

Travelers Information Notice – Hurricane FLORENCE Evacuation Travel Claim Checklist

NOTICE POSTED: September 10, 2018

Effective Dates: September 11 – 21, 2018 (NTE 10 days)

AUDIENCE: ***DLA Personnel Impacted by Evacuation Order –
Hurricane FLORENCE***

Checklist: Required documentation for a successful reimbursement of your authorized allowances while governed by the DLA EVACORD – Hurricane FLORENCE

- ✓ **DD FORM 1351-2 Travel Voucher or Subvoucher, dated May 2011**
In addition to your signature, must be signed by your Supervisor before release
- ✓ Written Evacuation Order/Granting Authority to Evacuate
 - DLA EVACORD – w/Amendments (if applicable)
 - Local Command Direction (if supplemented/if applicable)
 - Authorized Date of Departure
- ✓ Notification of Evacuation Termination
 - Local Command Direction
 - Return to Duty Date
- ✓ **DD FORM 1610 Request and Authorization for TDY Travel of DoD Personnel** Your approved Management issued Evacuation Order, specific to you, the Employee and will include your Dependent(s) w/Dates of Birth (if applicable)
- ✓ **Evacuation Information Verification Sheet; Parts 1&2 ONLY**
 - **Part 1: Dependent Information**
 - **Part 2: Bank Information**
- ✓ Lodging Receipt(s)

Transmitting Your Travel Claim: Options - Fax; **Email (recommended)** or USPS

DFAS-Rome Fax: (315) 275-0152

Email: dfas.rome.ift.mbx.neo@mail.mil

Mailing Address:

DFAS Rome
Attn: Travel/NEO Claim 325
Brooks Road
Rome, NY 13441

Questions specific to Hurricane FLORENCE and the information provided may be addressed to the undersigned at (571) 767-7483 or email: lisa.stpeter@dla.mil

Lisa A. St. Peter
Lisa A. St. Peter, Director
DLA Payroll and Travel Services
DLA Human Resources Services (DHRS-DP)