

TEMPORARY LODGING ALLOWANCE (TLA) Statement of Understanding (SOU)

I, _____, reside at _____ understand and accept the following conditions will apply:

- A. Purpose of TLA is intended to partially pay members for the more than normal expenses and may not cover 100% of the expenses.
- B. Must provide copy of orders, itemized hotel receipt(s), non-availability statement from lodging (if applicable), and Termination Memo or Off base Housing Clearance in order to file TLA with my designated finance office.
- C. TLA (Temporary Lodging Allowance) is permitted for departure due to a PCS from a Permanent Duty Station OCONUS. This allowance is applicable after a Service member has HHG and UB picked up from Government quarters or vacates private-sector housing in connection with a PCS order.
 - a. Air Force personnel residing in accompanied government quarters and off base housing are permitted up to 10 nights of TLA from the departure date.
 - b. All Service members residing in USAF dormitories are permitted 4 nights of TLA from the departure date. For additional nights/information, please contact your ADL.
 - c. The nights need not be consecutive; however, the member must be in TLA status. This means that if the member is on leave at any time after TLA is authorized, lodging during the leave period(s) is NOT reimbursable.
 - d. Lodging expenses are not allowed while staying with friends/relatives, but Per Diem is payable for the eligible TLA period.
- D. Additional TLA can be authorized via ETP (Exception to Policy), for reasons beyond the members control, by the authorizing/approving official beginning the day Government quarters/community housing is relinquished for reasons such as:
 - a. Housing authorities require the member to vacate Government quarters.
 - b. The member's flight is canceled or delayed.
 - c. Member is placed on Administrative hold.
 - d. Extended Japanese/U.S. holidays require earlier than normal vacate dates to complete off-base clearance documents prior to member's departure.
- E. It is the Service member's responsibility to plan HHG pick-up, quarters termination, etc., accordingly. You are NOT entitled to TLA if you are on any form of leave, including terminal leave. Personal inconvenience is never an acceptable rationale for extending TLA.

Signature: _____ Date: _____