

Hurricane Helene voucher processing appointments are now available, starting **Wednesday, 2 Oct** and ending **Friday, 1 Nov**. Members with special requirements such as a PCS or deployment may request expedited service through the org box: 6cpts.evacuation.customerservice@us.af.mil.

VOUCHER REIMBURSEMENT ELEGIBILITY:

Per the Limited Evacuation Order, personnel assigned to MacDill AFB and evacuated from one of the below zones and via are eligible to file a voucher.

MacDill AFB: Zone A
Hillsborough: Zone A
Pinellas: Zone A
Pasco: Zone A
Hernando: Zone A/B/C
Manatee: Zone A
Sarasota: Zone A
Citrus: Zone A

VOUCHER REIMBURSEMENT FILING DETERMINATION (DTS vs. Manual Voucher)

1. Defense Trave System (DTS)

If you are you a single Airman **OR** have dependents enrolled in DEERs that did **NOT** evacuate with you, DTS will be utilized to submit your voucher. No appointment required.

Navigate to [Hurricane Evacuation Authorization DTS Guide](#) for a step-by-step guide on how to file your DTS voucher. **DO NOT INPUT INTO DTS BEFORE 2 OCT 24.**

If you do not meet the above criteria, then you will be filing a manual voucher in person.

If you received a cash advance, then you will be filing a manual voucher in person.

2. Filing Manual Voucher:

Utilize the following link to schedule appointments: <https://hurricanevoucherappointments.as.me>

- Appointments will be 30 minutes and held at the 6th Comptroller Squadron, Building 147 (2610 Pink Flamingo).
- Dependents can file the voucher if the military member is unavailable.
- Appointments begin 2-Oct-2024 and ends 1-Nov-2024.
- Hours of Operations: Monday – Friday, 0730 – 1630.
- Required documentation at appointment:
 - Itemized hotel receipt with a zero balance and/or stating “paid,”
 - Commander or Commander Designated Representative signed certification roster provided by members unit.

Additionally, bank account information is required for non-Active-Duty Air Force or Active Guard Reserve:

- Routing number
- Account number
- Type of account (Checking or Savings)
- Name on the account

Failure to provide all supporting documentation may result in rescheduling your appointment and a delay in payment.

Documents can be found under Hurricane Evacuation Allowances and Entitlements - <https://www.macdill.af.mil/Hurricane-Information/> to include examples of how to complete each form. Simply click on link and scroll to "*Hurricane Evacuation Allowances and Entitlements.*"