

EVACUATION SPECIAL ALLOWANCES

In accordance with its responsibility to provide financial and travel standards to the TSA community, the Financial Management Division (FMD) presents the following section of the Financial Management Manual (FMM). The FMM applies to TSA organizational elements, components, managers and employees. Unless otherwise noted, any questions regarding this FMM section should be directed to TSA_Financial_Policy@tsa.dhs.gov.

1. INTRODUCTION

The purpose of this section is to establish TSA's policy and procedures regarding travel and subsistence expenses incurred during an authorized evacuation; also referred to as evacuation special allowances.

For guidance related to the authorization and eligibility requirements for evacuation allowances (i.e., advance payments, evacuation payments), please see TSA Management Directive (MD) No. 1100.61-6, *Emergency Evacuation Administrative Procedures* and Handbook for TSA MD No. 1100.61-6, *Emergency Evacuation Administrative Procedures*.

2. POLICY

- A. Evacuation special allowances are those travel expenses deemed reimbursable to an employee in the event of an Agency-issued evacuation. [Authority: [Appendix 1.C](#)]
- (1) Special allowances are only reimbursable when all of the following conditions have been met:
 - (a) A TSA evacuation order has been issued per TSA MD 1100.61-6;
 - (b) The employee and/or their dependents are deemed eligible in accordance with TSA MD 1100.6-6¹;
 - (c) Special allowances have been specifically authorized in the evacuation order; and
 - (d) Reimbursable expenses were incurred in accordance with this FMM section.
 - (2) Employees in an evacuated status are not considered in a temporary duty (TDY) status and therefore all travel expenses potentially reimbursable to an employee in TDY status are not considered a special allowance and will not be reimbursed.

¹ Not only must the eligibility requirements of TSA MD 1100.6-6 and the associated handbook be met, but the employee's eligibility must be documented on the required roster as dictated in the Directive.

- (3) There are only two (2) types of special allowances, each of which must be specifically authorized in the evacuation order:
- (a) Travel expenses (including per diem) to/from the safe haven – These expenses are limited to the en route expenses (those incurred to reach the safe haven from the permanent duty station [PDS] or vice versa) and do not include any expenses incurred at the safe haven.
 - (b) Subsistence Expenses at the safe haven – These expenses are limited to the lodging and meals and incidental expenses (M&IE) incurred at the safe haven location.

Note: Transportation expenses in and around the safe haven and miscellaneous travel expenses are not included in either type of special allowance and are not reimbursable.

- (4) Special allowances are not reimbursable in the absence of an Agency-issued evacuation order that specifically authorizes special allowances.
- (a) Employees and / or their dependents who evacuate in response to an Agency-issued evacuation order without authorization for special allowances, a State or local government issued evacuation order, or upon their own determination for their personal safety are not eligible for special allowances.
 - (b) Employees who evacuate in the absence of an Agency-issued evacuation order or in response to an Agency-issued evacuation order that does not authorize special allowances may be placed in a TDY status by their management.
 - (i) Employees placed in a TDY status by their management are eligible to be reimbursed all standard travel expenses in accordance with TSA MD 1000.6, *Temporary Duty Travel*, and TSA FMM Part 2 Travel Policy.
 - (ii) Employees placed in a TDY status may only have their individual travel expenses reimbursed. Any expenses incurred by their dependents are not reimbursable.
 - (iii) Reimbursement of employees placed in a TDY status must be funded locally.
 - (iv) Standard travel authorization and voucher requirements must be followed for employees placed in a TDY status.
- (5) Employees who are required to complete official travel for the Government while in an evacuation status are no longer eligible for special allowances until their official travel concludes. The employee's dependents may continue

to receive special allowances at the safe haven while the employee is on official travel.

