

# CIVILIAN EMPLOYEE EVACUATIONS ENTITLEMENTS

**Evacuations** are authorized/ordered movement from a specific CONUS or OCONUS area, when authorized/ordered by the Area/District Commander or CG-WMM-3.

**Limited Evacuations** are authorized/ordered movement from a CONUS residence to the nearest available accommodations when authorized/ordered by the Area/District Commander or CG-WMM-3.

**Safe Havens** are destinations for temporary relocation to specific localities, areas or as a specific distance radius to which they are traveling at government expense.

**Designated Places** are locations that evacuated dependents select, not to exceed the cost to the safe haven.

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## ***Who is authorized reimbursement?***

**Civilian Employees** ordered to evacuate on evacuation travel orders and are authorized transportation allowances the same as authorized for TDY.

**Civilian Employees Dependents** ordered to evacuate will travel under evacuation travel orders and are authorized transportation allowances the same as authorized for TDY.

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## ***What are my travel entitlements?***

**POC transportation** is reimbursed at the TDY mileage rate to your designated place not to exceed the cost to the designated safe haven.

**Civilian employees and dependents over the age of 12** are given per diem and M&IE at the rate of 100% for the first 30 days. On the 31st day, the per diem rate drops to 60% of the full rate.

**Dependents under the age of 12** are given per diem and M&IE at the rate of 50% for the first 30 days. On the 31st day, the per diem rate drops to 30% of the full rate. If an evacuation travel claim contains more than one dependent, the lodging "cap" increases by the appropriate percentage. (e.g., dependent over 12 + one dependent under 12 = 150% X lodging locality rate). CONUS tax is paid as a reimbursable expense.

**Time Frame:** You will only be reimbursed for the time frame authorized by District Command, or when you return to your residence (whichever is earlier). Once a travel claim has been submitted with a mission complete status, this ends eligibility for evacuation allowances even if the evacuation order is still in place.

**Local travel allowance** for civilian employees is not authorized local travel reimbursements.

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## ***How do I Request Reimbursement?***

Employees and their dependents travel authorizations and vouchers will be completed in ETS. Employees will submit vouchers for themselves and their dependents. [ETS User Guides \(uscg.mil\)](https://uscg.mil)

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## ***When should I submit a claim?***

ETS claims should be submitted no more than 5 working days from return to normal working hours. For long term evacuations, interim claims may be submitted every 15 days but no longer than 30 days. For evacuation over an extended period and employees are experiencing a financial hardship, employee may reach out to FC-Ba for claim processing.

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## ***Can I use my GTCC?***

Employees on evacuation orders may use their own GTCC. Employees should never hand off their GTCC to their dependent for use. Expenses are for the individual whose name is imprinted on the face of the GTCC. Authorized dependent transportation expenses shall not be charged to the member's travel card.

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## ***Do I have to use the TMC?***

Employees with a Government Travel Charge Card (GTCC) performing evacuation travel should attempt to use the contracted TMC to make lodging reservations. An exception would be authorized if the TMC is unavailable or government/contracted lodging is available. Dependents under an evacuation order are not required to use the TMC because they do not have a GTCC.