



Non-Combatant Evacuation Operations “Waldo Canyon Fire” Quick Reference Guide for Army Personnel and DA Civilians

Version 1

29 June 2012

Prepared by

Fort Carson Defense Military Pay Office

TABLE OF CONTENTS

1. Introduction	page 3
2. Evacuation Order	page 4
3. My Home Has Sustained Damaged, What Should I Do?	page 9
4. Evacuation Fact Sheet	page 10
5. General Reminders	page 12
6. Allowances	page 13
7. Changing Safe Haven Location	page 17
8. Travel Voucher Claims	page 18
9. Frequently Asked Questions	page 20
10. Example DD Form 1610—Military Personnel	page 21
11. Example DD Form 1610—Military Dependents	page 22
12. Example DD Form 1610—Civilian Employee	page 23
13. Example DD Form 1610—Civilian Dependent	page 24
14. Example DD Form 1351-2 —Military Personnel	page 25
15. Example DD Form 1351-2 —Military Dependents	page 26
16. Evacuation Information Verification Sheet	page 27
17. PCS Travel Advance Request Form	page 28
18. Acronyms	page 29
19. References	page 30

INTRODUCTION

The purpose of this guide is to provide basic information to a Uniformed Service member dependent (s) and a Department of Defense (DoD) civilian employee/dependent (s) so they may be aware of procedures during and after evacuation. No two evacuations are exactly alike, but the information in this guide provides basic tools that can be modified for local and specific use.

This guidebook addresses allowances authorized in the Joint Federal Travel Regulations, Volume 1 (JFTR) Chapter 6 for Uniformed Service member dependents and the Joint Travel Regulations, Volume 2 (JTR) Chapter 6 for DoD civilian employees/dependents. Unlike Uniformed Service members, a DoD civilian employee can also be evacuated.

Suggestions from families, military members, and civilian employees to improve this guide for everyone are always welcome.

Any conflict between this guide and JFTR, Volume 1 and JTR, Volume 2 is resolved based on the JFTR/JTR and not this guide.

EVACUATION OF FORT CARSON MILITARY/CIVILIAN PERSONNEL

The following packet provides information concerning the evacuation order issued by the Installation Commander on 28 June 2012. Active Duty Personnel must be placed on TDY status if they are subject to the Installation Commander's evacuation order. Normal TDY allowances apply to these Soldiers. DoD Civilians, their dependents, and the dependents of Active Duty Soldiers should consult Item 2 for an explanation of their entitlements.

If you have any questions concerning this packet please contact Fort Carson Legal Assistance at (719) 526-5572.

Item 1: Military Evacuation Order issued by MG Joseph Anderson

Item 2: Explanation of evacuee entitlements IAW Joint Federal Travel Regulations

Item 3: Insurance guidance and legal assistance contact information.



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
4th INFANTRY DIVISION AND FORT CARSON
6105 WETZEL AVENUE BLDG 1435
FORT CARSON, COLORADO 80913

AFYB-CG

29 June 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Limited Evacuation Order (Waldo Canyon Fire)

1. References.

- a. Joint Federal Travel Regulations, Vol. 1, (Uniformed Personnel), Change 297
- b. Joint Travel Regulations, Vol. 2, (Department of Defense Civilian Personnel), Change 551

2. I am becoming increasingly concerned by the size of the Waldo Canyon fire that has evacuated several El Paso/Teller county communities and closed Highway 24. While state and Federal government agencies have mobilized to respond to this disaster we must remain vigilant and prepare for contingencies should the fire continue to spread.

3. As Installation Commander, on 28 June 2012, under the authority of JFTR, para. U6051-B and JTR, para. C6010-B, I issued a vocal evacuation order. That order directed all Soldiers, DoD civilian employees and their respective dependents to evacuate their off-post quarters if they are ordered to do so by civilian authorities due to the Waldo Canyon Fire. That order remains in effect until revoked or for 180 days, whichever is sooner. This memorandum serves as a confirmatory written order IAW JFTR, para. U6050-D.

4. I am directing Organizational Commanders to place any Soldier who is subject to this order on Temporary Duty Status (TDY) as of the date of my vocal order IAW JFTR, para. U6050-A. These Soldiers' primary place of duty will be the safe haven they select within the safe haven zone as defined below. Normal TDY per diem allowances will apply while any Soldier remains in an evacuated TDY status.

a. Safe Haven. Any Soldier, civilian employee, or dependent who is subject to this order will proceed to the nearest available accommodations located outside the mandatory evacuation zones but within a 100 mile radius of the Zip Code of 80913.

b. Soldiers will receive normal TDY allowances. Soldiers' dependents, civilian employees and their dependents who are subject to this order and who obtain temporary lodging within this safe haven zone will receive DoD evacuation entitlements IAW JFTR and JTR, Chapter 6. In

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SUBJECT: Limited Evacuation Order (Waldo Canyon Fire)

order to receive full entitlements, refuge must be sought within the safe haven zone. Such entitlements are effective as of the date of my vocal order: 28 June 2012.

5. All Soldiers and Department of Defense civilian employees must report the exact location within the safe haven zone to which they have evacuated to their chain of command.

6. Fund Cites for evacuation entitlements are as follows:

a. Dependents of Army Officers: 212 2010.0000 01-1100 5X10.0000 21T1/21T2 1741MP
PACS S12120

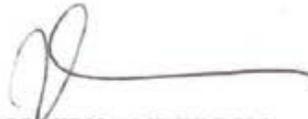
b. Dependents of Army Enlisted Personnel: 212 2010.0000 01-1100 P5X20 21T1/21T2
MP1624PACS S12120

c. Department of Army civilian employees and dependents:

i. 212 2020 22-2010 P11309810000 XXXNNNN12 VHUR RAXV S23185

ii. X=First 3 letters of last name; N=Last 4 digits of SSN.

7. Point of contact for this memorandum is the Division Chief of Staff at (719) 503-005.



JOSEPH ANDERSON
MAJOR GENERAL, USA
Commanding

DISTRIBUTION: A

EVACUATION OF FORT CARSON MILITARY/CIVILIAN PERSONNEL

The Fort Carson Installation Commander issued an evacuation order on 28 June 2012. That order directed all Soldiers, Soldiers' dependents, DoD civilian employees and their dependents to evacuate their off-post quarters if they are ordered to do so by civilian authorities due to the Waldo Canyon Fire.

EVACUEE ENTITLEMENTS

All evacuees were directed to proceed to a shelter (at no cost) or temporary lodging (reimbursable) within the safe haven zone defined as within a 100 mile radius of the Zip Code 80913, Fort Carson, CO.

Mileage entitlements will only be paid for the distance from the evacuated residence to the temporary lodging, and return, at a rate of \$.555 a mile.

