

HURRICANE EVACUATION ENTITLEMENTS FAQs

1) How many cars will I be reimbursed for when evacuating?

One car per family member 16 and older listed on the Page 2.

**** LICENSE PLATE NUMBERS WILL BE REQUIRED ON CLAIMS**

2) What is the amount of mileage paid per mile?

.55 cents/mile.

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3) How far am I authorized to go for evacuation?

Evacuation distance is determined by the safe haven location or mile radius authorized by the commanding officer.

4) What is the maximum hotel rate I can receive?

Lodging rate of safe haven location (does not include taxes).

CHECK HERE FOR PER DIEM RATES: <http://www.defensetravel.dod.mil/perdiem/perdiemrates.html>

5) How many hotel rooms am I authorized?

Member is entitled to one room and family members are entitled to a room, based on number of dependants.

6) What are the Meals, Incidentals & Expenses (MI&E) rate per day?

MI&E rates are based on safe haven location. (Each service member/employee and each dependent age 12 and older is entitled to 100% of the MI&E; age 12 and under is 50%).

**** RATES FLUCTUATE WITH THE SEASONS AND LOCATIONS, CHECK HERE FOR PER DIEM RATES**

<http://www.defensetravel.dod.mil/perdiem/perdiemrates.html>

7) What receipts do I need to turn in?

Itemized hotel receipts, (you do not need to provide gas receipts for personally-owned vehicles (POVs), you will be paid a flat mileage rate), and receipts for purchase over \$75.

8) Who will need to file a voucher upon return?

Member will submit vouchers for both member and dependents.

9) Are my spouse and children entitled to MI&E, mileage, hotel room, etc.?

Yes.

10) What can my Government Travel Charge Card (GTCC) be used for?

Use for fuel, food, lodging, rental car, and airline tickets.

Not to be used for: Clothing and leisure items (i.e., Disney World tickets, gifts, souvenirs, etc.)

**** You must be on official TDY orders to use your GTCC! Every transaction will be reviewed by the regional GTCC administrator and unauthorized transactions are punishable by the UCMJ and disciplinary action for Department of the Navy employees.**

11) I am not eligible for a GTCC, can I get a travel advance via DTS or PSD?

Yes, up to 75% of the estimated cost of the evacuation per diem, however, advances are direct deposit only and banking information is required at the time of request. It may take 24-48 hours to post to account and can only be provided at the safe haven.

****A Navy/Marine Corps Relief Society representative will be at the safe haven if you require a loan. (Military only)**

12) If I do get an advance, when do I have to pay it back?

Advances are paid back upon liquidation of the travel claim, if you received less than 75%, there will be no additional payments required. If you were overpaid, you will have to pay the overage after a letter of indebtedness has been issued.

13) Can I get a loan from Navy/Marine Corps Relief Society (NMCRS)?

Yes, but the member is responsible for direct repayment to NMCRS, not via their travel liquidation (Military only).

14) If my personal vehicle breaks down during the evacuation, will I be reimbursed for it by the government?

No.

15) Will I be reimbursed for people who are not listed as dependents?

No, only dependents listed in your Page 2/DEERS will be reimbursed. Also, the government is not responsible for the lodging cost of non-dependent personnel.

16) How long will it take to get reimbursed after submitting my travel claim?

Travel claims are processed at PSD Norfolk and could take up to 30-60 days to process for payment.

17) Is a rental car authorized if I do not own a vehicle?

No, for members that do not have a POV a local travel allowance of \$25 per day will be authorized to assist with unexpected local transportation cost at the evacuation destination.

18) If I stay with a friend or a family member during the evacuation, will I still receive lodging reimbursement?

No, but you will receive MI&E you must provide the exact address of the family member's/friend's residence on the travel claim.

19) Will I be reimbursed for pet fees charged by a hotel?

No.

20) Where will my travel orders come from?

The Financial Management Office will distribute to department heads for dissemination.

21) Will I be reimbursed for phone calls and movies at the hotel?

Only official calls are reimbursable; movies are not reimbursable.

22) Am I required to use my GTCC or can I use my personal credit card?

It is highly recommended to use your GTCC, if you have one, since no interest will be accrued and it's easier to prove expenses used when filing a claim.

23) My spouse has to remain behind, what can I use for funds?

You may request a travel advance from PSD Jacksonville or request a loan from the Navy/Marine Corps Relief Society.

24) Can my spouse use my GTCC?

No, only the member is the authorized user of the GTCC.

25) Where can I get update information regarding the hurricane before, during, and after a hurricane?

There are several places to get up to date information: The service member's or employee's supervisor; the one-call system which will be used to get important voice messages to all military and civilian employees, www.facebook.com/naskeywest, www.twitter.com/naskeywest, www.cnmc.navy.mil/keywest.

26) Are NAF employees issued evacuation orders?

Yes, NAF employees have the same entitlements as APF employees.

27) Are NAF employees entitled to a travel advance?

Yes.

28) How long can I be on evacuation orders?

Evacuation orders are issued based on the commanding officer's authority, but in extreme cases the maximum number of days is 180.

29) What happens after 180 days?

After 180 days military members will receive PCS orders, and civilian employees will receive guidance from HRO on options available.

30) Who authorizes the evacuation safe haven location?

The Authorizing Official (normally the installation commanding officer) will specify the safe haven location and distance.

**** If member goes somewhere other than the safe haven location, all rates and entitlements will max out at the safe haven location entitlement rates.**

**** Do not forget to file your travel claim within five days upon return to duty station.**

**** In extended cases of evacuation, travel claims will be filed every 30 days.**