

MACDILL AIR FORCE BASE, Fla. -- The 2023 Atlantic hurricane season officially began on **June 1, 2023**, and will end on **November 30, 2023**. It is vital to ensure you and your family are prepared in case of a hurricane, flooding, or mandatory evacuation. For more details, please visit: <https://www.macdill.af.mil/Hurricane-Information/> Helpful general information and answers to frequently asked questions are included below for your quick reference:

IN CASE OF A MANDATORY EVACUATION ORDER FROM THE INSTALLATION COMMANDER:

Mileage:

- Reimbursement is limited to one round-trip from your residence to your evacuation location.
- Annotate the number of miles driven on your travel voucher (block 15 f.) by tracking your vehicle's odometer.
- The number of Personally Owned Vehicles (POV) for which mileage may be reimbursed is limited to the number of eligible drivers on the reimbursement claim.
- Mileage reimbursement is based on the TDY rate of \$0.625 per mile.

Lodging:

- The daily lodging reimbursement amount may not exceed the maximum lodging rate at the approved evacuation location; Check <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm> for these rates.
- Lodging receipts are mandatory for reimbursement claims.
- Lodging reimbursement is not permitted if you stay with friends and/or family (even if you pay them for your stay).

Per Diem:

- For the first 30 days of an ordered evacuation, each dependent 12 years of age and older is authorized a safe haven evacuation allowance limited to the full locality per diem rate and each dependent under 12 years of age is authorized a safe haven evacuation allowance limited to 50 percent of the locality per diem rate.
- A lodging receipt is required for reimbursement of lodging expenses. No itemization or receipts are required for Meals and Incidental Expenses (M&IE).
- Beginning on the 31st day of an ordered evacuation, the safe haven evacuation allowance is authorized for up to 60 percent of the locality per diem rate for each dependent 12 years of age or older and authorized for up to 30 percent of the locality per diem rate for each dependent under 12 years of age.

GTC:

- Use of the Government Travel Card (GTC) is MANDATORY and authorized for all reimbursable expenses.

Filing Travel Voucher:

- Items Required to File Travel Voucher: EVAC Orders, ID card, Bank Account information, Receipts (lodging and expenses over \$75.00), and DD Form 1351 for cash advances (if applicable).
- Finance will provide additional guidance upon return from evacuation regarding any additional voucher processing requirements and procedures.

FREQUENTLY ASKED QUESTIONS

Q: Can we stay at Airbnb, VRBO, or other similar lodgings?

A: Yes. Unconventional lodging is authorized at rates not to exceed locality entitlements. Keep your receipts!

Q: How much can I spend on lodging?

A: In accordance with the Joint Travel Regulation (JTR) Chapter 6, 060205, Table 6-17, and 060205, 7c Paragraph 1, military members/Department of Defense (DoD) civilian employees are paid up to the maximum lodging amount allowed in the JTR. For the first 30 days, dependents 12 years of age and older may receive up to 100% of the member/employee rate, and dependents under 12 years of age receive 50% of the member/employee rate. The total amount paid to dependents cannot exceed 450% of the member/employee rate.

- The daily lodging reimbursement amount may not exceed the maximum lodging rate at the approved evacuation location; Check <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm> for these rates.

Q: What Evacuation Zone is MacDill AFB?

A: MacDill AFB is located in Hillsborough County Zone A.

Q: How do I know when to return from an evacuation and when to return to work?

A: If you are a military member or DoD civilian employee, your chain of command will contact you when it is time to return from an evacuation and return to work. Keep in touch with your supervisor during the evacuation to make sure you receive the most current information. Please check <http://www.macdill.af.mil> and our Facebook page <https://www.facebook.com/MacDillAirForceBase/> for updates.

Q: Do evacuation reimbursement entitlements apply to retired members?

A: No. We encourage retirees to evacuate based on their local counties' guidance. However, no reimbursement is authorized for associated expenses.

Q: What is MacDill AFB policy for distance of Safe Haven?