B. Travel Expenses to / from a Safe Haven [Authority: [Appendix 1.C](#) and This FMM]

(1) General Requirements:

- (a) Travel expenses to / from a safe haven must be specifically authorized in the Agency evacuation order.
- (b) Employees and dependents are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.
- (c) Employees and their dependents are expected to travel by the safest, most direct route possible to their designated primary or secondary safe haven, as applicable. Deviations from the safest, most direct route to the applicable safe haven, or to an undesignated safe haven without approval, may adversely impact an employee's eligibility for special allowance reimbursement.
- (d) If an employee is on TDY at the time an evacuation order is issued and evacuation special allowances are authorized, the employee's dependents are eligible to receive evacuation special allowances for the period of time for which the employee would receive them had he / she traveled to the safe haven location.

(2) Allowable / Reimbursable Expenses:

- (a) Transportation expenses necessarily incurred while en route to / from the safe haven as follows:
 - (i) Privately owned vehicle (POV) – Use of POVs from the PDS to the safe haven location and vice versa is presumed to be the most advantageous mode of transportation.

- Generally, an authorized employee and / or their dependents may be reimbursed for the travel expense of only one (1) POV.

Note: In special circumstances, requests for the reimbursement of multiple POVs will be considered on a case-by-case basis.

- POV expenses will be reimbursed in accordance with the established U.S. General Services Administration (GSA) mileage rate.

- Additional POV expenses may be reimbursed if necessarily incurred to include parking fees, ferry fees, bridge, road and tunnel fees (tolls).
- (ii) Government Owned Vehicle (GOV) – Use of GOVs for evacuation travel may only be authorized if in accordance with Agency Fleet policy. Generally, there are no reimbursable expenses with the use of GOVs.
- (iii) Rental Cars
- Generally, use of rental cars without specific authorization are considered POVs and may only be reimbursed up to the cost of one (1) POV to include mileage and additional expenses in accordance with 2.B.(2)(a)(i).
 - Rental cars may not be obtained via the Government issued travel card or at the Government rental rate that includes the Government Administrative Rate Supplement fee for insurance coverage, unless the conditions of the following bullets are met.
 - Rental cars may be authorized as the mode of transportation only if all the following conditions are met:
 - A justification is submitted to and approved by the FMD indicating a significant financial hardship of limiting a rental car reimbursement to the cost of one (1) POV;
 - The rental car is obtained on or after the date of issuance but before the termination date of an Agency-issued evacuation order that includes authorization for travel expenses to / from the safe haven;
 - Only the authorized employee is driving the rental car; and
 - The rental car is returned upon reaching the safe haven and not used for transportation in and around the safe haven. For the travel back to the PDS, a new rental agreement must be obtained.
 - When rental cars are authorized as the mode of transportation the additional expenses of 2.B.(2)(a)(i) are reimbursable with the addition of gasoline charges for the rental vehicle.
- (iv) Common Carriers
- Use of air, train, or ship may only be reimbursed for evacuations from remote or island locations. Unauthorized use may only be

reimbursed up to the cost of one (1) POV in regards to mileage only.

- Use of buses may only be reimbursed up to the cost of one (1) POV in regards to mileage only.
- Baggage fees associated with the use of an authorized common carrier services may be reimbursed as follows:
 - One (1) standard baggage fee per individual is reimbursable.
 - Additional baggage fees (the second and subsequent bags per individual) may be reimbursed with sufficient justification to the satisfaction of all approving officials.
 - Excess baggage fees (overweight bags/large items) may be reimbursed with sufficient justification to the satisfaction of all approving officials.

Note: In special circumstances, requests for the reimbursement of common carrier expenses outside of these circumstances will be considered on a case-by-case basis.

- (v) Government Aircraft – Use of Government aircraft for evacuation transportation may be authorized as “required-use” travel when necessary. Generally, there are no reimbursable expenses with the use of Government aircraft, however, the requirements of TSA FMM 2.2.11, *Government Aircraft*, must be followed.
- (vi) Any other transportation mode – Use of any other transportation mode may only be reimbursed up to the cost of one (1) POV in regards to mileage only.

(b) En route Subsistence Expenses:

- (i) Lodging and M&IE are reimbursable for the employee and / or their dependents at the GSA rate for the location at which they stop while en route.
- (ii) To the maximum extent possible, lodging accommodations must be limited to the fewest number of rooms to accommodate the employee and / or their dependents. An excess number of rooms may not be approved for reimbursement at the Approving Official’s discretion.
- (iii) When only one (1) day is required to reach the safe haven, only M&IE is reimbursable at the GSA rate for the safe have location

(unless subsistence expenses at the safe haven are authorized in the evacuation order).