Military Personnel: All personnel subject to the Installation Commander's evacuation order should be placed on Temporary Duty Status (TDY) as of 28 June 2012. Military personnel subject to the Installation Commander's order will receive normal TDY per diem allowances. These can be found on the Defense Travel Management Office website at <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>.

Military Dependents:

Lodging: The maximum lodging reimbursement for a dependent family is the actual total daily lodging cost the family incurs up to the sum of the daily lodging per diem allowance for each individual at the safe haven site. If an evacuated dependent stays with friends or relatives while at a safe haven, no cost for lodging is allowed, whether or not any payment for lodging is made to the friend or relative.

Meals and Incidentals: Meals and incidentals are based on the M&IE per diem rate for the safe haven location. These rates can be found at the Defense Travel Management Office website mentioned above. Every military dependent aged 12 and over is authorized 100 percent of that rate per day. Every military dependent under the age of 12 is authorized 50 percent of that rate per day. The availability and/or use of a government dining facility, regardless of whether the dependent is charged, has no effect on the authorization to receive the M&IE per diem. However, for Active Duty Military, normal TDY regulations apply; if meals are provided, M&IE entitlements may be reduced.

In and Around Transportation: When a dependent is unable to drive a POC to the safe haven location, a local travel allowance at the rate of \$25/day per family is authorized to partially offset expenses incurred for local travel.

On travel days (day evacuated and day of return), the reimbursable rate is 75% of the above.

Civilian Employees and their dependents:

Lodging: The maximum lodging reimbursement for a single evacuee is the actual total daily lodging cost up to the daily lodging per diem allowance provided by the Defense Travel Management Office website mentioned above. If the evacuee is accompanied by up to four other dependents, the maximum lodging reimbursement is the actual total daily lodging cost up to 150 percent of the daily lodging per diem allowance.

Meals and Incidentals: Meals and incidentals are based on the M&IE per diem rate for the safe haven location. These rates can be found at the Defense Travel Management Office website mentioned above. Every evacuee aged 18 and over is authorized 100 percent of that rate per day. Every evacuee under the age of 18 is authorized 50 percent of that rate per day.

My home has sustained damage, what do I do?

It is important that you contact your renters/homeowners insurance carrier as soon as possible. You need to inform your carrier that you are the victim of a natural disaster; many carriers have expedited processes for such victims. Keep in mind that insurance policies vary greatly. While most policies insure against loss due to fire, some policies may also cover costs associated with evacuations. Contact your carrier to determine the details of your coverage. Below are the contact numbers for several of the most common insurance carriers in the Pikes Peak region.

The Colorado Bar Association is offering free legal assistance for victims of the Waldo Canyon fire. Call 1-800-332-6736 and you will be contacted by an attorney within 48 hours. The association said the number is for legal questions only, including property loss, filing insurance claims, landlord-tenant issues and replacing wills, not general fire questions.

The El Paso County Bar Association will host Ask-A-Lawyer for fire victims July 14 from 10 a.m. to noon in the food court upper level at the Citadel mall. The bar association will also host Call-A-Lawyer from 5 to 7 p.m. July 19 on KKTV Channel 11. The call-in number for Call-A-Lawyer is 719-457-8211.

The Fort Carson Legal Assistance Office is available to all Active Duty Soldiers, retirees, and dependents. For assistance please contact the office at (719) 526-5572.

USAA: (719) 533-8222

Allstate: 1-800-255-7828

METLife: 1-800-422-4272

Progressive: (719) 432-2865

-Agent Heather (719) 432-2865

State Farm: 1-800-324-0704

American Family: 1-800-692-6326

GMAC: 1-800-468-3466

SAFECO: 1-800-332-3226

Dairy Land: 1-800-833-2244

Esurance: 1-866-924-9969

Nationwide: 1-800-421-3535

Liberty Mutual: 1-800-790-8844

Farmers: 1-800-790-8844

-Agent Kelli (719) 570-3006 or Cell (719) 210-7832

Viking: 1-800-325-9559

Hartford: 1-866-574-4833

GEICO: 1-800-841-2964



DEFENSE FINANCE AND ACCOUNTING SERVICE

DEFENSE MILITARY PAY OFFICE
BUILDING 1220, EVANS STREET
FORT CARSON, CO 80913

EVACUATION FACT SHEET

ENTITLEMENTS

Evacuation entitlements for all Military/Civilian and family members can be found in the Joint Federal Travel Regulation (JFTR), chapter 6, part B. Below is an explanation of these entitlements, but you can also look on-line for more details. The sponsor's Military service funds the evacuation allowances for Soldiers and their families.

Entitlements for DoD civilian family members are listed in the Joint Travel Regulation (JTR), chapter 6, parts A and D. These rules/entitlements are similar to those of Soldiers, but are funded by the civilian sponsor's parent office with DoD.

Mileage entitlement will only be paid for the distance from evacuated residence to safe haven and return at a rate of .555 cents per mile. If personnel choose to stay at a location other than the safe haven location; they will not be reimbursed for the lodging or additional mileage costs.

On travel days (day evacuated and day of return), the reimbursable rate is 75% of the below rates.

PER DIEM – MILITARY (per JFTR, Vol 1, Chapter 6) PER DIEM – CIVILIANS (Ref JTR, Chapter 6, A & D)

Per Diem allowances for military members/Civilians and their dependents while in a safe haven status are based on the Lodging-Plus System which provides a fixed amount for meals and incidental expenses (M&IE) and reimburses actual lodging costs up to a specified maximum amount. The applicable maximum per diem allowance is the rate prescribed for the safe haven location and depends on the age of the family members. For the Colorado Springs/Ft. Carson area: Lodging \$83; M&IE \$66.

Example Family and safe haven location: (real dollar amounts depend on actual location)

Family Members: Military/Civilian Member, Spouse, 14 year old and 9 year old

Per Diem rate: Lodging \$83 per day and M&IE 66

Family gets hotel suite for daily rate of \$175.00

1. For the first 30 days, beginning upon arrival at the safe haven, each family member 12 years of age and older will receive 100% of the fixed amount for M&IE and reimbursed for actual lodging costs not to exceed the maximum amount allowed in the safe haven per diem rate. Each safe haven member under 12 years of age will receive up to 50% of that rate.

For lodging the Service member in our example family is entitled to \$83, spouse \$83 per day, first child \$83, and second child \$41.50 per day which equals \$290.50 per day, but that is more than what they are paying for the hotel room. Therefore, the family will be reimbursed for the actual cost of the lodging which is \$175 per day.

For M&IE, Service member, spouse, and first child will receive \$66 each, and the second child will receive \$33.

2. Beginning on the 31st day after the family arrives at their safe haven location and not to exceed 149 additional days, the amount allowed for lodging and M&IE (as described above) is reduced to 60% for dependents 12 years of age and older and 30% for those under 12 years of age.

