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 DSSR 632. 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 DSSR 600 are no exception to this rule.
   a. The definition of "children" found at DSSR 040m under "Family" governs their eligibility for foreign allowances except when waived or modified in specific DSSR sections that follow 040.
   b. DSSR 600 contains no such waiver or modification.

6. **Unaccompanied Baggage.** Dependents may ship up to 350 lbs of unaccompanied baggage per dependent age 12 or older and 175 lbs per child under age 12 up to a total of 1,000 lbs. If dependents are unable to ship unaccompanied baggage by air freight because of circumstances beyond the dependent’s control, an air freight replacement allowance may be authorized to help defray the cost of items ordinarily shipped that must be purchased. The flat amounts per family are $250 for an individual, $450 for a family of two and $600 (total) for a family of three or more.

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.** In accordance with 5 CFR 550.406 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 (5 CFR § 550.405(b)). If dependents of Service members, 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 (see JTR, par. 060205) is not a reimbursable expense.
         1. But may be approved if the traveler can substantiate an additional cost that the host incurred for providing lodging (5 CFR §§ 550.401 through 550.409). 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.