



# 6th Comptroller Squadron

---



## Hurricane Evacuation Travel Entitlements

Version: April 2023

### Contact Information:

[Finance.services@us.af.mil](mailto:Finance.services@us.af.mil)

(813)828-5377

---

***CHARGE THE STORM...LET'S GO!***



# Overview

---



- **Evacuation Timeline**
- **Authorized Entitlements**

---

***CHARGE THE STORM...LET'S GO!***



# Timeline



## HURCON 5 (96hrs out)

- Safe House / Haven locations id'd
- Members ensure GTC is available for use

## HURCON 4 (72hrs out)

- Units ID members require EFT advances
- Validate personal/family evacuation plans

## HURCON 3 (48hrs out)

- CPTS mass activates GTCs
- LEO order issued / evacuation begins

## HURCON 2 (24hrs out)

- Installation shutdown

## HURCON 1 (12hrs out)

- Members and families remain at safe location

## RECOVERY

- Termination of evacuation order
- Members and families return to base

***CHARGE THE STORM...LET'S GO!***



# Evacuation Preparation



## ■ Members will update AFPAAS (or other accountability system)

- FSS/IPR will be briefing AFPAAS information next

HURCON 5  
(96hrs out)

## ■ Safe House and Safe Haven locations should be identified

- Distance from the installation could impact your travel entitlements depending on the Limited Evacuation Order (LEO)

## ■ Family members not in DEERS will not eligible to receive government funded evacuation travel

## ■ Every military member must have a Government Travel Card (GTC)

- This includes junior ranking and newly assigned personnel
- Members who cannot possess a GTC must be identified to receive travel advances

***CHARGE THE STORM...LET'S GO!***



# Evacuation Process



## ■ Authority to Order an Evacuation: 6 AMW/CC

- Initially issues VOCO orders
  - ♦ Travel Entitlements begin
- Limited Evacuation Order (LEO) published next
  - ♦ Establishes specific guidance for entitlements
- Terminates/revokes LEO and issues return order
  - ♦ Entitlement termination based upon authorized travel time

**HURCON 4**  
(72hrs out)

**HURCON 3**  
(48hrs out)

***CHARGE THE STORM...LET'S GO!***



# Evacuation Process (cont.)



**HURCON 4**  
(72hrs out)

**HURCON 3**  
(48hrs out)

## ■ Important considerations:

- Only the 6 AMW/CC can authorize government funded evacuation allowances.
- Mandatory City/County/State directed evacuations cannot authorize evacuation allowances
- The LEO will specifically authorize who will / will not be eligible for evacuation allowances.

***CHARGE THE STORM...LET'S GO!***



# Evacuation Process (cont.)



## ■ Important considerations:

- Any evacuation that occurs outside of LEO authorized days/radius will not be reimbursed.
- The LEO will also establish evacuation zones/areas. If you do not reside in a location authorized by the LEO, you will not receive entitlements.
- The LEO will also establish maximum evacuation travel distances.

**HURCON 3**  
(48hrs out)

**HURCON 2**  
(24hrs out)

**HURCON 1**  
(12hrs out)

**RECOVERY**

***CHARGE THE STORM...LET'S GO!***



# Evacuation Process (cont.)



## ■ Evacuation Return:

RECOVERY

- Begins when the LEO/Evac order is terminated.
- 6 CPTS will conduct mass entitlements briefings and notify all units through PSAs.
- Reimbursements will take time to process, expect several weeks until payout.

***CHARGE THE STORM...LET'S GO!***





# Duty Status and Leave

---



- **Members supporting Hurrican COOP mission are not entitled to TDY allowances**
- **Any leave in conjunction with evacuation must be managed at unit level**
- **Safe Haven certification and leave status will be provided by each unit**
- **Members on leave status will not receive allowances**

---

***CHARGE THE STORM...LET'S GO!***



# Allowable Travel Time



- **Departure date based on LEO Authorization**
  - The LEO may authorize different evacuation date/times for different evac zones
- **Return date based on LEO termination date and safe haven location:**
  - 1 travel day for every 350 miles for travel via private auto
  - Actual travel time for commercial air transportation



# Entitlements

---



## ■ 1. Lodging

- Locality rate based off of location at 2400 hours
- Limited to lesser of locality rate or actual expense
- Lodging procured outside LEO authorized distance is limited to standard CONUS rate
- No lodging reimbursement for staying with friends and family.
- Receipts required. Lost receipt form will not be accepted.



# Entitlements (cont.)



## ■ 2. Meals and Incidentals (M&IE)

- Rate based off of location at 2400 hours
- Rate for locations outside of LEO authorized distance are limited to the standard CONUS rate
- First and last day of travel are 75% of M&IE
- Dependents per diem:
  - ♦ Age 12 and older receive 100% of locality rate
  - ♦ Age 11 and younger receive 50% of locality rate
  - ♦ Only for authorized dependents (DEERS)

***CHARGE THE STORM...LET'S GO!***



# Entitlements (cont.)



## ■ 3. Mileage

- Round trip mileage to “Safe Haven”
- If “Safe Haven” is greater than LEO authorized max distance, reimbursement will be capped
- \$0.655 per mile
- Multiple POV's are authorized if licensed dependents are available to drive them



# Entitlements (cont.)



## ■ 4. Airfare

- Actual expense for member/employee/authorized dependents if purchased from the CTO
- Limited to constructed cost if personally procured
- If Safe Haven location is greater than LEO authorized max distance, a constructed cost cap, determined by CPTS, will apply
- Receipts required.