Please note the following:

3. It is recommended that families NOT sign any contractual agreement for lodging while on evacuation status. When the evacuation is lifted the family may not be able to be released from the contract and may therefore be responsible for any remaining fees, deposits, and/or charges on the contract.
4. The lodging allowance is forfeited if the evacuated family resides with family or friends.
5. Receipts for lodging are required.

ITEMS REQUIRED WHEN FILING TRAVEL VOUCHER:

- a. DD form 1351-2
- b. DD form 1610 (Orders)
- c. Lodging receipts

E-mail vouchers to DFAS-Rome at DRO-NEO@dfas.mil.

General Reminders

1. Keep all lodging receipts (hotel bill, apartment rent, etc.) and receipts associated with lodging (electric bill, phone/cable hook-up charges, etc.)
2. If you are a dependent of a military member and realize that a situation has occurred in which the reduced safe haven evacuation allowance does not cover the additional costs involved in maintaining specific dependent(s) at the safe haven (i.e., the additional expenses for lodging, meals, and IE exceed the reduced rate amount); the specific dependent(s) receiving the safe haven evacuation allowances, or the individual receiving the safe haven evacuation allowances on the dependent(s)' behalf, may forward a request through the paying disbursing or finance office to the PDTATAC, requesting an increased safe haven evacuation allowance rate. Contact your Family Separation Representative (FSR) for assistance in the processing the request. Requests must contain the actual daily cost figures for lodging, meals, and IE. The finance or disbursing office should add any pertinent information concerning the request, make appropriate recommendations, and forward the request to PDTATAC. The request should be mailed to:

Per Diem, Travel and Transportation Allowance Committee

ATTN: Evacuation Allowances

4601 North Fairfax Drive, Suite 800

Arlington, VA 22203-1546

3. To help offset direct added expenses that are incurred by the evacuee as a result of an evacuation order, special allowances are provided for certain travel, transportation, subsistence, and special education expenses.
4. A traveler must produce each lodging receipt and each receipt for any individual official travel expense of \$75 or more. For a traveler authorized a local transportation allowance, a receipt is not required for "in and around" transportation, or for the airfreight allowance/airfreight replacement allowance for unaccompanied baggage (UB), even though the airfreight allowance may exceed \$75. A transportation allowance to assist with local transportation costs is paid at a rate of \$25 per day, regardless of the number of dependents. Don't forget to list the transportation cost on each voucher, and the airfreight allowance/airfreight replacement allowance on your first voucher.

ALLOWANCES

Evacuation allowances for all command sponsored Uniformed Service member dependents can be found in the JFTR, Chapter 6, Part A. A uniformed member is not evacuated, but may be sent TDY as required. Below is an explanation of these allowances, but you may view the JFTR website at (<http://www.defensetravel.dod.mil/site/travelreg.cfm>) for more details. The sponsor's military service funds the evacuation allowances for Uniformed Service member dependents.

Allowances for DoD civilian employees/dependents are listed in JTR, Chapter 6, Part C. The rules for these allowances are similar to those of DoS (Department of State) employees/dependents, but are funded by the employee's agency within DoD. The head of each agency may provide for the advance payment of these allowances covering a period of not more than 30 days, to or for the account of each employee of the agency or, under emergency circumstances and on a reimbursable basis, an employee of another agency. More details may also be found on the DTMO website listed above.

Please note: Non-command sponsored dependents are only authorized one-way transportation to their U.S. safe haven. Safe haven allowances and return travel to the PDS are not authorized.

SAFE HAVEN ALLOWANCES – MILITARY

Safe haven allowances for command sponsored dependents while in a safe haven status are based on the safe haven locality per diem rate and are computed using what's called the Lodging-Plus System which provides a fixed amount for meals and incidental expenses (M&IE) and reimburses actual lodging costs up to a specified maximum amount. The applicable maximum Per Diem allowance is the safe haven allowance rate prescribed for the safe haven location and depends on the age of the family members.

Example family and safe haven location: (real dollar amounts depend on actual location)

Family Members: Spouse, 14 year old, and 9 year old

Per Diem rate: lodging \$100 per day and M&IE \$50 per day

Family gets hotel suite for daily rate of \$175

1. For the first 30 days, beginning upon arrival at the safe haven, each dependent (12 years of age and older) will receive 100% of the fixed amount for M&IE and reimbursed for actual lodging costs not to exceed the maximum amount allowed in the safe haven allowance rate. Each family member under 12 years of age, receives up to 50% of that rate.

- For lodging, the spouse in our example is authorized \$100 per day, first child \$100 per day and second child \$50 per day which equals \$250 per day, but that is more than what she is paying for the hotel room. Therefore the spouse will be reimbursed for the actual cost of the lodging which is \$175 per day.
- For M&IE, the spouse is authorized \$50, first child \$50, and second child \$25 totaling \$125. The family receives the entire amount.

2. Beginning on the 31st day after the family arrives at their safe haven location and not to exceed 150 days, the amount allowed for lodging and M&IE is computed (as described above), but the rate is reduced to 60% of the locality per diem rate for dependents 12 years of age and older and 30% for those under 12 years of age.
- The spouse is authorized \$60 per day, first child \$60 per day and second child \$30 per day. The new authorized maximum lodging amount for this family is now \$150 per day. Therefore the spouse will not be reimbursed for the entire cost of the hotel suite (\$175) because it now exceeds the maximum allowable rate for the family.
 - The M&IE rate is also reduced and the spouse is now authorized \$30 per day, first child \$30 per day and second child \$15 per day equaling \$75 per day. The family receives the entire amount.
3. If the reduced safe haven allowance is inadequate, the family may apply for an increased allowance from the Per Diem Travel and Transportation Allowance Committee. Contact your FSR for assistance on submitting a request. Please note; a strong and reasonable justification is necessary. If the request is granted, an Evacuation Allowance Determination (EAD) specifying the amount of the approved increased safe haven allowance will be issued. The EAD will be sent to you with a copy to the appropriate finance office. It is recommended after you receive a copy of the approval that you contact the finance office you have been working with to ensure they received a copy.
4. It is recommended that families NOT sign any contractual agreement for lodging while on evacuation status. When the evacuation is lifted the family may not be able to be released from the contract and may therefore be responsible for any remaining fees, deposits, and/or charges on the contract.
5. The lodging allowance is not paid if the evacuated family resides with family or friends. If an evacuated dependent stays with friends or relatives while at a safe haven, no cost for lodging is allowed, whether or not any payment for lodging is made to the friend or relative. This restriction does not apply when the dependent leases a house, apartment (i.e., lodgings) from a friend or relative with a bona fide, standard written lease, in those instances when the friend or relative concerned does not jointly occupy the leased house or apartment.
6. If a family temporarily leaves their safe haven location (to visit friends, go on a vacation, etc.) the family still receives lodging and M&IE allowances. However, if they are renting a place at their safe haven location, they will not get reimbursed for the hotel at the vacation site. But, if the family stops paying for lodging at their designated safe haven location and vacations someplace else, they will be reimbursed up to the allowable rate at their safe haven location, not at the vacation site.
7. Receipts for lodging are required. Lodging related items such as telephone and cable hook-up charges, deposit on a trash receptacle, etc., that are less than \$75 are not required by the JFTR, however may be required IAW your agency regulations.
8. Although receipts for M&IE are not required when you file your claim, it is recommended you save all receipts for the first month. Should you need to request an increase allowance after the rates have been reduced to 60/30% it will be necessary for you to show your expenses.
9. Furniture rental (NOT furniture purchase) is permitted as a reimbursable expense but is separate from the lodging allowance. Contact your FSR for more details.

