

MEMORANDUM FOR: ALL NOAA Travelers

FROM: Jon P. Alexander
Director, Finance Office/Comptroller

SUBJECT: Travel Advisory 09-1
Hurricane Gustav and Hurricane Ike

The purpose of this advisory is to remind Line and Staff Offices of the rules regarding evacuation pay for employees and their dependents who are under a MANDATORY evacuation order.

- For Hurricane Gustav, employees who live in the following states, and who are under a MANDATORY evacuation order, are entitled to Evacuation Pay: Louisiana, Mississippi, Alabama and Texas.
- For Hurricane Ike, employees who live in the following counties in Texas, and who are under a MANDATORY evacuation order, are entitled to Evacuation Pay: Aransas, Brazoria, Brooks, Calhoun, Cameron, Chambers, Fort Bend, Galveston, Hardin, Harris, Hidalgo, Jackson, Jefferson, Jim Wells, Kenedy, Kleberg, Liberty, Matagorda, Nueces, Orange, Refugio, San Patricio, Victoria, Wharton, and Willacy.

Evacuation Pay includes travel and subsistence payments for the employee and their dependents from time of the MANDATORY evacuation order until return within a reasonable period once the MANDATORY evacuation orders are lifted, not to exceed 180 days.

Employees must have an approved travel authorization in place to cover both the employee and his/her dependents. It may be necessary to authorize an approved travel authorization post evacuation order. The travel authorization must contain the letter "E" in the fifth position to indicate that it's an evacuation authorization. In addition, travel authorizations must include a listing of the dependent's names and dates of birth under "Other Authorizations" on the travel authorization, as well as a notation of "Evacuation Travel" under the "Comments" field of the travel authorization.

For more information on evacuation travel allowances, please see:

- NOAA Travel Regulation, Chapter 301-32:
<http://www.corporateservices.noaa.gov/~finance/TR.301-32.pdf>.
- GSA Bulletin, FTR, 08-10:
<http://www.corporateservices.noaa.gov/~finance/FTR%20Bulletin%202008-10.pdf>
- GSA Bulletin, FTR, 08-11:
<http://www.corporateservices.noaa.gov/~finance/FTR%20BULLETIN%202008-11%20FOR%20TDY%20-%20SIGNED.PDF>:

Please e-mail or call Rachael Wivell if you have any additional questions:
Rachael.S.Wivell@noaa.gov or (301) 444-2136.