

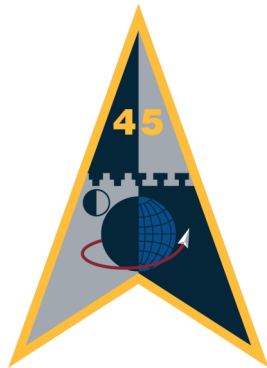
Direct Installation Support

-Government Travel Card (GTC) use is mandatory

- Credit limits and cash advances will have been increased (cash advance fees are not reimbursable).
- GTC will be placed on mission critical status.
- Members are responsible for all charges made to the GTC unless they're disputing transactions.
- Non-GTC card holders may request cash advances at the finance office.

Dorm Members

- BAH does not accrue unless the Delta Commander decides to terminate the assignment to quarters.
- BAS (Meal Deductions) will be stopped for the dates that the member is in TDY status. (This might be done post re-call).



What Constitutes a Valid Receipt?

- Has an amount total.
- Has a \$0 Balance.
- Has the form of payment. E.g. Visa XXXX-1234.
- Itemized cost by dates (lodging).
- Has the member's name.
- Flights need to include the itinerary, form of payment, the member's name and the total amount.

Receipt

To be considered valid, a receipt must contain the name of the entity providing the good(s)/service, the date(s) that the good(s)/service was/were provided/purchased, the price of the good(s)/service, any tax levied, the total monetary amount due, and must indicate that the total monetary amount due was paid.

Evacuation Tips

➤ ➤ 45 CPTS Patrick SFB, FL



Contact us:

Org Box: 4finance@us.af.mil

•CSP: <https://usaf.dps.mil/teams/SAFFMCSP/portal>

Top Tips

-Do **NOT** evacuate before the Delta Commander gives the official order to evacuate or return before the Delta Commander gives the official re-call order.

-Check your evacuation zones to see if you are directed to leave: <https://floridadisaster.maps.arcgis.com/home/index.html>

-Refer to the orders for the maximum travel mileage limit. Member will be given the Standard CONUS rates if they travel further than the allowed mileage by the orders.

-Make sure your GTC active: <https://home.cards.citidirect.com/CommercialCard/login?locale=en>

-To check all per diem rates go to: www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/Per-Diem-Rate-Lookup/

-Per Diem Rate= Max Lodging + Meals (Local Meals, Proportional, or Government) + Incidental rate

-Keep all receipts for lodging & expense \$75 or >

Evacuation Travel Entitlements

Per Diem (First 30 Days)

Military members get 100% of per Diem. Their dependents receive:

-12 years and older: 100% Per Diem

-Under 12 years old: 50% Per Diem

Lodging

-Actual expense not to exceed the percentage of the locality lodging max based on the number of family members and their ages.

-No lodging reimbursement is authorized if a dependent stays with a friend or relative.

-Lodging taxes are miscellaneous expenses.

-Must retain **all lodging receipts**

Mileage.

Authorized mileage for 1 round trip limited to the amount of mileage on the evacuation orders or min/max (50—500 miles), whichever comes first.



Post Evacuation

Recall Order (LEO Termination)

- Must proceed back to residence/PDS within 24hrs.
- File voucher package within 5 days.
- Voucher Package includes:
 - Recall Order
 - DD Form 1351-2
 - Certification Roster (those w/dep only)
 - DD 1610
 - Applicable Receipts
 - DD Form 1172-2
 - LEO memorandum.
 - Duplicate Payment Certification

Please note mass briefing will be kept at Sharkatorium for members submit voucher upon return.

45th Weather Squadron

<https://45thweathersquadron.nebula.spaceforce.mil/pages/hurricaneInformation.html>

AFPAAS

<https://afpaas.af.mil/cas/login?service=https%3A%2F%2Fafpaas.af.mil%2F>

Florida Disaster Link

<https://floridadisaster.org/planprepare/disaster-preparedness-maps/>