SUBSISTENCE EXPENSE ALLOWANCE (SEA) – CIVILIAN

Some of the evacuation allowances for a DoD civilian employee hired state-side and their dependents are different than the evacuation allowances of a Uniformed Service member's dependents. Recommend DoD civilian employees/dependents read the JTR, Chapter 6 at (<http://www.defensetravel.dod.mil/site/travelreg.cfm>) for more details on the Subsistence Expense Allowance (SEA) and other allowances. Safe haven location and family size determine the amount of the allowable reimbursement.

Example family and safe haven location: (actual dollar amounts depend on location)

Family Members: Spouse, 14 year old, and 9 year old

Per Diem rate: lodging \$100 per day and M&IE \$50 per day

Family gets hotel suite for daily rate of \$175

- **COMMERCIAL RATE**

First 30 days: The first evacuee is authorized up to 100% of the lodging rate or 150% if they qualify for the Special Family Compensation (see JTR), plus 100% of the M&IE per day. Each additional evacuee 18 years and older is entitled to 100% M&IE and each evacuee under age 18 is entitled to 50% of M&IE. Please note, the employee may choose to be the "first evacuee" if evacuated, even if evacuated after the dependent(s). There is only one "first evacuee," except as provided under DSSR, Section 632.4(b) ("Tandem Couples"). Only the first evacuated dependent is authorized a lodging allowance and receipts are required for the lodging.

- For lodging, the spouse in our example is authorized \$150 per day. Since there are three dependents in the family, they qualify for the Special Family Compensation. Since the authorized maximum lodging amount for this family is \$150 per day, the spouse will not be reimbursed for the entire cost of the hotel suite (\$175) because it exceeds the maximum allowable rate for the family.
- For M&IE, the spouse is authorized \$50, first child \$25, and second child \$25 totaling \$100. The family receives the entire amount.

For days 31-180: The first evacuee's allowance remains at 100% (or 150% if qualified for Special Family Compensation) of the lodging portion but the M&IE drops to 80% for each evacuee 18 and over and 40% for each evacuee under 18 years of age.

- The spouse is still entitled to \$150 per day for lodging but since the cost of the hotel suite (\$175) exceeds the maximum allowable lodging amount the spouse will not be reimbursed for the entire cost of lodging.
- For M&IE, the rate has dropped and the spouse is now entitled to \$40 per day, and both children are entitled to \$20 per day totaling \$80. The family receives the entire amount.

- **NONCOMMERCIAL RATE**

If an evacuated family is residing with friends or family members, for the first 30 days only, they are still authorized a lodging allowance in an amount equal to 10% of the lodging per diem rate for their area. The family is also authorized the same M&IE allowances as described above; 100/50% for the first 30 days and 80/40% for days 31-180.

LOCAL TRANSPORTATION

For a traveler authorized a local transportation allowance, transportation allowance is paid at a flat rate of \$25 per day, per family regardless of the number of dependents in the family. No receipts are required. Command sponsored dependents are authorized reimbursement for transportation when required to travel from the safe haven location to obtain/renew a passport/military ID, or for medical screening required as a prerequisite to return to the member's PDS. No equivalent allowance is authorized for a civilian employee/dependent.

FILING VOUCHERS

To receive reimbursement for evacuation expenses, families should complete DD-Form 1351-2. Your local DMPO can assist with processing administrative and financial paperwork. Air Force, Marine Corp and Coast Guard dependents should communicate with a service finance center, usually the one nearest to where the family is at safe haven, or where their DMPO is located. DoD civilian families should contact their service or Agency HQ for further instructions.

CHANGING SAFE HAVEN LOCATION

Changing a safe haven location can be difficult. The Secretarial Process must also authorize/ approve all requests for evacuees to move from one safe haven location to another when circumstances warrant for the travel expenses to be reimbursed. It requires requesting/notifying the service, DFAS, amending the family's evacuation order and establishing a new safe haven allowance rate based on the new location.

Unless the family is directed by their sponsor's service/agency to move to a new safe haven, all transportation costs incurred as a result of moving to a new safe haven is the responsibility of the family/member.

If a family is simply moving from one address to another in the same location area (i.e., from a hotel to a temporary apartment a few miles away), the above procedure is not required. However, it is still necessary to contact the FSR to notify them of the change in address, phone number, etc.

For families who want to move to a new safe haven, that will require traveling (either private or commercial transportation) from one safe haven location to another, the family is responsible for all transportation expenses incurred in moving to the new safe haven location unless the service has approved the request in advance and in writing.

Evacuees who initially stay with friends or relatives often later move to commercial accommodations as the evacuation period is extended. This could result in changing the entire safe haven location (see paragraph above), but will at the very least, require a change in safe haven allowances.

Evacuation allowances drop to 60/30% (for Uniformed Service member dependents) or 80/40% for civilian/employee/dependents) of the per diem rate starting on the 31st day following the family's departure from the host country. It stays at the reduced rate throughout the duration of the evacuation, even if the family relocates to a new safe haven.

Contact your FSR if you plan on changing your safe haven location.

Travel Voucher Claims

Once you've reached your designated safe haven you'll probably need funds for lodging and meal expenses. If you are near a military installation regardless of service, the finance office can assist you in requesting a travel advance or submitting an interim travel claim.

If your sponsor is an Army military member or civilian employee, or a DoD civilian employee, DFAS will handle your evacuation payments. If your sponsor is a Navy military member or civilian employees, the Navy has advised that members are encouraged to contact the Travel Processing Center-Hampton Roads, VA (TPC-HR) voice (866)239-0303, fax (866)708-6985 to obtain information specific to their circumstances. If your sponsor is an Air Force member or civilian employee, contact your nearest Air Force installation for instructions. If your sponsor is a Marine Corps member or civilian employee, contact your nearest Marine Corp Base.

TRAVEL ADVANCES FOR EVACUEES

If you did not receive a travel advance, you can request one that will provide up to 80 percent of the estimated entitlement for 30 days at your safe haven location. This payment will be deducted from your first travel claim reimbursement. We encourage you to request only that percentage that will allow you to pay for known expenses and to submit interim travel claims to receive additional funds later.

