



INFORMATION PAPER
CIVILIAN EVACUATION TRAVEL ORDERS & CLAIMS
16 DECEMBER 2021

**All impacted Civilians should report their individual information to their
Supervisory Chain of Command.**

Overall Guidance:

- Government Travel Charge Cards are authorized for use
- Claims will be processed manually

Evacuation Orders:

Temporary evacuation orders will be issued to impacted Civilians.

Required forms:

1. Supporting documentation of impacted housing area
2. Evacuation Information Verification Sheet
3. Evacuation Lodging Certification Sheet
4. Evacuation Dependent Certification Sheet

Submission Process:

- Employee completes required forms and submits to their Supervisory Chain of Command
- Command POC reviews documentation, creates DD1610, obtains signature of Approving/Directing Official
- DD1610 is routed to Command Authorizing/Order-Issuing Official for inclusion of the Accounting Citation and signature authorizing the orders
- Approved DD1610 is returned to employee

Travel Advances:

Authorized evacuees that do not have a GTCC may request an advance which will provide up to 80% of the estimated entitlements for the lesser of the anticipated evacuation period or 30 days. Please contact the Supervisory Chain of Command for more information.

Final Travel Claim (or Interim):

Approximately 30 days following your arrival at your designated safe haven area or upon return to the evacuated location, the authorized evacuee may submit a travel claim for evacuation entitlements:

- Meals & Incidental Expenses for civilian and qualifying dependents
- Lodging (For civilians not utilizing Government Contracted Lodging) - zero balance itemized receipt

Contact Supervisory Chain of Command for required forms and submission process.

ENCLOSURE 2