

## **Enclosure 2 – Evacuation Allowances and Filing Instructions**

1. **Per Diem.** Per diem is payable from the date of departure from the evacuated post to the date of arrival at the safe haven. Per diem is determined based on the travel rules in the JTR.
  - a. Command sponsored dependents age 12 or older receive up to the full locality rate
  - b. And those under age 12 receive up to 50% of the locality rate.
  - c. Per diem for days of departure and return to the Permanent Duty Station (PDS) are paid at 75% meal rate and incidental expense rate (M&IE).
  
2. **Local Travel Allowance.** A local travel allowance at the rate of \$25/day/family is authorized to partially offset expenses incurred for local travel. No receipts are required for this allowance.
  
3. **Advance Payment.** Evacuated employees may receive an advance payment for evacuation travel and transportation allowances, including allowances, while at a safe haven.
  - a. This payment is based on the compensation rate (including any applicable allowances, differentials, or other authorized payments) for which they were eligible immediately prior to the evacuation order/authorization issuance.
  - b. The authorizing official determines the number of days for the advance, not to exceed (NTE) 30 days.
  - c. Payment is made to the employee or a designated representative.
  
4. **Subsistence Expense Allowance (SEA).** Evacuees and dependents are reimbursed according to a commercial (with lodging receipts) or non-commercial (without lodging receipts) rate, NTE 180 days.
  - a. For the first 30 days:
    - i. Commercial Rate (requires receipts for commercial lodging) – For the first evacuee, up to 100% (or up to 150% for special family compositions) of the lodging portion of the locality rate plus 100% M&IE. Each age 18 and older receives 100% M&IE. Each under the age of 18 receives 50% M&IE.
    - ii. Non-Commercial Rate (receipts not required) – For the first evacuee, a flat rate of 10% of the lodging portion of the locality rate plus 100% M&IE. Each age 18 and older receives 100% M&IE. Each under the age of 18 receives 50% M&IE.
  
  - b. For days 31 through 180:
    - i. Commercial Rate (requires receipts for commercial lodging) – For the first evacuee, up to 100% (or up to 150% for special family compositions) of the lodging portion of the locality rate plus 80% M&IE. Each age 18 and older receives 80% M&IE. Each under the age of 18 receives 40% M&IE.
    - ii. Non-Commercial Rate (receipts not required) – For the first evacuee, a flat amount of 80% of M&IE. Each age 18 and older receives 80% M&IE. Each under the age of 18 receives 40% M&IE.

- c. SEA benefits will commence from the day following arrival at the safe haven location, per the DSSR. No SEA will be paid for travel enroute to the safe haven location.
5. **Allowances for Minor Dependents.** Allowance eligibility for children usually ends when they reach age 21 (unless incapable of self-support due to mental or physical impairment). Evacuation-related payments under the DSSR are no exception to this rule.
  - a. The definition of "children" found in the DSSR under "Family" governs their eligibility for foreign allowances except when waived or modified in specific DSSR sections.
  - b. The DSSR contains no such waiver or modification.
6. **Unaccompanied Baggage.** An air freight allowance will be authorized for both evacuation from and return to post. \$250 for the first evacuee without family, \$450 for the first evacuee with one family member, and \$600 for the first evacuee with two or more family members.
7. **Privately Owned Vehicles (POV).** Shipment of a POV is not authorized at government expense during an evacuation. Shipment of a POV is subject to the same restrictions as HHG. In the absence of a POV at the safe haven location, a \$25/day transportation allowance may be paid to assist with local transportation costs.
8. **Pet Transportation.** A civilian employee is authorized transportation and quarantine fees for up to two household pets (defined as a cat or dog) to or from a safe haven or designated place if he or she currently owns them at the evacuated foreign duty station.
9. **Allowances Upon Evacuation Termination.** A civilian employee, no later than 180 days after the effective date of the order to evacuate or when the emergency or evacuation is terminated, whichever is earlier, an employee must be returned to his or her regular duty station.
10. **Continuation of Salary.** Regular salary continues during the period of evacuation. An advance payment is not deducted from the employee's salary during the period of evacuation.
11. **Standard Allowances and Differentials.** In addition to the employee's salary, the following allowances and differentials are paid/terminated:
  - a. Employee remains at post – family departs:
    - i. Post allowance is reduced to the "without family" rate
    - ii. Living Quarters Allowance (LQA) is continued at the "with family" rate for up to six months
    - iii. Post differential is continued
    - iv. Danger pay is continued
  - b. Employee and family depart:
    - i. Post allowance is terminated
    - ii. LQA is terminated - unless the employee is required to maintain and pay for quarters at the post or unless lease termination is impossible or impracticable.

- iii. Post differential is terminated
- iv. Danger pay is terminated

**12. Filing Instructions:**

- a. Safe haven allowances, which civilian employees and dependents consider as payments for subsistence expenses, are a combination of the lodging allowance and the allowance for M&IE.
- b. Safe haven allowances—those payments for subsistence expenses—may be paid up to 180 days after the effective date of the order to evacuate. If dependents of civilian employees or family members remain in their home and choose not to evacuate, they are not authorized safe haven or special allowances for subsistence.
- c. The employee may prepare an SF1351-2 DTS Travel Voucher for reimbursement every 30 days.
- d. The employee must provide all receipts for lodging. The lodging allowance is used to defray the cost for commercial quarters and must be documented by a receipt.
  - i. Tax for lodging in the CONUS is a separate reimbursable expense.
  - ii. Reimbursement for lodging with friends and relatives is not a reimbursable expense. Reimbursement may be made if the traveler can provide a receipt that substantiates additional costs that the host incurred for providing lodging. This lodging may not reside on the host occupied property.
- e. Add expense line for \$25 per day for local travel allowance
- f. Add expense line for unaccompanied baggage allowance per family.
- g. Submit signed 1351-2 and receipts to DoDEA.Evacuations@dodea.edu for processing.