To request an advance directly from DFAS, you must complete a Request for Advance form and Evacuation Information Verification Sheet (Appendix A). Be sure to provide the bank account information (routing number and account number), safe haven location, and children's names and dates of birth. This form must be submitted under your name and Social Security number, not your military sponsor's.

The form, along with a copy of your evacuation orders, can be submitted to DFAS Rome (NY) by fax or email.

Fax number: 315-275-0152

Email: DRO-NEO@dfas.mil

SUBMITTING AN INTERIM TRAVEL CLAIM

Approximately 30 days following your arrival at your designated safe haven, you may submit a travel claim to receive per diem for your authorized travel, lodging and meal expenses. Safe haven allowance rates are based on your designated safe haven location per diem rate and the ages of your child/children.

You must submit a completed DD Form 1351-2 and Evacuation Information Verification Sheet with a copy of your evacuation orders citing your safe haven location. You must also include receipts for lodging and authorized individual expenses of \$75 and over.

Again, any military finance office can assist you in completing the required form and reviewing your submission package.

Your travel claim package may be faxed, emailed or mailed to DFAS Rome.

All relocation evacuation vouchers for Defense Agency Claims and Department of the Army and Department of Defense, including their dependents' claims, should be filed with DFAS-Rome Travel Operations Noncombatant travel. Vouchers should be mailed or faxed to:

Defense Finance and Accounting Service-Rome
Travel Pay Operations
ATTN: Noncombatant Evacuation Operation (NEO)
325 Brooks Road
Rome, NY 13441
Fax: (315) 275-0152

Questions regarding these vouchers can be directed to the Noncombatant Evacuation Operations (NEO) Team, Travel Pay Operations, DFAS-Rome. They can be reached at 1-888-332-7366 / DSN 699-4655 and Fax 317-275-0329.

Fax number: 315-275-0152

Email: DRO-NEO@dfas.mil

Mailing address:

DFAS ROME
Attn: Travel/NEO Claim
325 Brooks Rd
Rome, NY 13441

FREQUENTLY ASKED QUESTIONS

Is an advance per diem authorized to evacuated dependents? An advance payment of safe haven allowances authorized may not exceed the estimated authorization for 30 days at the safe haven/designated place as applicable.

An advance payment of the safe haven allowance is authorized, normally up to 80% of the estimated allowance for 30 days at the safe haven location. However, usually that advance is taken out of the first submitted reimbursement claim. Therefore, if an advance is needed, recommend the smallest amount possible be taken.

Why does the allowance decrease after 30 days? The per diem rates were established to cover the cost incurred when living in lodging other than your home. Expenses during the first month are higher when dependents are getting settled (i.e., staying in high-cost hotel while searching for more suitable lodging, cost of utility hook-up, purchase food staples, etc.) Following this initial period the percentage of the per diem rate provided is usually adequate to cover the cost of meals, lodging and incidentals. A waiver to increase the reduced per diem can be requested.

Why do per diem allowances for dependents vary between families? Allowances at a safe haven is based on (1) safe haven per diem rate, (2) number of dependents, (3) age of dependents, and (4) amount actually spent for lodging. Any change in one of these factors could change the amount of the allowance being paid.

What allowances are covered by the safe haven allowance paid? Besides the cost of a hotel room or apartment, the lodging portion of the safe haven allowance covers other charges that may or may not be added separately to your bill such as maid service, mobile home parking, utility connection, use and disconnection charges (electrical, gas, water, oil, sewer, etc.), monthly telephone user fees (not individual call charges), and cost of special user fees (cable TV and/or internet connection.) Please note: Be very careful with signing any kind of lodging lease. Check to be sure it has a special clause permitting termination due to official government orders. Recommend you check with your finance office for specifics.

What entitlements are authorized to a dependent who turns 21 while at the permanent duty station or safe haven location? A dependent who was moved at government expense to the member's PDS outside CONUS and who turns 21 years of age at the PDS or at a safe haven location, is a dependent for transportation.

How will I receive medical care while I'm an evacuee? If you are a DoD civilian family member follow the guidelines for your personal health care coverage.

Military family members are authorized to TRICARE prime coverage while at their safe haven. The location of your safe haven determines where you receive that coverage. Contact TRICARE (on-line or by phone (<http://www.tricare.mil/1-800-600-9332>)), explain your circumstances and find out what is available in your location.

You can remain enrolled in your overseas TRICARE region for 60 days and still receive service anywhere in the US. Recommend after DoS makes the decision to extend the evacuation at the end of the first 30 days that you enroll in your local safe haven region sometime before the 59th day of your evacuation. If you do not re-enroll in the new area, and the evacuation extends beyond 60 days, you will be automatically converted to TRICARE Standard.

You may experience difficulties with TRICARE when trying to make an appointment in the States while still enrolled in your overseas TRICARE location. If you are unable to convince TRICARE that you are authorized to remain enrolled in your overseas TRICARE region, show the TRICARE official a copy of the TRI-

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL										1. DATE OF REQUEST (YYYYMMDD)	
<i>(Reference: Joint Travel Regulations (JTR), Chapter 3)</i> <i>(Read Privacy Act Statement on back before completing form.)</i>											
REQUEST FOR OFFICIAL TRAVEL											
2. NAME (Last, First, Middle Initial) Doe, John				3. SOCIAL SECURITY NUMBER 123-45-6789				4. POSITION TITLE AND GRADE/RATING O-5			
5. LOCATION OF PERMANENT DUTY STATION (PDS) Fort Carson, CO						6. ORGANIZATIONAL ELEMENT			7. DUTY PHONE NUMBER (Include Area Code)		
8. TYPE OF AUTHORIZATION TDY			9. TDY PURPOSE (See JTR, Appendix H) EVACUATION			10a. APPROX. NO. OF TDY DAYS (Including travel time) 30			b. PROCEED DATE (YYYYMMDD) Date Evacuated		
11. ITINERARY State PDS State Safe Haven Location State PDS											
12. TRANSPORTATION MODE											
a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION				
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE (Check one)	
									<input checked="" type="checkbox"/>	RATE PER MILE: .555	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)										<input checked="" type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
13. <input checked="" type="checkbox"/> a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. b. OTHER RATE OF PER DIEM (Specify)											
14. ESTIMATED COST										15. ADVANCE AUTHORIZED	
a. PER DIEM \$			b. TRAVEL \$			c. OTHER \$			d. TOTAL \$ 0.00		\$
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) Enter Vocal Confirmation date if member was evacuated prior to issues of order If member is still as their PDS, no per diem authorized without a mission essential statement from the appropriate authority.											
17. TRAVEL-REQUESTING OFFICIAL (Title and signature)						18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature)					
AUTHORIZATION											
19. ACCOUNTING CITATION See ALARATC 117-2011 for funding information.											
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature)									21. DATE ISSUED (YYYYMMDD)		
									22. TRAVEL AUTHORIZATION NUMBER		

