

TEMPORARY LODGING ALLOWANCE (TLA) BRIEFING SHEET

Rank/Rate:	Name: (Last, First, MI)	SSN:
Command:	UIC:	Work Phone:

I have been briefed and understand the provisions regarding entitlement to Temporary Lodging Allowance (TLA) and understand that: (PLEASE INITIAL EACH ITEM)

- _____ The purpose of TLA is to partially reimburse a member for extra expenses incurred at restaurants and approved accommodations in the vicinity of the permanent duty station.
- _____ Arrival TLA is for the member and family members who are required to reside in temporary lodging facilities prior to assignment to permanent government quarters or occupying private off-base housing.
- _____ Departure TLA is for the member and family members who are required to reside in temporary lodging facilities for up to 10 days prior to departure from the old permanent duty station.
- _____ Family members must be command sponsored prior to the effective date of orders and the sponsor must agree to serve the accompanied tour.
- _____ Arrival TLA is paid in 10-day increments up to a maximum of 60 days computed from the date the military member reported for duty to the overseas duty station. The member's orders must be endorsed as to the date and time he/she reported to the new duty station. Departure TLA may be paid up to 10 days, payable on the last working day prior to departure.
- _____ Extensions for arrival/departure TLA should be submitted to the Area Coordinator before the extension period begins. No payments for extensions will be made until member receives written approval.
- _____ After reporting to his/her command, accompanied members must check in with the area Housing Office and provide PSD written confirmation of application for military family housing in order to start TLA. Single and unaccompanied personnel must check with the base Billeting Office for certification of non-availability of government quarters prior to reporting to the area Housing Office. Departing personnel must report to the area Housing Office or Base Billeting Office, as appropriate, to obtain housing/BQ termination notice before start of the TLA period.
- _____ Leave may be granted without disruption of TLA entitlement, provided the member remains in the local metropolitan area.
- _____ Arrival TLA will be terminated at 2400 the day prior to the date government quarters or civilian housing becomes available for occupancy. When a member rejects military housing or removes himself/herself from the housing list for any reason, TLA will be terminated at 2400 on the day prior to the date government quarters would have been available or the member was dropped from the housing list.
- _____ If staying with relatives or friends, only the meal portion of the area's per diem rate will be paid.
- _____ Original lodging receipts are required to support claims. Any altered/tampered receipts will be disallowed and the entire claim denied payment as fraudulent. Fraudulent claims will be referred to appropriate authorities for investigation and appropriate disciplinary/administrative action.
- _____ The TLA request must be submitted at a minimum of three working days prior to the desired payment date. Normally, TLA payment for all complete claims will be made through Electronic Funds Transfer (EFT), deposited directly to the sponsor's Direct Deposit System bank account. Only under emergencies will payments be made with a paper check. TLA claims whose 10th or final day falls on a weekend or holiday will be processed on the following working day, except for departure TLA which will be processed on the last working day prior to departure.

Signature/Date