



Ministry  
of Defence



## MINISTRY OF DEFENCE STATEMENT OF CIVILIAN PERSONNEL POLICY

### CHANGE OF WORK LOCATION: EVACUATION FROM OVERSEAS

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Overseas

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## **EVACUATION FROM OVERSEAS**

**Travel:** Flight to the UK or third country and reimbursement of travel costs to an initial destination.

**Subsistence and temporary accommodation - UK:** If you return to the UK, you will be expected to re-occupy your own home if it is possible to do this. If this is not possible, because your house may be rented out, you are entitled to claim the following:

- Actual accommodation and food costs in accordance with the UK travel and subsistence rules for you and each dependant if you go into hotel accommodation in the UK. IEA may only be claimed by yourself. This will be payable for 30 nights after which time it will be subject to review. You are reminded that you may make use of the Defence Hotel Reservation Scheme. (DHRS).
- If you stay with family or friends in the UK, you can claim Family & Friends Rate for a period 30 nights, after which time it will be subject to review.

Claims in connection with this should be submitted on a DBS Form 305.

As already mentioned above, after the 30 day point your accommodation arrangements will be reviewed by the DBS. If your house is rented out or you sold your home prior to posting the MOD will assist you with longer term accommodation, by payment of Supplementary Rent Allowance (SRA). However, any SRA assessment will take full account of rent you are receiving on your home or any net income earned from the invested equity of the home that you sold.

As an alternative the MOD may be able to provide temporary accommodation, but this would be at the market rate of rent or using the Departments Tenancy Management Services to find short-term accommodation (if deemed appropriate). The MOD will reimburse the cost of the rent for the first 30 days, after which time the situation will be reviewed.

**Subsistence and temporary accommodation – third country:** Actual food and accommodation costs can be claimed in accordance with the normal rules for you and each dependant. Only you may claim IEA. This is payable for 30 nights after which time it will be subject to review.

**The effect on your COLA:**

Your COLA and, where appropriate, DPA will continue in payment for a period of 2 months from the date of your evacuation. If the period of evacuation extends beyond this period and you are responsible for meeting the cost of essential ongoing financial commitments in the overseas area (e.g. retention of domestic staff etc) consideration will be given by DBS to payment of COLA for a third month. You must provide evidence of such ongoing commitments.

If you are accompanied overseas by your spouse/partner and/or children and they are evacuated while you remain in the overseas area, you will continue to receive the accompanied rate of COLA (including the child element) and DPA, where appropriate for a period of 2 months from the date of their evacuation.

If at the end of this period your family are unable to rejoin you in the overseas area then you will revert to the single/unaccompanied rate of COLA and DPA. If you are in receipt of the Child Care Addition (CCA) to COLA this will cease immediately from the date that your children are evacuated from post. Your married rate of COLA, DPA and CCA will be reinstated once your family rejoins you.

**Car hire:**

If you are a car owner and driver and are evacuated to the UK or a third country where you have no access to a car, you may privately hire a car for up to 30 days and reclaim the cost from the MOD. The car that you hire should be the smallest/cheapest that meets your family's needs. You cannot claim for any petrol that you use.

**Advance of salary:**

You can claim an advance of salary of up to £3,000 to cover some miscellaneous additional expenses that may arise in connection with your evacuation. You will be expected to repay the advance within 24 months.

**Personal Property:**

Arrangements will be made to move your personal belongings as quickly as possible, but this will depend on the local situation. Your personal effects should be insured, but if the evacuation and the situation invalidate the terms of your insurance policy the MOD will consider claims for compensation for loss or damage to personal property. See [Change of Work Location: Insurance](#).