Note: See Section 2.B.(3)(d) below for per diem calculation limitations.

(3) Limits on Reimbursements:

- (a) Expenses for travel to a safe haven for an eligible employee and / or their dependents will be reimbursed **from the later** of the following:
 - (i) Date of departure from the evacuated PDS or home; or
 - (ii) Effective date of the Agency evacuation order.
- (b) Expenses for travel from the safe haven back to the evacuated PDS or home for an eligible employee and/or their dependents will be reimbursed **until the earlier** of the following:
 - (i) Date of return to the evacuated PDS or home; or
 - (ii) Date the evacuation is terminated, but no later than the termination date stated in the Agency evacuation order.
- (c) Travel from the safe haven location to the PDS vicinity for the employee to return and inspect their domicile, not to officially return to their PDS, is not reimbursable.
- (d) En route per diem rates are restricted to the following calculations:

| Eligible Individual | En Route Lodging | En Route M&IE | |
|-------------------------------------|--|--|--|
| | | 1 st Travel Day | Subsequent Days |
| Employee | 100% of GSA Lodging Per Diem Rate for the location. | 75% of GSA M&IE Per Diem Rate for the location. | 100% of GSA M&IE Per Diem Rate for the location. |
| Dependents 12 Years of Age or Older | 100% of GSA Lodging Per Diem Rate for the location if necessary. | 75% of GSA M&IE Per Diem Rate for the location. | 100% of GSA M&IE Per Diem Rate for the location. |
| Dependents Under 12 Years of Age | 100% of GSA Lodging Per Diem Rate for the Location if necessary. | 75% of 50% of GSA M&IE Per Diem Rate for the location. | 50% of GSA M&IE Per Diem Rate for the location. |

- (e) Requests for reimbursement for lodging that exceeds the GSA per diem rate for the location must be fully justified and will be considered only on a case-by-case basis.
 - (i) Requests that are not approved will be restricted to the reimbursement rates identified in the table above.

- (ii) Requests that are approved may not exceed 300% of the total GSA subsistence rate for the location.

C. Subsistence Expenses at a Safe Haven [Authority: [Appendix 1.C](#) and This FMM]

(1) General:

- (a) Subsistence expenses at a safe haven must be specifically authorized in the Agency evacuation order.
- (b) If an employee is ordered to perform official duties in an evacuated area and their home is uninhabitable, then an Agency evacuation order that authorizes subsistence expenses at a safe haven may be extended to the employee's PDS at the GSA rate for the PDS location.
 - (i) In this instance, subsistence expenses that are authorized in the PDS are subject to the same rules as those authorized for a safe haven to include their termination.
 - (ii) An employee's dependents may continue to receive authorized subsistence expenses at the safe haven while the employee remains or returns to the PDS.
 - (iii) If an employee's dependents remain or return to the PDS with the employee and the employee's house is uninhabitable, they may also receive authorized subsistence expenses at the employee's PDS at the GSA rate for the PDS location.
- (c) Lodging reimbursement is limited to the term of the evacuation, which may be terminated any time, therefore employees and/or their dependents should not sign long-term leases.
- (d) TSA policies for subsistence expense reimbursements on days of leave and non-workdays apply in accordance with TSA FMM 2.1.5.1, *Per Diem Subsistence Expense Allowances*.
 - (i) If employees are ineligible on days of leave, their dependents are also ineligible.
 - (ii) Days of administrative leave provided by the Agency as a result of the event are not considered personal leave and do not affect the employee's and / or their dependent's eligibility to receive authorized special allowances.

