

Hurricane Michael Evacuation Allowances



Purpose: The following information is provided to military and civilian members affected by Hurricane Michael. For more finance information, please contact the nearest installation. For further hurricane assistance and other resources, to include contact numbers, visit www.afpc.af.mil/hurricane.

Evacuation - TDY Travel Allowances

Reference JTR Chapter 6

Safe Haven Allowances

- Military members are considered on TDY status for travel allowances
- Dependents of Service members, civilian employees, and dependents of civilian employees are authorized the following:
 - Per Diem (First 30 days)
 - 12 years and older – 100% based on location (locality rate)
 - Under 12 years old – 50%
 - Lodging
 - Actual expense (including multiple rooms) not to exceed the percentage of the locality lodging max based on the number of family members and their ages
 - No lodging reimbursement is authorized if a dependent stays with a friend or relative while at a safe haven, whether or not any lodging payment is made to the friend or relative
 - Dependents 12 and older – 100% of locality rate
 - Dependents under 12 – 50% of locality rate
 - Lodging taxes are miscellaneous expenses (does not count towards max lodging amount)
 - Must retain **all lodging receipts** for turn in with voucher
 - Mileage is limited to designated radius, based on the evacuation order
- If dependents evacuated outside of designated radius, rates are based on **Standard CONUS rates**
 - Per Diem (Days 31 – 180)
 - Dependents 12 and older – 60% of locality rate
 - Dependents under 12 – 30% of locality rate
 - Lodging
 - Actual expense (including multiple rooms) not to exceed the percentage of the locality lodging max based on the number of family members and their ages.
 - No lodging reimbursement is authorized if a dependent stays with a friend or relative while at a safe haven, whether or not any lodging payment is made to the friend or relative
 - Dependents 12 and older – 60% of locality rate
 - Dependents under 12 – 30% of locality rate
 - Lodging taxes are miscellaneous expenses (does not count towards max lodging amount)
 - Must retain **all lodging receipts** for turn in with voucher
 - Mileage
 - Authorized mileage for one round trip. Travel to safe haven and return to base upon recall
 - Mileage reimbursement is based on odometer reading or Defense Table of Official Distance (DTOD) claimed by the traveler on the voucher, paid at the TDY mileage rate

Evacuation Order Terminated

If evacuation is terminated or dependents are directed to a designated place, allowances terminate as follows:

- Safe haven evacuation allowances stop on the day that transportation is first made available to a dependent

- If dependent converts safe haven to designated place
 - The reduced rate continues until 2400 hours on the day the dependent occupies a permanent residence or on the 30th day after the dependent selects the designated place
 - If dependents travel to designated location, safe haven allowances continue at the designated place for up to 30 days while establishing a permanent residence

Evacuation - PCS Travel Allowances

Reference JTR Chapter 5, 051201- 051205

PCS Orders Issued

- PCS travel allowances apply
- Impact on evacuation allowances
 - Dependent travel and transportation allowances (authorized departure point) must be included in the PCS travel order or amendments produced.
 - PCS travel and transportation allowances may be authorized for the member to a designated place or safe haven, as applicable, when the service member is ordered on a PCS from a PDS where dependents were evacuated.
 - Member may be authorized or approved to travel to the designated place or safe haven when he or she must assist in the transportation of a dependent.
- Members should ensure any additional authorizations are included on PCS orders prior to being published to prevent the need for amendments.
- For more information, visit https://www.defensetravel.dod.mil/Docs/CONUS_Evacuation.pdf or [HQ AFIMSC SharePoint](#).

Direct Installation Support - Advances

- Government Travel Card (GTC) use is mandatory
 - Credit limits have been increased to \$20K and cash advance limits increased to \$5K
 - Cash advance fees are not reimbursable, these are included in daily incidentals
 - Due to the length of the evacuation, cardholders under the Tyndall AFB hierarchy have been activated and placed in Mission Critical status for 120 days (expiring 9 Feb 2019)
 - Member is responsible for all charges made to GTC
- Non-GTC cardholders may request an advance of \$1K at the nearest installation for financial assistance and support. EFT payments are the recommended method of payment. All advances must be claimed on travel voucher

Evacuation – Military Pay

While in an evacuation status, the member is receiving per diem to cover lodging and meals.

Personnel Living In Privatized Housing

- Allotments are handled by the contractor. If the determination is made that housing being leased is unsafe to live in, the housing management contractor will work with the occupants. (See "Privatized Housing")

Dorm Members

- BAH does not accrue unless the ordering official (e.g., installation commander) terminates assignment to quarters. In those cases, BAH begins at the "with or without" dependent rate for the

PDS and continues until the commander rescinds the termination order, or dependents are moved to a designated place.

- BAS (meal deductions) if the member is on TDY orders for the evacuation then meal deductions are stopped for the TDY period. Upon return to the base, the installation commander will determine if the dining facility can operate and make a decision to reinstate meal deductions.

NAF Employees Payroll Reimbursement

AFIMSC/IZ, RM and JA researched the fiscal legal authority to reimburse NAFIs for storm-related evacuation employee salary costs, and it was determined APFs are authorized and may be used when available. This includes evacuation payments, evacuation transportation to and from safe-haven locations, and per diem and subsistence allowances for employees ordered to evacuate by the commanding officer or other DoD authority. Based on the legal review, it was determined that "evacuation payments" includes the wages paid to NAF personnel when in Administrative Leave status due to an Evacuation Order and shall be paid on the employee's regular pay days when feasible.

AFIMSC/IZ POC: Mr. Bensen, Michael S. GS-15, AFIMSC/IZ, michael.bensen@us.af.mil, DSN: 969-0312 and Commercial: (210) 395-0312.

AFSVA POC: Mr. Hildebrandt, Daniel M. GS-13, daniel.hildebrandt.2@us.af.mil, DSN 969-7254 and Commercial (210) 395-7254.

Private Insurance Claims

Members are reminded that they acknowledged in their lease agreement with Balfour Beatty that they are responsible for obtaining and maintaining private insurance coverage (Balfour Beatty is not responsible for loss or damage to personal property). Residents must first file a claim with their private insurance carrier before filing a personal property claim with the Air Force. Members can file a claim with the Air Force if they do not have renter's insurance or if their renter's insurance policy does not cover their total damage. Members can speak with the nearest installation Judge Advocate for further advice.

Privatized Housing

The Air Force Civil Engineer Center Privatized Housing office is working with Balfour Beatty, the privatized housing project owner, to assess the situation and determine the best solution for Airmen and their families, to include terminating leases. More information to follow in an update.