



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

October 12, 2017

MEMORANDUM FOR: ALL NOAA/BIS/EDA Employees

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

SUBJECT: Travel Advisory 17-8  
Evacuation Travel for  
Wild Fires in Northern California

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 of northern California currently under a MANDATORY evacuation order due to the recent wild fires are hereby 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 who require evacuation travel **must** consult with their authorizing official **prior to travel** in order to determine eligibility. In addition, the authorizing official will work with the employee to determine the location of the safe haven as well as the appropriate per diem rate required.

Employees who are authorized to evacuate must have an approved TA in place in order to cover both the employee and his/her dependents. However, if there is not enough time to process a TA prior to travel, the employee can perform evacuation travel under a verbal approval as long as a TA is processed by the next business day. Employees under an evacuation order must annotate:

- 'Evacuation Travel' in the Remarks of the TA;
- If applicable, list dependent's names and dates of birth in the Remarks section of the TA;
- Indicate the location of the safe haven;
- Indicate the time required. Length of time is usually authorized in 30 day increments, but can be authorized for shorter timeframes if they can be determined up front; and
- Indicate the appropriate per diem rate authorized (locality or standard CONUS rate).

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.