(2) Allowable / Reimbursable Expenses:

- (a) Lodging

- (i) Lodging expenses are reimbursable for the employee and / or their dependents at the GSA rate for the location of their safe haven.
 - (ii) To the maximum extent possible, lodging accommodations must be limited to the fewest number of rooms to accommodate the employee and / or their dependents. An excess number of rooms may not be approved for reimbursement at the Approving Officials discretion.
 - (iii) To the maximum extent possible, lodging accommodations must be obtained to avoid any excess costs (e.g., parking).
 - Parking expenses are only reimbursable if lodging accommodations with free parking could not be obtained and no other parking options are available to the employee.
 - Resort fees are only reimbursable if lodging accommodations without resort fees could not be obtained and resort fees are required by the lodging facility and are not optional for additional services.
 - Internet costs are only reimbursable if the internet usage was for official purposes.
 - Lodging taxes are reimbursable, however, when a Government travel card is used some states waive taxes. When applicable, evacuated employees must make every attempt to have their taxes waived in accordance with <https://www.gsa.gov/travel/plan-book/state-tax-exemption-information-for-government-charge-cards>
 - (iv) Any lodging paid for by a FEMA voucher or any other Government agency may not be claimed by the employee.
- (b) M&IE expenses are reimbursable for the employee and / or their dependents at the GSA rate for the location of their safe haven.
 - (c) In accordance with standard TSA travel policy, any meals provided by FEMA or any other Government agency must be recorded as a meal provided by the Government and the M&IE must be reduced.
- (3) Limits on Reimbursements:
- (a) Subsistence expenses at a safe haven for each eligible employee and / or their dependents will be reimbursed from the date of arrival at the safe haven until the earlier of the following:

- (i) Date the employee and /or the employee’s eligible dependents depart to return to the evacuated PDS or home; or
- (ii) Date the evacuation is terminated but no later than the termination date stated in the evacuation order.

(b) Safe haven per diem rates are restricted to the following calculations:

| Eligible Individual | Lodging | | M&IE | |
|--|---|---|--|--|
| | Days 1-30 | Days 31-180 | Days 1-30 | Days 31-180 |
| Employee | 100% of GSA Lodging. Per Diem Rate for the location. | 60% of GSA Lodging Per Diem Rate for the location. | 100% of GSA M&IE Per Diem Rate for the location. | 60% of GSA M&IE Per Diem Rate for the location. |
| Dependents 12 Years of Age or Older | 100% of GSA Lodging. Per Diem Rate for the location if necessary. | 60% of GSA Lodging Per Diem Rate for the location if necessary. | 100% of GSA M&IE Per Diem Rate for the location. | 60% of GSA M&IE Per Diem Rate for the location. |
| Dependents Under 12 Years of Age | 100% of GSA Lodging. Per Diem Rate for the Location if necessary. | 60% of GSA Lodging Per Diem Rate for the location if necessary. | 50% of GSA M&IE Per Diem Rate for the location. | 60% of 50% of GSA M&IE Per Diem Rate for the location. |

(c) Requests for reimbursement for lodging that exceeds the GSA per diem rate for the location or the reduced rate after 30 days, must be fully justified and will be considered only on a case-by-case basis.

- (i) Requests that are not approved will be restricted to the reimbursement rates identified in the table above.
- (ii) Requests that are approved may not exceed 300% of the total GSA subsistence rate for the location.


D. Funding Evacuation Special Allowances [Authority: [Appendix 1.C](#) and [1.D](#)]

- (1) Authorized evacuation special allowances will be reimbursed out of Agency emergency funding and will not impact local funding.
- (2) For instances where employees are placed in a TDY status travel expenses will be reimbursed out of local funding.
- (3) Government issued travel cards may be used for reimbursable special allowances only after an Agency evacuation order authorizing special allowances has been issued. Personal funds may always be used.

- (4) In some cases, a Government issued centrally billed account (CBA) may be used to pay for en route transportation and / or lodging or lodging at the safe haven and / or PDS. Any expense paid by a CBA is not reimbursable to the employee.
- (5) Evacuated employees are still required to prepare a travel authorization and voucher in a timely manner as practicable in the circumstances in accordance with the procedures of this FMM section.

