**HURRICANE EVACUATION FAQs**

 **September 11, 2017**

## How many cars will I be reimbursed for when evacuating?

 One car per family member 16 and older. **\*\* *LICENSE PLATE NUMBERS WILL BE REQUIRED ON CLAIMS\*\****

1. **What is the amount of mileage paid per mile?**

 .55 cents/mile.

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

1. **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.

## 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/site/perdiemCalc.cfm>

## 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 dependents.

## 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%).

 CHECK HERE FOR MI&E RATES: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

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

1. **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.

## Who will need to file a voucher upon return?

Member will submit vouchers for both member and dependents.

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

Yes.

## 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., Entertainment 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.***

1. **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)\*\****

1. **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 that 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.

## 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).

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

No.

## 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.

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

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

## 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.

## 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.

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

No.

## Where will my travel orders come from?

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

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

Only official calls are reimbursable; movies are not reimbursable.

## 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.

## 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.

## Can my spouse use my GTCC?

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

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

For the most up-to-date information, please visit DCMA’s Hurricane Irma information page at <https://360.dcma.mil/SitePages/Emergency_Notice.aspx>. You may also email DCMA’s Hurricane Irma POCs at irma@dcma.mil.

## How long can I be on evacuation orders?

Evacuation orders are issued based on the Agency Director or local Commander’s authority, but in extreme cases the maximum number of days is 180.

## What happens after 180 days?

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

## Who authorizes the evacuation safe haven location?

The Agency Director or local Commander will specify the safe haven location and distance.

1. **I am a civilian employee. What is my duty status while I am being evacuated?**

While an evacuation order is in effect, all employees impacted by the evacuation are prevented from performing their regular duties. These employees should normally be granted administrative leave. However, granting administrative leave is at the discretion of the Commander so contact your chain of command to determine your actual duty status during a particular period of time.

Once an evacuation order is no longer in effect, local Commanders or their designees will follow the “DCMA Administrative Leave Guidance for Closure Due to Inclement Weather or other Emergency Conditions.”

Please direct questions to the Labor Employee Relations Inbox, Labor.EmployeeRelations@dcma.mil or contact your servicing LER Specialist for assistance and guidance on appropriate duty status for individual situations.

1. **I am impacted by Hurricane Irma and I need help dealing with this disaster. Is there anyone besides my supervisor who can help me deal with this and identify resources that I need in the aftermath?**The disruption and loss caused by natural disasters, such as extreme weather—intense hurricanes, tornadoes, flooding, etc.—can be overwhelming. The DCMA Employee Assistance Program (EAP) is available to help.

EAP counseling services are available for those dealing with the emotional aftermath of natural disasters. The EAP provides 24/7 confidential assessment, referral, and short-term consultation for any personal concern, including: stress, grief, legal, financial and more.

Contact the EAP today at 1-800-222-0364 for assistance. Hurricane specific information can be found on the agency 360 page at <https://360.dcma.mil/SitePages/Emergency_Notice.aspx>.

# Note:

# 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.

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