: <https://www.defensetravel.dod.mil/site/perdiem.cfm> to find the PerDiem rate for your evacuation location

Contact Information

POC: 1Lt Tiffany Burgess

Email: tiffany.burgess.1@us.af.mil

DSN: 968-5729/ Comm: (813) 828-5729

Office Address: 2610 Pink Flamingo Ave, MacDill AFB FL 33621

POC: MSgt Ju’ Anna McWilliams

Email: ju_anna.mcwilliams.1@us.af.mil

DSN: 968-6275/ Comm: (813) 828-6275

Office Address: 2610 Pink Flamingo Ave, MacDill AFB FL 33621