



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Office of the Chief Financial Officer
Finance Office

October 5, 2016

MEMORANDUM FOR: ALL NOAA/BIS/EDA Employees
FROM: Kim. A Darling *Kim A. Darling*
Director, Finance Office/Comptroller
SUBJECT: Travel Advisory 16-4 Mandatory Evacuation/Hurricane Matthew

The purpose of this advisory is to remind Line and Staff Offices of the rules regarding evacuation travel for employees and their dependents who are under a MANDATORY evacuation order. Employees and their dependents who live in any of the areas (Florida, Georgia, South Carolina, or North Carolina) currently under a MANDATORY evacuation order due to the impending Hurricane Matthew, are entitled to evacuation travel and subsistence payments 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.

Please see NOAA Travel's website

<http://www.corporateservices.noaa.gov/finance/EVACUATION.html> and NOAA Travel Regulation, Chapter 301-32 for more information on evacuation travel allowances:

<http://www.corporateservices.noaa.gov/finance/docs/TR.301-32.pdf>. Please e-mail or call Rachael Wivell if you have any additional questions: Rachael.S.Wivell@noaa.gov or (301) 444-2136.