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)</i>											1. DATE OF REQUEST (YYYYMMDD)		
REQUEST FOR OFFICIAL TRAVEL													
2. NAME (Last, First, Middle Initial) Doe, Jane				3. SOCIAL SECURITY NUMBER 987-65-4321				4. POSITION TITLE AND GRADE/RATING Military Dependant					
5. LOCATION OF PERMANENT DUTY STATION (PDS) Fort Carson, CO						6. ORGANIZATIONAL ELEMENT			7. DUTY PHONE NUMBER <i>(Include Area Code)</i>				
8. TYPE OF AUTHORIZATION EVACUATION			9. TDY PURPOSE (See JTR, Appendix H) EVACUATION			10a. APPROX. NO. OF TDY DAYS <i>(Including travel time)</i> 30			b. PROCEED DATE (YYYYMMDD) Date Evacuated				
11. ITINERARY State PDS State Safe Haven Location State PDS													
12. TRANSPORTATION MODE													
a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION						
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE (Check one)			
									X	RATE PER MILE: .555			
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)									X	ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR			
13. <input checked="" type="checkbox"/> a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.													
14. ESTIMATED COST													
a. PER DIEM			b. TRAVEL			c. OTHER			d. TOTAL			15. ADVANCE AUTHORIZED	
\$			\$			\$			\$ 0.00			\$	
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) Enter Vocal Confirmation date if dependant was evacuated prior to issues of orders. LAW JFTR Chapter 6, A dependent, who is at/in the PDS vicinity when the evacuation is authorized/ordered, is authorized transportation to a safe haven or to a designated place if competent authority directs the travel. A dependent transported under par. U6053-B who turns age 21 at the safe haven or designated place while the member is serving at the PDS, is the member's dependent while at the safe haven or designated place, as applicable, and for the purpose of return transportation to the member's CONUS PDS under par. U6053-H. When unable to drive a POC to the safe haven location, a flat transportation allowance of \$25/day is paid to assist with unexpected local transportation costs, regardless of the Spouse: Jane Doe dependant of John Doe, 123-45-6789 Children: List additional dependants if needed. Dependants over age 18 require their own orders. All paid lodging receipts are required for reimbursement. Vouchers must be submitted within 5 days upon completion of evacuation. E-mail vouchers to DFAS-Rome at DRO-NEO@dfas.mil													
17. TRAVEL-REQUESTING OFFICIAL (Title and signature)						18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature)							
AUTHORIZATION													
19. ACCOUNTING CITATION See ALARATC 117-2011 for funding information.													
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature)									21. DATE ISSUED (YYYYMMDD)				
22. TRAVEL AUTHORIZATION NUMBER													

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3)</i> <i>(Read Privacy Act Statement on back before completing form.)</i>										1. DATE OF REQUEST (YYYYMMDD)	
REQUEST FOR OFFICIAL TRAVEL											
2. NAME <i>(Last, First, Middle Initial)</i>				3. SOCIAL SECURITY NUMBER XXX-XX-XXXX				4. POSITION TITLE AND GRADE/RATING Evacuated Civilian Employee			
5. LOCATION OF PERMANENT DUTY STATION (PDS)						6. ORGANIZATIONAL ELEMENT			7. DUTY PHONE NUMBER <i>(Include Area Code)</i>		
8. TYPE OF AUTHORIZATION Evacuation			9. TDY PURPOSE <i>(See JTR, Appendix H)</i> Waldo Canyon Fire				10a. APPROX. NO. OF TDY DAYS <i>(Including travel time)</i>			10b. PROCEED DATE (YYYYMMDD)	
11. ITINERARY Point A Safehaven Point B <input type="checkbox"/> VARIATION AUTHORIZED											
12. TRANSPORTATION MODE											
a. COMMERCIAL				b. GOVERNMENT				c. LOCAL TRANSPORTATION			
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE <i>(Check one)</i>	
										RATE PER MILE: _____	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER <i>(Overseas Travel only)</i>										<input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT	
MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR											
13.		a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.					b. OTHER RATE OF PER DIEM <i>(Specify)</i>				
14. ESTIMATED COST										15. ADVANCE AUTHORIZED	
a. PER DIEM \$			b. TRAVEL \$			c. OTHER \$			d. TOTAL \$ 0.00		\$
16. REMARKS <i>(Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)</i> IAW JTR, Chapter 6, Evacuations and Adverse Conditions, C6010, D. Limited Evacuation: Transportation for one round trip from the employee's evacuated residence to the nearest available accommodations (which may be GOV'T QTRS) and return; or reimbursement on a mileage basis, at the applicable rate in par. C2500 (\$0.51/mile), when a POC is used for one round trip from the evacuated residence to the nearest available accommodations and return. Reimbursement for POC use is to the operator. No reimbursement is allowed for passengers. FAMILY MEMBERS LISTED BELOW: Spouse: Dependent child All paid receipts for lodging are required to file travel claim. Vouchers will be submitted within 5 days of completion of evacuation. E-mail vouchers to DFAS-Rome at DRO-NEO@dfas.mil.											
17. TRAVEL-REQUESTING OFFICIAL <i>(Title and signature)</i>						18. TRAVEL-APPROVING/DIRECTING OFFICIAL <i>(Title and signature)</i>					
AUTHORIZATION											
19. ACCOUNTING CITATION Per ALARACT											
20. AUTHORIZING/ORDER-ISSUING OFFICIAL <i>(Title and signature)</i>									21. DATE ISSUED (YYYYMMDD)		
22. TRAVEL AUTHORIZATION NUMBER											