3. PROCEDURES

- A. Individual employee's completing short term evacuations (two weeks or shorter) may process the evacuation travel authorization and the subsequent voucher as a single trip in the travel management system.
 - (1) Please refer to the associated supplemental document of this FMM section for detailed instructions.
 - (2) Standard receipt requirements as documented in TSA FMM 2.1.7, *Receipt Requirements*, apply.
 - (3) Expenses paid for by a CBA are not reimbursable and need not be included on the employee's authorization or voucher.
- B. Employees with dependents or any evacuation expected to last over two weeks must process the evacuation travel authorization and the subsequent vouchers as an Evacuation Limited Open Authorization (LOA).
 - (1) Please refer to the associated supplemental document of this FMM section for detailed instructions.
 - (2) Dependents must have their own child authorization and voucher within the employee's LOA document.
 - (3) Vouchers for each employee and their dependents must be submitted every 14 days.
 - (4) Standard receipt requirements as documented in TSA FMM 2.1.7, *Receipt Requirements*, apply.
 - (5) Expenses paid for by a CBA are not reimbursable and need not be included on the employee's travel authorization or voucher.

Approval Signature: 
Date of Approval: 7/20/2018
Review Date: Three Years from Date of Approval

APPENDIX**1. AUTHORITIES**

- A. [The Aviation and Transportation Security Act](#), Public Law 107-71 (ATSA)
- B. [The Homeland Security Act of 2002](#), Public Law 107-296
- C. [DHS Financial Management Policy Manual 7.3](#), Travel Allowances
- D. [TSA MD 1000.5](#), *Government Travel Cards*
- E. [TSA MD 1000.6](#), *Temporary Duty Travel*
- F. [TSA MD 1100.61-6](#), *Administrative Emergency Evacuation Procedures*
- G. [TSA MD 1100.61-6](#), *Administrative Emergency Evacuation Procedures Handbook*

For more information on these authorities, please visit the below online repository:

[TSA's Online Repository of Financial and Travel Authorities, Acronyms, Roles, Systems, & Terms](#)

2. DEFINITIONS

Please visit the below online repository:

[TSA's Online Repository of Financial and Travel Authorities, Acronyms, Roles, Systems, & Terms](#)

If any terms require additional information for the purposes of this document, or are not defined elsewhere please see below:

- A. Advance payment – The payment of an employee’s regular salary before his or her normal pay date, including allowances and differentials, in order to help the employee defray immediate expenses incidental to an evacuation.
- B. Evacuation – The authorized or ordered departure from any place where there is imminent danger to the life of an employee or lives of the dependents or immediate family of the employee.
- C. Evacuation Allowances – The payment described in 5 CFR 550.403, including (a) advance payments, (b) evacuation payments, and/or (c) special allowances.
- D. Evacuation Payment – The payment of employee’s regular salary on his or her normal pay date, including allowances and differentials, despite the employee’s inability to perform his or her regular duties due to an evacuation.

- E. Family Member/Dependent – For the purposes of this FMM, “family member” and “dependent” have the same meaning and includes only “immediate family” as defined in [TSA MD 1100.61-6](#), *Administrative Emergency Evacuation Procedures Handbook*.
- F. Safe Haven – A designated area to which an employee or dependent will be or has been evacuated.
- G. Special Allowances – Payments to an employee during an evacuation to offset the direct added expenses that are incurred by the employee as a result of his or her evacuation or the evacuation of his or her dependents, including travel and/or subsistence expenses.
- H. TSA Evacuation Order – An oral or written communication from the TSA Administrator or his/her designee, which authorizes or orders the departure of TSA employees from the PDS. Once the determination to evacuate has been made the TSA Administrator or designee, the Assistant Administrator for the Office of Human Capital will issue written evacuation orders for those affected employees. Determinations to evacuate employees in the predicted impact area or the affected area, and the authorization for evacuation allowances and/or excused absence is made in conjunction with DHS and other affected DHS components. Evacuations ordered by non-TSA officials do not trigger the evacuation allowances provisions described in [TSA MD 1100.61-6](#), *Administrative Emergency Evacuation Procedures Handbook*.
- I. Uninhabitable – A condition of a home that would bring significant risk to the resident’s health and safety due to a natural disaster or other emergency causing the evacuation (e.g., no potable water, significant structural damage, significant flooding).