



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

August 31, 2017

MEMORANDUM FOR: ALL NOAA/BIS/EDA Employees

FROM: Kim. A Darling *Kim A Darling*  
Director, Finance Office/Comptroller

SUBJECT: Travel Advisory 17-4 Mandatory Evacuation/Hurricane Harvey

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 that live in any of the areas currently under a MANDATORY evacuation order due to Hurricane Harvey 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. Houston, TX is considered under a mandatory evacuation order.

Employees who are authorized to evacuate must have an approved travel authorization (TA) in place in order to cover both the employee and his/her dependents. Employees under an evacuation order must annotate 'Evacuation Travel' in the Remarks of the TA. It may be necessary to authorize an approved TA post evacuation order.

For employees with dependents, the TA must include a listing of those dependent's names and dates of birth in the Remarks section of the TA. For guidance on how to process evacuation travel with dependents in E2, please reference the Standard Operating Procedures document entitled 'Evacuation Travel' located on the NOAA Finance Office E2 Solutions Travel Information web page:  
<http://www.corporateservices.noaa.gov/finance/docs/E2/EvacuationTravelProcess.pdf>

**For further instructions on how to process evacuation travel in E2**, please contact Client Services:  
E-Mail: [ClientServices@noaa.gov](mailto:ClientServices@noaa.gov) or phone: (301) 444-3400, selects Option 2 for Travel assistance.

**For policy inquiries on evacuation travel**, please visit the NOAA Travel Regulation, Chapter 301, 15, Evacuation Travel:  
<http://www.corporateservices.noaa.gov/finance/documents/TR.Chapter301.docx> .  
For further policy guidance, please contact Rachael Wivell:  
E-Mail: [Rachael.S.Wivell@noaa.gov](mailto:Rachael.S.Wivell@noaa.gov) or phone: (301) 444-2136.