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)</i>											1. DATE OF REQUEST (YYYYMMDD)	
REQUEST FOR OFFICIAL TRAVEL												
2. NAME (Last, First, Middle Initial) Doe, Jane				3. SOCIAL SECURITY NUMBER 987-65-4321				4. POSITION TITLE AND GRADE/RATING Civilian Dependant				
5. LOCATION OF PERMANENT DUTY STATION (PDS) Fort Carson, CO						6. ORGANIZATIONAL ELEMENT			7. DUTY PHONE NUMBER (Include Area Code)			
8. TYPE OF AUTHORIZATION EVACUATION			9. TDY PURPOSE (See JTR, Appendix H) EVACUATION			10a. APPROX. NO. OF TDY DAYS (Including travel time) 30			b. PROCEED DATE (YYYYMMDD) Date Evacuated			
11. ITINERARY State PDS State Safe Haven Location State PDS												
12. TRANSPORTATION MODE												
a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION					
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE (Check one)		
									X	RATE PER MILE: .555		
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)										X ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR		
13. <input checked="" type="checkbox"/> a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> b. OTHER RATE OF PER DIEM (Specify)												
14. ESTIMATED COST											15. ADVANCE AUTHORIZED	
a. PER DIEM			b. TRAVEL			c. OTHER			d. TOTAL			
\$			\$			\$			\$ 0.00		\$	
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) Enter Vocal Confirmation date if dependant was evacuated prior to issues of orders. LAW JTR Chapter 6, C6010-D, Transportation for one round trip from the employee's evacuated residence to the nearest available accommodations (which may be GOV'T QTRS) and return; or, Reimbursement on a mileage basis, at the applicable rate in par. C2500, when a POC is used for one round trip from the evacuated residence to the nearest available accommodations (which may be GOV'T Transportation to Safe Haven location is authorized Spouse: Jane Doe dependant of John Doe, 123-45-6789 Children: List additional dependants if needed. Dependants over age 18 require their own orders. All paid lodging receipts are required for reimbursement Vouchers must be submitted within 5 days upon completion of evacuation. E-mail vouchers to DFAS-Rome at DRO-NEO@dfas.mil												
17. TRAVEL-REQUESTING OFFICIAL (Title and signature)						18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature)						
AUTHORIZATION												
19. ACCOUNTING CITATION See ALARATC 117-2011 for funding information.												
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature)									21. DATE ISSUED (YYYYMMDD)			
									22. TRAVEL AUTHORIZATION NUMBER			

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.					
		Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ _____					
2. NAME (Last, First, Middle Initial (Print or type)) DOE, JOHN		3. GRADE 05	4. SSN 123-45-6789		5. TYPE OF PAYMENT (X as applicable) TDY <input type="checkbox"/> Member/Employee PCS <input checked="" type="checkbox"/> Other Dependent(s) <input type="checkbox"/> DLA		
6. ADDRESS: a. NUMBER AND STREET 12 JOHNS COURT		b. CITY COLORADO SPRINGS	c. STATE CO	d. ZIP CODE 80920			
e. E-MAIL ADDRESS						10. FOR D.O. USE ONLY	
7. DAYTIME TELEPHONE NUMBER & AREA CODE (937) 237-4545		8. TRAVEL ORDER/AUTHORIZATION NUMBER T-123457		9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES		a. D.O. VOUCHER NUMBER	
11. ORGANIZATION AND STATION FORT CARSON, CO 80913						b. SUBVOUCHER NUMBER	
12. DEPENDENT(S) (X and complete as applicable) <input checked="" type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED		13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code) 12 JOHNS COURT COLORADO SPRINGS CO 80920		c. PAID BY EXAMPLE: Service Member			
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP		c. DATE OF BIRTH OR MARRIAGE		d. COMPUTATIONS LODGING WILL BE PAID ON DEPENDENT(S) VOUCHER. ACTUAL NTE AUTHORIZED.	
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)							
15. ITINERARY a. DATE 2012		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
6/26	DEP	12 JOHNS CT, COLORADO SPRINGS CO		PA			
6/26	ARR	SAFE HAVEN (FT. CARSON OR LOCAL AREA), CO			TD		22
7/26	DEP			PA			
7/26	ARR	12 JOHNS CT, COLORADO SPRINGS CO			MC		
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWNING/OPERATE <input type="checkbox"/> PASSENGER				17. DURATION OF TRAVEL <input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input checked="" type="checkbox"/> MORE THAN 24 HOURS		e. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total 0.00 (8) Less Advance (9) Amount Owed 0.00 (10) Amount Due	
18. REIMBURSABLE EXPENSES							
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED				
	Lodging						
	Lodging Taxes						
	ATM fees						
				19. GOVERNMENT/DEDUCTIBLE MEALS			
		a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS		
20. CLAIMANT SIGNATURE						b. DATE	
c. REVIEWER'S PRINTED NAME		d. SIGNATURE		e. TELEPHONE NUMBER		f. DATE	
21. APPROVING OFFICIAL'S PRINTED NAME		b. SIGNATURE		c. TELEPHONE NUMBER		d. DATE	
22. ACCOUNTING CLASSIFICATION							
23. COLLECTION DATA							
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER/AUTHORIZATION POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)	
						28. AMOUNT PAID	

TRAVEL VOUCHER OR SUBVOUCHER

Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.

1. PAYMENT
 Electronic Fund Transfer (EFT)
 Payment by Check
SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.
 NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.
 Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ _____

2. NAME (Last, First, Middle Initial) (Print or type)
DOE, JANE
3. GRADE
DEP
4. SSN
987-65-4321
5. TYPE OF PAYMENT (X as applicable)
 TDY Member/Employee
 PCS Other
 Dependent(s) DLA

6. ADDRESS: a. NUMBER AND STREET
12 JOHNS COURT
b. CITY
COLORADO SPRINGS
c. STATE
CO
d. ZIP CODE
80920
10. FOR D.O. USE ONLY
7. DAYTIME TELEPHONE NUMBER & AREA CODE
(937) 237-4545
8. TRAVEL ORDER/AUTHORIZATION NUMBER
T-123457
9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES

11. ORGANIZATION AND STATION
FORT CARSON, CO 80913
13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)
12 JOHNS COURT
COLORADO SPRINGS CO
80920

12. DEPENDENT(S) (X and complete as applicable)
 ACCOMPANIED UNACCOMPANIED
a. NAME (Last, First, Middle Initial) **b. RELATIONSHIP** **c. DATE OF BIRTH OR MARRIAGE**
 DOE, JAKE SON 07/10/98
 DOE, JOLEEN DAU 07/10/05
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)
 YES NO (Explain in Remarks)
15. ITINERARY
DATE **PLACE (Home, Office, Base, Activity, City and State; City and country, etc.)** **MEANS/ MODE OF TRAVEL** **REASON FOR STOP** **e. LODGING COST** **f. POC MILES**
 2012
 6/26 DEP 12 JOHNS CT, COLORADO SPRINGS CO PA
 6/26 ARR SAFE HAVEN (FT. CARSON OR LOCAL AREA), CO TD
 7/26 DEP 12 JOHNS CT, COLORADO SPRINGS CO PA 175.00 22
 7/26 ARR 12 JOHNS CT, COLORADO SPRINGS CO MC

16. POC TRAVEL (X one)
 OWN/OPERATE PASSENGER
17. DURATION OF TRAVEL
 12 HOURS OR LESS
 MORE THAN 12 HOURS BUT 24 HOURS OR LESS
 MORE THAN 24 HOURS
18. REIMBURSABLE EXPENSES
a. DATE **b. NATURE OF EXPENSE** **c. AMOUNT** **d. ALLOWED**
 Lodging
 Lodging Taxes
 ATM fees
19. GOVERNMENT/DEDUCTIBLE MEALS
a. DATE **b. NO. OF MEALS** **c. DATE** **d. NO. OF MEALS**

