



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. The 6 CPTS will process travel advances based on the exception memorandum upon issuance of an official evacuation order.

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.

Final Settlement Vouchers: Final vouchers are filed with 6 CPTS upon return to MacDill AFB for all military, DoD Civilians, and dependents of AF military and DoD Civilians. Military Dependents of Army, Navy, USMC, or Coast Guard must file their final settlement travel voucher through the respective service branch finance office.

Personnel must file their travel vouchers within 5 duty days of return from evacuation.

Travel Voucher Processing Center for each Category (Safe Haven only)							
Categories Processing Center	AD Military	DoD Civilian(s)/ Dependent(s)	AF Dependent(s)	Army Personnel & Dependent(s)	Navy Personnel & Dependent(s)	Marine Personnel & Dependent(s)	Coast Guard Personnel & Dependent(s)
6 CPTS	X	X	X				
Army Finance				X			
Navy Finance					X		
MARCENT Finance						X	
St. Pete (USCG) Finance							X

NOTE: The Evacuation Order, issued by the 6 AMW Commander, will provide specific instructions with fund cites and travel restrictions [if any].



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