

Travelers Instruction Notice – Employee Evacuation & Use of the Government Travel Charge Card

NOTICE POSTED: September 11, 2018

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

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

An Evacuation Order (DD 1610) is an official type of travel. The authorized use of the Government Travel Charge Card (GTCC) while covered by an Evacuation Order is no different than any other approved travel.

Things to remember:

- + Your GTCC is embossed with your name; you are accountable and responsible. No one other than the cardholder is an authorized user.
- + Your GTCC is to be used only for authorized expenses while in an official travel status. The authority is your DLA issued Evacuation Order (DD 1610). Official travel status is determined as the date of notification to evacuate. Expiration date of the evacuation can vary based on numerous circumstances. It is your responsibility to communicate with your supervisor confirming return to work order and termination of allowances.
- + Authorized Use:
 - ✓ Hotel Accommodations: DLA evacuated employee and dependents as applicable
 - ✓ Hotel Taxes (state and local if applied)
 - ✓ Meals: DLA employee and dependents as applicable
 - ✓ Use at Gas Stations ***** NOTE: reimbursement is based on mileage
 - ✓ Use for purchase of incidentals ***** NOTE: incidentals are part of Per Diem
 - ✓ Use for purchase of groceries ***** NOTE: meals are part of Per Diem

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

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