A: Three hundred fifty (350) miles. However, this radius can be adjusted based on Installation Commander guidance.

Q: What supplies should I have to prepare for an evacuation?

A: After an emergency, you may need to survive on your own for several days. Being prepared means having your own independent food, water and other supplies to use during this time.

1. Water: One gallon per person, per day (3-day supply for evacuation, 2-week supply for home)
2. Food: Non-perishable, easy-to-prepare items (3-day supply for evacuation, 2-week supply for home)
3. Flashlight
4. Battery-powered or hand-crank radio (NOAA Weather Radio, if possible)
5. Extra batteries
6. First aid kit
7. Medications (7-day supply) and medical items
8. Multi-purpose tool
9. Sanitation and personal hygiene items
10. Copies of personal documents (medication list and pertinent medical information, proof of address, deed/lease to home, passports, birth certificates, insurance policies)
11. Cell phone with chargers
12. Family and emergency contact information
13. Extra cash
14. Emergency blanket
15. Maps of the area and travel routes

Q: What should I do to prepare for an evacuation?

A: Before an emergency happens, be sure to sit down with your family and decide how you will stay in contact with each other, where you will go, and what you will do in an emergency. Write down where your family spends the most time, such as work, school, and other places you frequent. Schools, daycare providers, workplaces, and apartment buildings should all have site-specific emergency plans that you and your family need to know about. Additionally, your family plan should address the following:

- Detailed Escape Routes and Directions
- Family Communications (phone, text, email, etc. contact information)
- Utility Shut-Off and Safety (locations, tools, methods)
- Insurance and Vital Records (original documents and copies)
- The Elderly and People with Special Needs (locations, medical/physical needs, etc.)
- Safety Skills (first aid, CPR, condition-specific treatments and considerations)
- Caring for Animals (food, supplies, medication, evacuation locations that accept pets) **Reminder: there is no evacuation reimbursement for pet fees of any kind.
- Assemble an Emergency Supply Kit (first aid, survival, additional condition/location-specific supplies)

Q: Why do the MacDill KC-135s leave before (sometimes instead of) personnel?

A: The evacuation criteria for the KC-135 aircraft are much more sensitive than the evacuation criteria for personnel—the jets are more fragile in hazardous wind conditions. Well in advance of crosswinds exceeding

25 knots, our KC-135s must evacuate or else the aircraft will be grounded, negatively impacting mission readiness and exposing the Air Force to potential loss of \$5 billion in assets.

Q: How do I know what location is good to evacuate to?

A: It's important to plan a primary evacuation location early and to also identify alternate evacuation locations. You do not need to travel hundreds of miles; but be sure to evacuate inland away from the coast and away from flood-prone areas. As a tip, when in doubt: **Hide from the wind, Run from the water.**

Q: How do I know what evacuation zone I am in?

A: Flood zones and evacuation zones are different. Flood zones are areas mapped by FEMA for use in the National Flood Insurance Program. Evacuation zones are based on hurricane storm surge zones determined by the National Hurricane Center using ground elevation and the area's vulnerability to storm surge. A home may be located in a non-evacuation zone but still be located in a flood zone because of a nearby stream or pond. Residents must check both zones. [Flood zone finder](#) [Evacuation zone finder](#)

Q: May I evacuate if I live in an evacuation zone not covered by the evacuation order?

A: Yes, you may evacuate if you live in a zone not covered by an evacuation order, but you will not be entitled to reimbursement under the Joint Travel Regulation unless the evacuation order specifies your evacuation zone. You must keep your Command informed of your location. If you are deemed essential personnel, you may be required to remain in the local area to assist with operations.

Q: How will I receive the most up-to-date evacuation information?

A: MacDill social media is the best place to find up-to-date information on hurricane evacuations.

Facebook: <https://www.facebook.com/MacDillAirForceBase/>

Twitter: https://twitter.com/MacDill_AFB

Website: <https://www.macdill.af.mil/>

Hurricane Information website: <https://www.macdill.af.mil/Hurricane-Information/>