10. FOR D.O. USE ONLY
3. D.O. VOUCHER NUMBER
b. SUBVOUCHER NUMBER
c. PAID BY
 EXAMPLE: DEPENDENT/
 CIVILIAN/CIV DEPENDENT
d. COMPUTATIONS
 My spouse is: LTC DOE, 123-45-6789
e. SUMMARY OF PAYMENT
 (1) Per Diem
 (2) Actual Expense Allowance
 (3) Mileage
 (4) Dependent Travel
 (5) DLA
 (6) Reimbursable Expenses
 (7) Total 0.00
 (8) Less Advance
 (9) Amount Owed 0.00
 (10) Amount Due

20.a. CLAIMANT SIGNATURE _____ **b. DATE** _____
c. REVIEWER'S PRINTED NAME _____ **d. SIGNATURE** _____ **e. TELEPHONE NUMBER** _____ **f. DATE** _____
21.a. APPROVING OFFICIAL'S PRINTED NAME _____ **b. SIGNATURE** _____ **c. TELEPHONE NUMBER** _____ **d. DATE** _____

22. ACCOUNTING CLASSIFICATION
 ALL DEPENDENTS 18 YEARS OF AGE OR OLDER WILL HAVE SEPARATE ORDERS AND COMPLETE A TRAVEL VOUCHER WITH SPONSOR'S NAME AND SSAN IN BLOCK 10d OF TRAVEL VOUCHER.
23. COLLECTION DATA

24. COMPUTED BY _____ **25. AUDITED BY** _____ **26. TRAVEL ORDER/AUTHORIZATION POSTED BY** _____ **27. RECEIVED (Payee Signature and Date of Check No.)** _____ **28. AMOUNT PAID** _____

EVACUATION

INFORMATION VERIFICATION SHEET

<u>DEPENDENT INFORMATION</u>		
NAME:	_____	
SPOUSE SSN:	_____	E-MAIL: _____
SPONSOR GRADE / NAME (SSN):	_____ / _____	
SAFEHAVEN ADDRESS:	_____ _____	
IS THIS ADDRESS W/ FAMILY OR FRIENDS:	YES	NO
COUNTY OF ADDRESS:	_____	
PHONE AT ADDRESS:	_____	
NAME, AGE, & SPONSORSHIP STATUS OF DEPENDENTS:		
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

<u>BANK INFORMATION</u>		
BANK ROUTING NUMBER:	_____	
BANK ACCOUNT NUMBER:	_____	
TYPE OF ACCOUNT:	CHECKING	SAVINGS

<u>TRAVEL ADVANCE INFORMATION</u>		
DID YOU RECEIVE A TRAVEL ADVANCE:	YES	NO
IF YES, HOW MUCH:	_____	
From where did you receive the advance	_____	
	(Installation or Location, State)	
IF NO, WOULD YOU LIKE ONE:	YES	NO
HAVE YOU RECEIVED YOUR ORDERS YET:	YES	NO

PCS Travel Advance Request Form
All requests must have PCS orders attached

(Privacy Act: Authority: AR 37-106, chapter 5 Purpose: To obtain information about individual's travel. Uses: Posting information to LATS/ DD 1588/Computation of advance travel. Disclosure: Mandatory. Will be denied payment if failure to provide information requested.)

For prompt payment of your advance please complete this form at least twenty working days prior to sign out date. All travel advances are paid @ 80% with the money being direct deposited into your current military pay account approximately five days prior to your sign out date. There are NO cash or check payments.

Name: _____ SSN: _____ Sign Out Date: _____

Rank: _____ Daytime Phone #: _____

Current Address: Street: _____ City, ST, Zip: _____

Banking EFT: Checking Savings

Routing #: Account #: _____

Spouse's name _____

Is Spouse Military YES NO

SSN: (For Military Spouse Only) _____

Please list NAME and Date of Birth (day, month, year) of children traveling with you:

NAME _____	DOB _____	NAME _____	DOB _____
NAME _____	DOB _____	NAME _____	DOB _____
NAME _____	DOB _____	NAME _____	DOB _____

PLEASE READ AND COMPLETE ONLY SPACES THAT IS APPLICABLE TO YOUR PCS MOVE .

1.) Are you requesting an advance for your travel: Yes No
 Is any of your travel going to be by POV? YES NO
 If yes, number of POV's used for this PCS move. 1 2
 If yes, then POV travel is from (City,ST) _____ To(City,ST) _____
 Are you buying your own ticket: YES NO Cost \$ _____
 Ticket you purchased is from (City, ST) _____ To(City, ST,Country) _____
 Will you be taking the Alaska Ferry System? YES NO
 If yes, what port will you be departing From: _____ Arriving: _____

2.) Are your dependents relocating? YES NO What date? _____
 Are you requesting an advance for your dependent travel? YES NO
 Is any of your travel going to be by POV? YES NO
 If yes, number of POV's used for this PCS move. 1 2
 If yes, then POV travel is from (City,ST) _____ To(City, ST) _____
 Are you buying your own ticket: YES NO Cost \$ _____
 Ticket you purchased is from (City, ST) _____ To(City, ST, Country) _____
 Will you be taking the Alaska Ferry System? YES NO
 If yes, what port will you be departing From: _____ Arriving to: _____

3) Are you requesting an advance for Dislocation Allowance (DLA) YES NO
 (No advance DLA will be given for single service members E-5 and below who will not be residing off post at the new duty station.)

4) Are you Requesting Advance for a DITY move (Attach DD Form 2278) YES NO

Soldier's Signature _____ DATE _____

Finance Clerk Signature _____ DATE _____

ACRONYMS

BAH – Basic Allowance for Housing

DA – Department of Army

DFAS - Defense Finance and Accounting Service

DoD – Department of Defense

DoDFMR – Department of Defense Financial Management Regulation

DoS – Department of State

FSA – Family Separation Allowance

FSR – Family Support Representative

HQ – Headquarters

HQDA – Headquarters DA

JFTR – Joint Federal Travel Regulation

JTR – Joint Travel Regulation

M & IE – Meals and Incidental Expense

NEO – Non Combatant Evacuation Operations

PDS – Permanent Duty Station

POC – Point of Contact

UB – Unaccompanied Baggage

REFERENCES

- a. Joint Federal Travel Regulations, Volume 1 (JFTR) Chapter 6, Evacuation Allowances

- b. JFTR/JTR, Appendix A, Parts 1 and 2, *Definitions and Acronyms*

- c. Joint Travel Regulations, Volume 2 (JTR), Chapter 6 *Evacuations and Adverse Conditions*

- d. HQDA Message, Army Operations Center, Subj: *Noncombatant Evacuation Order/OCONUS Allowances*, dtd 28 March 2011

- e. JFTR, Chapter 10, *Housing Allowances*