



Hurricane Helene 2024

Photo Credit: Zoom Earth

- A. Be prepared to provide SSNs, Date of birth and date of marriage (if applicable), home address, safe haven address.

## FAQ

### Q. What military regulations provide guidance for evacuation allowances?

A. Joint Travel Regulation (JTR), Chapter 6: Evacuation Travel, is used for military and civilian employees and their dependents.

### Q. Are AirBnB and similar websites authorized for lodging?

A. Yes. For evacuations, AirBnB and similar websites are authorized, but valid receipts for lodging reimbursement are required. Additionally, not all the additional fees that these sites charge are reimbursable.

### Q. What sorts of other expenses are NOT reimbursable?

A. Home preparation expenses, automobile expenses (repair, maintenance, oil etc.), grocery bills, calls, ATM fees for personal credit/debit/ATM cards, or internet/Wi-Fi.

### Q. How long will it take to get reimbursed after submitting my travel claim?

A. Travel claims are processed by DFAS Rome and could take up to 30-60 days to process.

### Q. I am a Service Member that evacuated, how do I process my voucher.

A. Contact your unit to fill voucher through Defense Travel System (DTS).

## TRAVEL VOUCHER PROCESS

**\*\*Required documentation for successful reimbursement\*\***

### Step 1-3: Complete the following forms

1. Evacuation Information Verification Sheet; Parts 1 & 2 ONLY

1. Part 1: Dependent Information
2. Part 2: Bank Information

2. Dependents and Civilians fill out DD Form 1610 with signature in block 18, verifying Civilian and/or dependents evacuated.

3. DD FORM 1351-2 Travel Voucher or Sub voucher, dated May 2011

1. Service Member Dependents: Spouse or eldest dependent complete form
2. Civilians and dependents: Complete form for Civilian and Dependents

### Step 4:

1. Attached Copy of Signed Evacuation Order Granting Authority to Evacuate and Signed Termination of Evacuation Order

2. Attach copy of receipt(s) for any authorized expenses \$75 and over. (Maintain original receipts.)

### Step 5:

Transmitting Your Travel Claim:

1. FEGA Installation Service Support (TBD) *(Recommended)*

-OR-

2. If unable to participate in the FEGA In-Person Travel Voucher Event, please email documents to [usarmy.eisenhower.cyber-coe.mbx.fega-evac-travelclaims@army.mil](mailto:usarmy.eisenhower.cyber-coe.mbx.fega-evac-travelclaims@army.mil) for processing after, **26 October 2024**.

## RESOURCES & REFERENCES

- Military/Civilians: JTR, Chapter 6 Evacuation Travel, <https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/>
- Message: ALARACT—CONUS EVACUATION ENTITLEMENTS (UNCLASS)
- Defense Travel Management Office: <https://www.travel.dod.mil/Travel-Transportation-Rates/Mileage-Rates/>

# HURRICANE EVACUATION FINANCIAL ENTITLEMENTS

6 Oct 2024



### In-person Travel Voucher Processing Event

Nelson Gym (Gym 6), BLDG21713

16 – 26 October 2024

M-F 0800 – 1200; 1300-1600 (Closed 1200-1300 for lunch)

Sat: 0800-1300 or until complete, Sun: Closed

\*Please adhere to the schedule enclosed

## EVACUATION AUTHORIZATION

- Installation Commander is the evacuation authority
- Defense Travel System (DTS) will not be used to create Evacuation Orders. Evacuation Orders will be created by the Installation Commander for distribution through your appropriate chain of command
- Orders identify the minimum and maximum distance of reimbursed travel
- Use of the Government Travel Card (GTC) is authorized
- Members without a GTC & eligible dependents (see Table 1) can receive an advance
- Dependents will need to know their DoD ID prior to receiving the advance
- Travel entitlements are only authorized during the evacuation period

Date	Unit
0900, Wednesday, 16 Oct 24	Army Futures Command, FEGA
1300, Wednesday, 16 Oct 24	HHD, CCoE, Cyber NCOA, 116 <sup>th</sup> MI BDE
Thursday, 17 Oct 24	15 <sup>th</sup> SIG & 7 <sup>th</sup> SIG
Friday, 18 Oct 24	706 <sup>th</sup> MIG & FEGA Garrison
Saturday, 19 Oct 24	DDEAMC & DENTAC
<b>Sunday, 20 Oct 24</b>	<b>CLOSED</b>
Monday, 21 Oct 24	513 <sup>th</sup> MI BDE
Tuesday, 22 Oct 24	ARCYBER (CPB & JFHQ-C)
Wednesday, 23 Oct 24	ARCYBER (Staff and others)
Thursday, 24 Oct 24	782 <sup>nd</sup> MI BN
Friday, 25 Oct 24	Make-Up Day
Saturday, 26 Oct 24	Make-Up Day
<b>Sunday, 27 Oct 24</b>	<b>CLOSED</b>

## ENTITLEMENTS

Who is covered?	
Service Members and Dependents of: Active Duty Personnel Reservist Personnel on Active Duty Air National Guard (ANG) Personnel on Full-Time Duty	YES
Civilian Employees (APF & NAF) & Their Dependents	YES
Authorized Escort for Dependent or Civilian Employee	YES
Contractors	NO
Reservist or ANG Personnel NOT on Active Duty Status	NO

Table 1

### How much will we receive for Lodging, Meals, and Incidentals (M&IE)?

- Lodging reimbursement is based on actual cost not to exceed allowed rate at your Safe Haven Location
- M&IE rates are based on your Safe Haven Location. Find your rate here:  
<https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/>

Meals and Incidentals Expense Allowance (M&IE)			
	Days 1-30		Departure and Return Days
	Day 1-15	Day 16-30	Day 31+
<b>Military</b>	100%	100%	75%
<b>Civilian Employees</b>	100%	60%	75%
<b>Dependents ≥12 YO</b>	100%	60%	75%
<b>Dependents &lt;12 YO</b>	50%	30%	75%

Table 2

### How much will we be reimbursed for driving to my Safe Haven Location?

- Privately Owned Vehicle rate is *\$0.67 per mile*
- Motorcycle rate is *\$0.65 per mile*
- For reimbursement, you must travel the minimum distance indicated on the Evacuation Order
- If the maximum distance authorized on the orders is exceeded, reimbursement is limited only to the authorized amount

## IMPORTANT NOTES

- Save all lodging and travel receipts!
- There is **NO** authorized lodging reimbursement if staying with friends & relatives.
- Pet reimbursements are **NOT** authorized.
- Eligibility for reimbursements will not occur for days not captured by the evacuation orders.
- Travel in-and-around the Safe Haven is NOT reimbursable. Only travel to and from the safe haven is reimbursable.

## RETURNING TO FEGA

- Mass briefings will be scheduled to complete travel vouchers upon return
- Bring all receipts for lodging and/or transportation expenses
- Write down social security numbers, DoD ID numbers, and EFT information to keep it in a safe place if electronic devices are not reliable.
- Other Required Documents
  - Copy of Lodging Receipts
  - Copy of Signed Rental/Lease Agreement (For non-conventional lodging like AirBNB or even campsites.)
  - Copy of Dependent Birth Certificates (if birth was after evacuation order)