

**EPW – EVACUATION PAYMENTS WORKSHEET (DSSR 600)**

(See reverse on this page for additional details)

Saf haven Location used to calculate the Subsistence Expense Allowance (SEA). If within the U.S., include name of county to further identify saf haven location.

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City \_\_\_\_\_ County (U.S. only) \_\_\_\_\_ U.S. State or Country \_\_\_\_\_

Saf haven Lodging (“L”) \_\_\_\_\_ Meals & Incidental Expenses (“M&IE”) \_\_\_\_\_

Saf haven Advance Received \$ \_\_\_\_\_

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The commercial rate requires a receipt for lodging in a hotel, motel, commercially leased house or apartment, or other transient-type commercial establishment.

	<b>Commercial Rate*</b> Days 1 through 30	<b>Commercial Rate*</b> Days 31 through 180
First Evacuee	100% x L = _____ * 100% x M&IE = _____	100% x L = _____ * 80% x M&IE = _____
Each other Eligible Family Member 18 & over	100% x M&IE = _____	80% x M&IE = _____
Each other Eligible Family Member under 18	50% x M&IE = _____	40% x M&IE = _____
<b>SPECIAL FAMILY COMPOSITION CONSIDERATION</b> (Check Only One)		
_____ First Evacuee plus one (non-spouse eligible family member, age 18 and older). _____ First Evacuee plus one (non-spouse eligible family member of opposite gender, age 12 and over). _____ First Evacuee plus two (one non-spouse eligible family member, age 18 and older; or one non-spouse eligible family member, opposite gender, age 12 and older) _____ First Evacuee plus three (one non-spouse eligible family member, age 12 and over). _____ First Evacuee plus four or more family members. _____ NOTE: For special family composition consideration not addressed above, submit request through agency to Director, Office of Allowances (A/OPR/ALS), US Department of State, Washington, DC 20522-0104.		
*See reverse for further explanation of the commercial rate and application of 50% above the 100% lodging level when the special family composition applies.		

The “non-commercial” rate will apply for days when a receipt for a commercial establishment is not received.

	<b>Non-Commercial</b> Days 1 through 30	<b>Non-Commercial</b> Days 31 through 180
First Evacuee	10% x L = _____ 100% x M&IE = _____	No lodging amount paid 80% x M&IE = _____
Each other eligible family member 18 and over	100% x M&IE = _____	80% x M&IE = _____
Each other eligible family member under 18	50% x M&IE = _____	40% x M&IE = _____



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(Page 2 of 2)

### Additional Evacuation Payments

- ✓ In addition to SEA payments, a transportation allowance may be paid as follows: \$10 per day for first evacuee; \$15 per day for first evacuee and one eligible family member; \$20 per day for first evacuee and two or more eligible family members.
- ✓ An air freight replacement allowance may be paid if air freight was not shipped **FROM** post. Employees and eligible family members will still be eligible to ship air freight **BACK TO** post. Amounts are: \$250 for first evacuee only; \$450 for first evacuee and one eligible family member; \$600 for first evacuee and two or more eligible family members.

### Internet Sources for All Per Diem Rates

--48 states and DC (continental US) = GSA (Per diems are first listed by county. Exceptions are noted. If there is not a separate listing, per diem rate used to calculate SEA should be CONUS)

<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd02d.html>

--Non-Foreign, outside continental US = DOD <http://www.dtic.mil/perdiem/pdrates.html>

--All Foreign Locations = STATE <http://www.state.gov/m/a/als/prdm/>

### Basic rules for determining SEA payments

If you are at your official safehaven, SEA is calculated using the per diem rate for your official safehaven. Official safehaven of first evacuee is used to determine payments for all eligible family members. If you are at an approved alternate safehaven, SEA is calculated using the LOWEST of the per diem rates for the following: (a) official safehaven; (b) approved alternate safehaven; or (c) Continental US (CONUS) [as of 1-1-02, that is \$85 (\$55 for lodging; \$30 for M&IE)]

### Commercial Rate

Commercial Rate is based on first evacuee's safehaven location. Reimbursement of lodging costs is based on actual costs (receipts required) up to the maximum allowed. Room taxes for CONUS or non-foreign, outside CONUS safehaven locations may be reimbursed in addition to the lodging maximum. Room tax for foreign safehaven is already included in the maximum and is not reimbursed separately. M&IE component is paid as a flat amount, no itemization, no receipts required and is based on the first evacuee's safehaven location.

First evacuee may be reimbursed for actual expenses up to 50% above this maximum due to special family composition (check appropriate situation under "Special Family Composition Consideration"). Receipts are required. Reimbursement is based on first evacuee's safehaven lodging rate and special consideration counts only eligible family members residing at first evacuee's safehaven location. Examples of maximum reimbursement when applying 50% above maximum: (1) If first evacuee's safehaven lodging rate is \$150, maximum reimbursement for family lodging will be \$225 per day. (2) If first evacuee's safehaven lodging rate is \$100, maximum reimbursement for family lodging will be \$150 per day

### Non-Commercial Rate

Non-commercial rate is based on first evacuee's safehaven location. Lodging and M&IE components are flat amounts. Receipts are not required.