



CNRSE FINANCIAL FACT SHEET

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CONUS Limited Evacuation

Travel Orders. Travel orders for members and employees and their dependents will be coordinated at the Region level using TWMS data. Orders will be delivered to the Installation Point of Contact (IPOC) electronically for individual distribution to departments and travelers. Members and employees are responsible for ensuring their personal and family data in TWMS & Navy Family Accountability and Assessment System, (NFAAS) is current and accurate. Answers to the questions that follow are targeted toward CNIC/CNRSE personnel. Personnel and dependents associated with installation tenant commands should contact their chain of command for their specific direction and guidance.

Authorized Allowances. See JTR Chapter 6

The following are a list of Frequently Asked Question (FAQs) and answers regarding a limited evacuation:

1. How many cars/private owned conveyance (POC) will I be reimbursed for?

A. One vehicle authorized round-trip from the evacuated residence to the Safe Haven location and return.

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

A. TDY mileage rates apply as established in JTR 2805-C1- as of 1 January 2016 is \$0.54 cents/mile for automobiles. Reimbursement for privately owned conveyance (POC) use is to the vehicle operator and no reimbursement is allowed for passengers.

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

A. Evacuation distance is determined by the Safe Haven location or mile-radius authorized by the evacuation authority. Any travel to other than the Safe Haven location may result in limited reimbursement of travel expenses.

4. What is the maximum hotel rate I may receive?

A. The lodging rate of the Safe Haven location is used to determine lodging reimbursement. Member/employee and each dependent age 12 and older is authorized 100%; age 12 and under is 50%. Rates are reduced after 30 consecutive days at the Safe Haven location. Any travel to other than the Safe Haven location will result in limited reimbursement of lodging at the standard CONUS rate for the Safe Haven Location.

5. Can the Hotel Charge Taxes?

A. The hotel may charge taxes, regardless of any 'tax exempt' status Government Travel Charge Card (GTCC) use may provide in certain states. It is the traveler's responsibility to request tax exemption in certain states and provide the required forms. If taxes are charged, it may be claimed and reimbursed as a separate travel expense.

6. How many hotel rooms are authorized?

A. The number of rooms required is determined by the needs of each family but reimbursement of daily lodging expenses is limited to the authorized rate described in No. 4 above.

7. What will my Meals & Incidental Expense (M&IE) rate per day be?

A. M&IE rates are based on the locality rate of the Safe Haven location. Member/employee and each dependent age 12 and older is authorized 100%; age 12 and under is 50%. Rates are reduced after 30 consecutive days at the Safe Haven location. Any travel to other than the Safe Haven location may result in limited reimbursement of M&IE at the standard CONUS rate. Any travel to other than the safe haven location will result in limited reimbursement of lodging at the standard CONUS rate for the safe haven location.



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

- A. Within five business days after completion of travel, the member/employee will submit a voucher for both, member/employee and their authorized dependents.

9. What receipts do I need to turn in?

- A. Submit with your travel claim receipts for paid itemized lodging, transportation expenses, and receipts for other authorized expenses over \$75.00.

10. Are my spouse and children entitled to M&IE, mileage, hotel room, etc.?

- A. Any eligible evacuee issued an evacuation order is authorized a portion of lodging and M&IE allowance.

11. What expenses may my GTCC be used for?

- A. The GTCC may be used to pay for authorized expenses such as POC fuel, food, and lodging. **Not to be used for:** non-travel related expenses such as clothing and leisure (i.e. Disneyworld tickets, gifts, souvenirs, movies, etc...)

**** You must be on official TDY orders to use your GTCC!**

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

- A. Up to 80% of the estimated cost of the evacuation per diem may be paid in advance; however, advances are via direct deposit only and banking information is required at the time of request. Advance payment requests will be arranged by the sponsor/traveler at the local Personnel Support Detachment (PSD). Advance payments may take 48-72 hours to post to the designated account and will only be provided while at the safe haven location. DTS advances are not paid because evacuation orders are issued outside of DTS.

****Navy/Marine Corps Relief Society is available if you require a loan. (Military only)****

13. If I do get an advance, when do I pay it back?

- A. Advances are re-paid upon liquidation of the travel claim. If an overpayment of advances was made, you will receive a letter of indebtedness with instruction on how to repay the debt.

14. Can I get a loan from Navy & Marine Corps Relief Society (NMCRS)?

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

15. If my personal vehicle breaks down during the evacuation, will I be reimbursed for repairs by the government?

- A. No. The owner/operator is responsible for adequate and proper maintenance of their POC.

16. Will I be reimbursed for all my family members?

- A. For Civilians, only approved dependents listed in your TWMS & Navy Family Accountability and Assessment System, (NFAAS) will be authorized evacuation expenses.

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

- A. Travel claims will be processed at a central Travel Processing Center (TPC) and may take up to 30-60 days to process for payment. The member/employee is responsible for submitting a timely, accurate, and proper travel claim to mitigate any delays in processing.

18. Is a rental car authorized if I do not own a vehicle?

- A. No. A local travel allowance of \$25/day may be authorized to assist with unexpected local transportation needs at the Safe Haven location for a family without a POC.



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

A. No. Only lodging with a receipt from a hotel will be reimbursed. No payments will be made whether or not any lodging payment is made to a friend or relative.

20. Will I be reimbursed for pet fees charged by a hotel?

A. No.

21. Will I be reimbursed for phone calls at the hotel?

A. No, official phone calls are not reimbursable as a separate travel expense on the travel claim.

22. Will I be reimbursed for movies at the hotel?

A. No. Movies are not a necessary travel expenses and are not reimbursable.

23. Am I required to use my GTCC or can I use my personal credit card for evacuation expenses?

A. The DoD policy is that the government-sponsored, contractor-issued travel card should be used to pay for all official travel expenses while on TDY/TAD.

24. Can my dependent/spouse use my GTCC?

A. No. Only the named cardholder is the authorized user of the GTCC.

25. I'm a dependent and my sponsor has to remain behind. What do I use for funds?

A. You may request a travel advance from the local PSD with your evacuation order or request a loan from NMCRS (military dependents only).

26. Are NAFI employees issued evacuation orders?

A. Yes, NAFI employees are funded by the activity/authority which ordered their installation's evacuation.

27. Are NAFI employees authorized a travel advance?

A. NAFI employees may request a travel advance with their evacuation orders in the same manner as civilian employees.

28. How long can I be on evacuation orders?

A. The period of evacuation orders are determined by the event and issued based on the Commanding Officer's authority but in extreme cases will not exceed 180 days.

29. Who determines the evacuation Safe Haven location?

A. The authorizing official (normally the installation Commanding Officer) will specify the Safe Haven location and authorized travel distance.

30. Will I be reimbursed by the government for evacuation expenses if the county or local government orders an evacuation of my area?

A. No. The decision of local civil officials is not sufficient for reimbursement. The appropriate military official, normally the installation Commanding Officer, must authorize/order an evacuation, as local civil officials cannot obligate the expenditure of DoD funds.

31. Where can I get updated information regarding a hurricane evacuation before, during, and after the event?

A. Stay in-tune with your local chain-of-command. Your chain-of-command will provide your installation mustering contact number and may also provide a Command Info Line with important voice messages to all local military and civilian employees and their dependents. Additionally a toll-free hurricane hotline will be published on the evacuation travel order as well as the Southeast Region Operations Center contact number.