# Non-Reimbursable Expenses

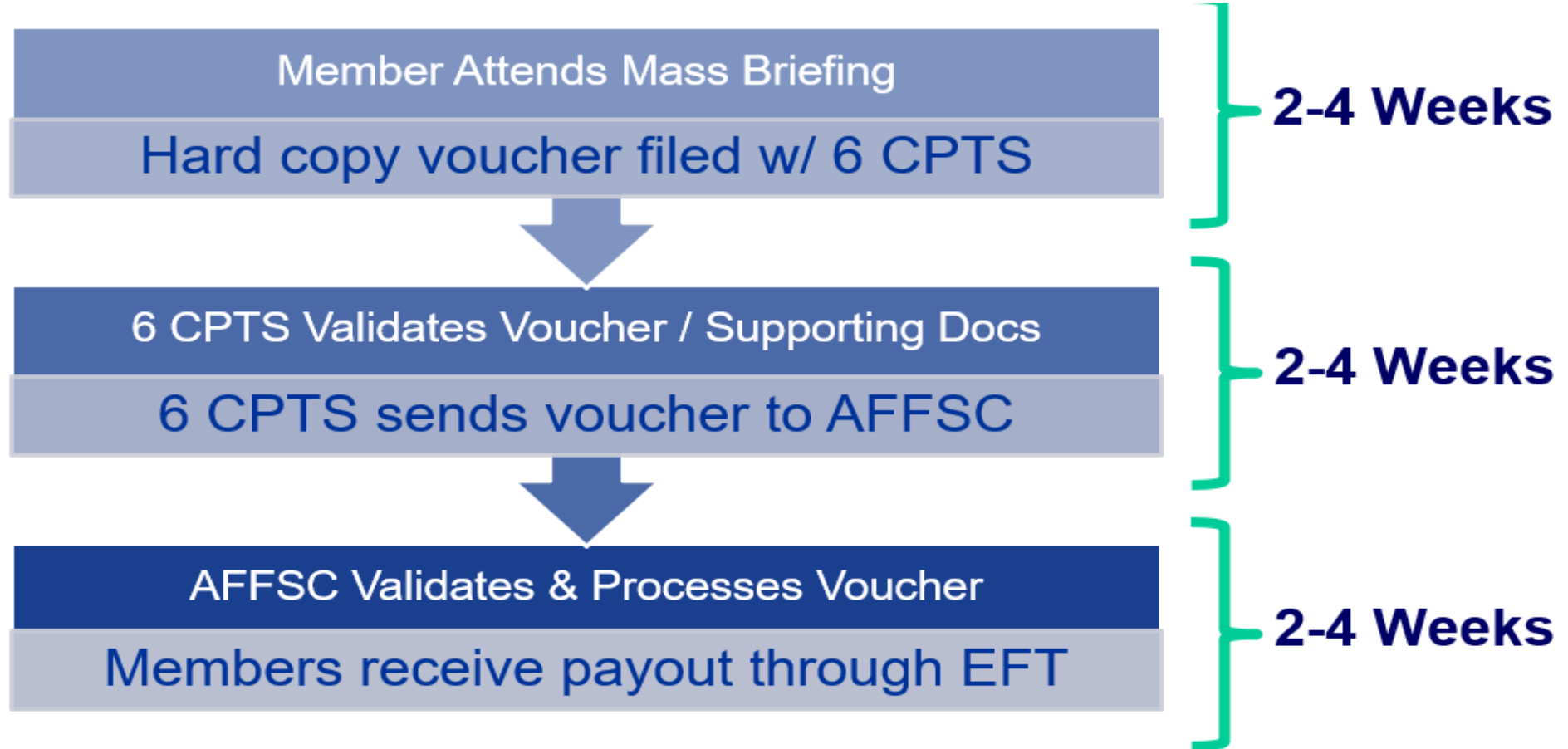
---



- **Common non-reimbursable expenses include:**
  - **Expenses related to pets, rental car, fuel, clothing or purchase of baggage**
  - **Lost receipts forms**
  - **Certain expenses that occur outside of the LEO authorized evacuation distance**
  - **Expenses not authorized in the JTR**



# Travel Voucher Process



\*\*\*Expect at least 60-90 days for payment processing

**CHARGE THE STORM...LET'S GO!**





# Important References

---



- **Defense Travel Management Office**    [defensetravel.dod.mil](https://defensetravel.dod.mil)
  - ♦ Per Diem Rates
  
- **Joint Travel Regulation (JTR)**
  - ♦ Chapter 6 Evacuations



# Recap



- **Topics covered: Evacuation Timeline, Duty Status and Authorized Entitlements**
- **Every evacuation will be different**
- **Members must qualify under the LEO to receive evacuation allowances**
- **All allowances are based upon standard TDY rules**
- **Any questions regarding entitlements can be directed to the 6th Comptroller Squadron**



# Recap



- GTC is not authorized to protect or prepare homes or personal property
- GTC charges cannot be incurred prior to evacuation order being issued.
- Locality rates apply to designated evacuation areas within LEO travel limits
- Receipts are required for lodging and any charges \$75 or more
- No lodging reimbursement for staying with friends and relatives
- Departure and return day per diem is paid at 75%
- NO entitlement for traveling prior to ordered evacuation

***CHARGE THE STORM...LET'S GO!***



UNCLASS//FOUO



# Questions?

***CHARGE THE STORM...LET'S GO!***