



CIVILIAN PERSONNEL FLIGHT FACT SHEET

Current as of May 2023

EMERGENCY VISITATION TRAVEL (EVT)

Applicable to U.S. appropriated fund civilian employees

PURPOSE: Emergency visitation travel (EVT) is a benefit that allows an eligible individual to be authorized travel at U.S. Government expense from the post of assignment to the United States or to other locations in certain situations of family emergency

EMPLOYEE ELIGIBILITY: A civilian employee or dependent residing with the civilian employee at a foreign post is authorized transportation allowances in specific emergency circumstances. The civilian employee must be a U.S. citizen and have a Service agreement that provides for return travel to the civilian employee's home of record the employee occupied at the time they received their overseas assignment. To verify employee eligibility, the employee provides their current transportation agreement to the Authorizing/Approving Official (AO). Alternately, the AO may contact the Civilian Personnel Office at 86fss.civ-allowances@us.af.mil to verify the employee is on a current transportation agreement.

QUALIFYING EMERGENCIES: EVT may be authorized under the following circumstances:

- **Medical Emergency:** To visit an *immediate family member** who is seriously ill or injured, such that death is likely to occur. Limit: one round trip for a qualifying event.
- **Death:** To travel to the place of interment when an *immediate family member** dies, or to accompany the body to the place of interment when the civilian employee or dependent dies in a foreign location. Limit: one round trip to begin as soon as practicable following the death notification.
- **Eldercare:** To travel when it is necessary to arrange medical care, arrange home care services, evaluate a facility placement, or otherwise assess the need for a new living situation or other form of care for an incapacitated parent of the employee or the employee's spouse when the parent may not be able to live independently. Limit: Two round trips for a qualifying event over the lifetime of each eligible traveler.
- Note: the employee may designate the spouse to travel in his or her place, and vice versa.

*Immediate Family Member: For EVT purposes, this term applies to the qualifying employee's spouse or domestic partner and children (including stepchildren, adopted children, and those who are or were under legal guardianship); parents of the employee or the employee's spouse; and siblings, (including stepbrothers, stepsisters, half-brothers, and half-sisters) of the employee or the employee's spouse.

REQUESTS: The employee contacts the Authorizing/Approving Official (AO) as soon as practicable. The AO for EVT is typically the First Sergeant or Orderly Room of the employee's organization. Each type of EVT requires different supporting documentation and information, as explained in section 0403 of the Joint Travel Regulation (JTR). The AO is responsible for administering EVT to include validating that the request meets the eligibility and documentation requirements for EVT in accordance with Chapter 4, section 0403 of the JTR; preparing the travel orders; and maintaining the documentation and signed forms/agreements.

ALLOWABLE TRANSPORTATION EXPENSES: 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. Also allowable are airport taxes and transportation between airports. The agency may pay, or the employee may be reimbursed for those expenses. Payments are authorized under the JTR Chapter 4, Para. 040301 B. The civilian employee is financially liable for any expenditure not approved and must repay the cost of any transportation provided by the Government if the travel is determined to have been unwarranted under the conditions governing EVT.

Note: other expenses such as per diem, excess baggage or unaccompanied baggage charges, local transportation to/from the airport, etc., are not payable or reimbursable.

NUMBER OF TRAVELERS PERMITTED: Ordinarily, only one person is authorized EVT: the qualifying civilian employee or their spouse/domestic partner who resides at post. Any additional travelers will be on self-funded travel. Exceptions:

- If an eligible employee or their dependent resident at post dies, the remaining eligible family members resident at post may travel to the funeral or accompany the deceased to the place of interment.
- A nursing child may accompany the mother, or pre-school children may accompany a single parent.
- In EVT cases involving children who require exceptional medical attention and where both parents reside at post, both parents may be authorized to travel under the EVT authority. The limitations prescribed for that particular EVT apply to each traveler.

ADDITIONAL IMPACTS:

- **Leave:** EVT does not grant additional paid leave to civilian employees. Employees need to request permission from their supervisor to take their own leave (annual, sick leave, compensatory time, home leave, or leave without pay, etc.) as appropriate. Reference the many leave and absence factsheets on the Ramstein CPF Website at the link in the references and direct further leave questions to [86fss.fsec.us- emr@us.af.mil](mailto:86fss.fsec.us-emr@us.af.mil).
- **Post Allowance:** If an employee and/or dependent is absent from their post of assignment beyond 30 days, the absence must be reported on an SF-1190 to the Overseas Allowance Section at [86fss.civ- allowances@us.af.mil](mailto:86fss.civ-allowances@us.af.mil) for a post allowance adjustment.
- **Travel Time:** Employees do not earn travel-comp for any time in a travel status for EVT as travel comp is only authorized for temporary duty (TDY) travel.

REFERENCE:

The Joint Travel Regulations (JTR) Uniformed Service Members and DoD Civilian Employees, found at <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>