Knowing When To Evacuate

Authority to evacuate will be issued by competent DOD/CNIC Authority, such as a Region/Installation Commander, in the form of a mass Evacuation Order Message. The decision of local civil officials to evacuate is not sufficient since civil officials cannot oblige expenditure of DoD funds.

Entitlements are only paid for authorized/ordered evacuations that have been directed by competent DoD authority.

Individual travel orders are not required in order to evacuate. Safety should be your first concern. In most cases, individual travel orders will be issued upon termination of the evacuation, with the exception of those that require a travel advance.

Travel advances may be requested for people that DO NOT have a government travel card. Note that the advance process will not provide immediate funds, therefore, it is best practice to have a few days’ worth of living expenses available in case of evacuation.

For procedures to request advances, as well as other pertinent evacuation information, stay tuned to the social media outlet for your specific region, as well as announcements by your Region or Installation Chain of Command.

Transportation to/at Safe Haven

Travel to/from the PDS to a safe haven is authorized via personal vehicle (POV) at $0.545 cents per mile for the operator only. POV reimbursement is generally limited to two POVs. License plate numbers will be required on all POVs. License plate numbers will be required on all POVs.

Only one safe haven location is authorized. If traveler(s) relocate to another location after arrival at the safe haven location, reimbursement is limited to the safe haven locality rate.

Entitlements at the designated place begins on the day the dependents arrive at or convert their safe haven to a designated place. It ends on the day the dependents first occupy the permanent residence or on the 30th day, whichever is earlier.

Meals and Incidentals

Reimbursement for meals and incidental expenses (M&IE) will be based on the safe haven locality rate or standard CONUS rate (if location is not listed) and calculated based on number of authorized travelers (see entitlement calculation section). Receipts are NOT required.

Government Travel Charge Card

The Department of Defense (DoD) policy is that the Government Travel Charge Card (GTCC) will be used by all DoD personnel (military or civilian) to pay for all costs related to official government travel. The purpose of the GTCC is to serve as the primary payment method for official travel expenses incurred by DoD personnel. Use of the card for expenses not authorized by the JTR is prohibited. Authorized GTCC expenses include lodging, meals, gas, and cash withdrawals during an authorized/ordered evacuation. Split disbursement is
mandatory when settlement voucher(s) are filed and the cardholder is required to make full payment.

**Navy & Marine Corps Relief Society (NMCRS)**

Military only are eligible for NMCRS loans. The member is responsible for direct repayment of a NMCRS loan to NMCRS.

**Post Evacuation**

Once the evacuation has been terminated, travelers are required to immediately return to the PDS. Per Diem will stop on the effective date of the termination message/order. A final voucher is required, regardless of if an advance was received. If an advance(s) was received, the amount already received will be deducted from your final voucher payment. If the advance received exceeds the amount authorized, a debt will be incurred and the traveler will be required to repay the overpaid amount.

Coordinate with your command leadership to determine when mass travel/evacuation claim schedules will be established.

**Required Travel Claim Documents**

- DD FORM 1351-2, MAY 2011 (Travel Voucher)
- DD FORM 1610, MAY 2003 (TDY Order)
- Electronic Funds Transfer (EFT) Information
- Itemized lodging receipts in the traveler’s name
- Receipts for claimed expenses of $75 or more
- Evacuation Lodging Reimbursement Certification form (if claiming lodging)
- Military: Copy of signed NAVPERS 1070/602 (Dependency Application/Record of Emergency Data)

**Note:** Military members will use the Defense Travel System (DTS) to complete their own travel orders (authorizations) and vouchers.

**Important Terms and Definitions**

**Permanent Duty Station (PDS):** The post of duty or official station of a member or an employee’s permanent work assignment location.

**Travelers:** For the purpose of this guide, refers to all persons authorized to travel under the evacuation order from the PDS (active duty military and their dependents, civilian employees and their dependents, and NAFI employees and their dependents).

**Safe Haven:** A temporary location named in the evacuation order/authorization to which travelers are directed to relocate to await a decision by competent authority to either return to the PDS or proceed to a designated place.

**Designated Place (For Evacuation Allowances):** A location selected by evacuated dependents, as the place where they choose to establish a permanent residence when competent authority determines that their return to the PDS should not take place or is not expected to take place in the near future.

**Per Diem:** A daily payment to assist with expenses for lodging, meals and related incidental expenses.

**Note:** Reimbursement will be limited to the safe haven and/or radius specified in the evacuation order. Reimbursement for exceeding the safe haven and/or radius will be limited to the authorized location and the Standard CONUS per diem rate.

**Helpful Links**

- Per Diem Rates Query Tool: [http://www.defensetravel.dod.mil/site/perdiemCalc.cfm](http://www.defensetravel.dod.mil/site/perdiemCalc.cfm)
- Government Travel Card: [https://home.cards.citidirect.com](https://home.cards.citidirect.com)
- Military One Source: [https://www.militaryonesource.mil/](https://www.militaryonesource.mil/)

Information in this pamphlet is general in nature and subject to change. Each traveler’s entitlements are treated separately based on individual circumstances.