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AER (Policy Memorandum: 2024-4)

12 December 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: AER Policy Change for Active-Duty Emergency Travel Airfare Assistance

**1. References:**

- a. Army Regulation 930-4, Army Emergency Relief, dated 29 November 2024
- b. Army Emergency Relief Section Reference Manual (SRM), dated 1 January 2023.
- c. AER Policy Memorandum 2017-3, Emergency Travel for Active-Duty Soldiers

**2. Purpose:** To change the AER policy from providing financial assistance for airfare for Active-Duty Soldiers and eligible dependents going on Emergency Travel from 50% loan / 50% grant to 100% grant.

**3. Applicability:** This policy applies to all Army AER Sections and the HQ AER Assistance Section when assisting Army members in coordination with other Military Aid Societies and the American Red Cross.

**4. Policy Change Details - Effective 1 January 2025:**

a. Currently, Active-Duty Emergency Travel request (Sponsor and eligible Family member) initially starts as a combination of half loan (50%) and half grant (50%), which, depending on the Soldier's financial situation, could become a full grant (100%). An Emergency Travel loan will not increase beyond 50%, and the grant will not decrease below 50 % of the total assistance provided. **This policy remains in effect and must be applied when Emergency Travel Airfare exceeds the authorized grant caps outlined in this policy and for travel expenses other than airfare.**

b. Airfare is the most expensive cost associated with Active-Duty Emergency travel. On the effective date of the policy memorandum, Emergency Travel Airfare will be provided

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as a “full grant” with the following dollar caps:

- (1) CONUS Airfare (Round Trip Domestic): \$2,000 cap per request
- (2) OCONUS Airfare (Round Trip): \$4,000 cap per request

c. When considering financial assistance for Active-Duty Emergency Travel the guidelines provided in paragraph 4(a) and 4(b) above will be used to determine the loan/grant portions of the requested assistance. The guidance that is most advantageous to the Soldier and Family will take precedence over the other. The intent is for AER Officers to apply the guidance that provides the most assistance in the form of a grant first.

d. The example scenarios in the enclosure are provided as a reference for AER Officers on uniformly applying the new guidance Army-wide.

5. This memorandum will remain in effect until the next update of the AER Section Reference Manual (SRM) is published or otherwise superseded.

6. The point of contact for this policy change is Charles Durr, Email: [charles.durr@aerhq.org](mailto:charles.durr@aerhq.org), Phone: (571) 389-8484.

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DISTRIBUTION:

- 1 – All Army AER Sections
- 1 – IMCOM G9 (Gale Johnson/Clint Strutt)
- 1 – HQ AER – Assistance Section
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**EXAMPLE SCENARIOS ON DETERMINING “PRECEDENCE” WHEN APPLYING BOTH THE EMERGENCY TRAVEL 50/50 AND AIRFARE “FULL GRANT GUIDANCE**

**1. Scenario #1: If the Emergency Travel Airfare equals the CONUS cap (\$2,000).**

- The Soldier is requesting a total amount of \$2,700 (all expenses) for Emergency Travel (E-Travel).
- The amount requested for E-Travel Airfare is \$2,000.
- When the E-Travel Airfare amount is equal to the authorized cap, the E-Travel Airfare “full grant” guidance in 4(b) above takes precedence over the 50/50 guidance in 4(a).
- In this scenario the E-Travel Airfare will be provided for \$2,000 as a full grant, which is more advantageous to the Soldier than the 50/50 of \$1,350.
- The 50/50 guidance is applicable to all remaining itemizations for \$700, which may be considered as a loan, grant, or loan/grant based on the Soldier’s overall financial situation.

**2. Scenario #2: Emergency Travel Airfare is equal to the CONUS cap (\$2,000), but less than half of the total requested amount of all emergency travel-related expenses.**

- The Soldier is requesting a total amount of \$5,000 (all expenses) for Emergency Travel (E-Travel).
- The amount requested for E-Travel Airfare is \$2,000.
- When the E-Travel Airfare amount is equal to the authorized cap, but less than half of the total requested amount (\$2,500), the 50/50 guidance in 4(a) above takes precedence over the E-Travel Airfare “full grant” guidance in 4(b).
- Assistance will be provided at a minimum, 50% grant (\$2,500) of the total amount requested, regardless of the surplus. The E-Travel Airfare for \$2,000 will be included in the grant portion.
- In this scenario the 50/50 guidance of \$2,500 as a grant is more advantageous to the Soldier.
- The 50/50 guidance is applicable to all remaining itemizations for \$2,500, which may be considered as a loan, grant, or loan/grant based on the Soldier’s overall financial situation.

**3. Scenario #3: Emergency Travel Airfare is less than the CONUS cap (\$2,000).**

- The Soldier is requesting a total amount of \$2,700 (all expenses) for E-Travel.
- The amount requested for E-Travel Airfare is \$1,500.
- When the E-Travel Airfare amount is less than the authorized cap, the E-Travel Airfare “full grant” guidance in 4(b) above takes precedence over the 50/50 guidance in 4(a).
- In this scenario the E-Travel Airfare will be provided for \$1,500 as a full grant, which is more advantageous to the Soldier than the 50/50 of \$1,350.

- The 50/50 guidance is applicable to all remaining itemizations for \$1,200, which may be considered as a loan, grant, or loan/grant based on the Soldier’s overall financial situation.

**4. Scenario #4: Emergency Travel Airfare exceeds the CONUS cap (\$2,000).**

- The Soldier is requesting a total amount of \$2,700 (all expenses) for E-Travel.
- The amount requested for E-Travel Airfare is \$2,100.
- When the E-Travel Airfare amount exceeds the authorized cap, the E-Travel Airfare “full grant” guidance in 4(b) above takes precedence over the 50/50 guidance in 4(a).
- In this scenario the E-Travel Airfare will be provided for \$2,000 as a full grant, which is more advantageous to the Soldier than the 50/50 of \$1,350.
- The E-Travel Airfare for \$2,000 will be provided as a full grant.
- The 50/50 guidance is applicable to all remaining itemizations for \$700, which may be considered as a loan, grant, or loan/grant based on the Soldier’s overall financial situation.

**5. Scenario #5: Emergency Travel that does NOT include Airfare.**

- The Soldier is requesting a total amount of \$2,700 for a Rental Car, Food, Fuel, and Lodging.
- The request **DOES NOT** include E-Travel Airfare.
- When NO Airfare is included in the Emergency Travel request, the 50/50 guidance in 4(a) above is the only rule that is applied.
- Assistance will be provided at a minimum, 50% grant (\$1,350) of the total amount requested, regardless of the surplus.
- The 50/50 guidance is applicable to all remaining itemizations for \$1,350, which may be considered as a loan, grant, or loan/grant based on the Soldier’s overall financial situation.

**6. Scenario #6: Emergency Travel request submitted as a QAP and Airfare is equal to the CONUS cap (\$2,000).**

- The Soldier is requesting a total amount of \$2,000 (all expenses) for Emergency Travel (E-Travel).
- The amount requested for E-Travel Airfare is \$2,000.
- The Commander recommends 50% Loan/50% Grant based on what he or she is authorized based on the QAP cap of \$2,000.
- When the E-Travel Airfare amount is equal to the authorized cap, the E-Travel Airfare “full grant” guidance in 4(b) above takes precedence over the 50/50 guidance in 4(a), regardless of the Commander’s recommendation.
- In this scenario the E-Travel Airfare will be provided for \$2,000 as a full grant, which is more advantageous to the Soldier than the 50/50 of \$1,000.