

SUBJECT: 6th Comptroller Squadron Hurricane Evacuation Voucher Processing Briefs

DESCRIPTION: On Oct. 5, the 6th Comptroller Squadron will begin holding mass briefings at the MacDill Fitness Center to process travel vouchers for members that underwent an approved evacuation due to Hurricane Ian. This briefing will be open to all DOD Civilians, dependents, and military personnel across all services. Air Force military members who performed unaccompanied evacuation travel with no dependents will file their vouchers through the Defense Travel System using the attached guide. Air Force Members who performed unaccompanied travel should not attend this briefing.

Below is the link to sign up to attend the mass voucher processing briefings. The briefings will be held in 30-minute increments beginning at 0800 and ending at 1600 on the 5th, 6th, 11th, and 12th of October. Additional sessions will be held at the 6th Comptroller Squadron Joint Conference Room on the 11th and 12th of October from 1800-2000 to accommodate swing/mid-shift personnel who traveled with dependents.

If you have a non-evacuation related finance inquiry, please submit a ticket to our Customer Service Portal (<https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx>) or email the org box (finance.services@us.af.mil) as our customer service technicians will be working evacuation vouchers during this period.

<https://www.signupgenius.com/go/10C094DAEAE22A6F5C16-evacuation>

DATE/TIME: 05 - 06 October 0800 - 1600 / 11 -12 October 0800 - 1600

LOCATION: MacDill Fitness Center

POCs: MSgt Shelby Reynolds – Flight Chief Financial Operations 6th Comptroller Squadron

MSgt Rasheem Cephas – Senior Enlisted Leader 6th Comptroller Squadron

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