



September 6, 2017

MEMORANDUM FOR: ALL NOAA/BIS/EDA Employees

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

SUBJECT: Travel Advisory 17-6
NOAA Evacuation Order/Hurricane Irma

The purpose of this advisory is to notify employees who reside in the following areas currently not under a mandatory evacuation order, that they are covered under a NOAA evacuation order due to the impending Hurricane Irma:

- Puerto Rico;
- The U.S. Virgin Islands;
- The Florida Keys, FL; and
- Miami, Florida.

Employees and their dependents under either a **NOAA or mandatory evacuation order** are hereby entitled to evacuation travel and subsistence payments from the date of this advisory until they are able to safely return home, not to exceed 180 days.

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. However, 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 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_001.docx.

For further policy guidance, please contact Rachael Wivell:

E-Mail: Rachael.S.Wivell@noaa.gov or phone: (301) 444-2136.