



# CIVILIAN PERSONNEL SECTION FACT SHEET

Current as of 28 Sep 2017

## **EMERGENCY VISITATION TRAVEL (EVT)**

**GENERAL:** EVT is authorized to allow an eligible civilian employee stationed at an overseas duty location to travel to the CONUS or the non-foreign Outside CONUS (OCONUS) area (which includes locations like Hawaii, Puerto Rico, etc.) in case of a family emergency. In certain family emergencies, another location “may” be approved. ***EVT orders are prepared by the 1<sup>st</sup> Sergeant of the civilian employee’s employing unit/organization.***

**REGULATION:** Joint Travel Regulations (JTR): <http://www.defensetravel.dod.mil/site/travelreg.cfm>

### **ELIGIBILITY:**

- US Citizen employees assigned to an OCONUS foreign area duty location and have a transportation agreement providing for return travel to the actual residence in CONUS
- Spouses or children living with such an employee may travel on orders only under special circumstances, as prescribed in the JTR, Chapter 4, Paragraph 0403.

### **FAMILY EMERGENCIES INCLUDE:**

- Serious illness or injury of an immediate family member such that death is likely to occur
- Death of an immediate family member
- Eldercare, when it is necessary to arrange for medical or home care, or to evaluate facility placement, if an incapacitated parent is not able to live independently anymore.
- Unusual Personal Hardship, when exceptional circumstances occur that require emergency family visitation

### **IMMEDIATE FAMILY MEMBERS INCLUDE:**

- Employee’s parents
- Employee’s spouse and parents thereof
- Employee’s children, including adopted children and spouses thereof
- Employee’s brothers and sisters, and spouses thereof
- Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship

### **ALLOWABLE EXPENSES ARE:**

- The transportation costs from the airport serving the employee’s Permanent Duty Station (PDS) to the airport serving the destination authorized for EVT and return.
- Certain other expenses when not included in the ticket cost (see JTR, Para. 0401, Table 4-2)
- Specific guidance on reimbursable expenses can be reviewed in the JTR, Para. 0401 and 0403B.

### **NOT REIMBURSABLE ARE:**

- Per diem
- Excess accompanied baggage
- Unaccompanied baggage
- Transportation expenses from the permanent duty station, home, or destination to the airport and return
- Terminal Parking Fees