


Office of Human Capital Communication
Human Capital Advisory Memo 2017-61.6b



Date: September 7, 2017

To: AAs, DAAs, BMOs, RDs, FAM SACs, and FSDs

From: Pat A Rose, Assistant Administrator and Chief Financial Officer, Office of Finance and Administration

Karen Shelton Waters, Assistant Administrator, Office of Human Capital

Subject: Special Allowances for Subsistence Expenses - Lodging

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References: TSA MD 1100.61-6, Emergency Evacuation Administrative Procedures

This HCAM provides special allowances for approval of certain subsistence expenses for employees required to remain at or return to their permanent duty station within an area covered by a TSA evacuation order.

TSA handbook to Management Directive 1100.61-6, *Emergency Evacuation Administrative Procedures*, Section O, Special Allowances for Subsistence Expenses, is immediately amended to implement O.2. as follows:

2. Lodging and meals at the permanent duty station. Lodging and meals for a TSA employee working at the permanent duty station due to the assignment of official duties that are required to safeguard human life and/or protect property or until the employee's home has been restored to a habitable condition, whichever occurs first, may be authorized on a case by case basis following standard travel policy when approved. This situation may include the following scenarios:

- (a) The preferred method to provide lodging in emergency situations is through Government Contract. Per Financial Management Manual (FMM) 2.8.3, Emergency Permanent Duty Station Lodging, when these expenses are paid for by TSA they are not reimbursable to the employee. In this case, meals and incidental expenses (M&IE) may still be reimbursed if there is an authorized evacuation order.
- (b) Employees who lodge with family or friends typically will not be reimbursed lodging expenses. In this case, M&IE may still be reimbursed if there is an authorized evacuation order.



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- (c) Any meals provided, to include Meals Ready to Eat, must be deducted from the M&IE as a Government provided meal.
- (d) Transportation reimbursements at the permanent duty station are limited to excess costs beyond what the employee would normally incur. However, in cases where TSA provides fuel, there will be no transportation reimbursement.



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