

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

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. A member clearing Gov't Qtrs (on base) is authorized up to 4 nights/private sector housing (off base) is authorized up to 10 nights per household, regardless if MIL-MIL from their flight date.
- c. **For Air Force member only. Other branch of services please check with your appropriate finance office.** I must provide two copies of orders, two copies of itemized hotel receipt(s), non availability statement from Shogun Inn (if applicable), and the on or off base housing termination paperwork (Termination Memo or Offbase Housing Clearance) in order to file TLA.

Air Force - File TLA claim at the Kadena Housing Office prior to leaving Okinawa.

Army/ Navy/ Marine Corps - File TLA claim with your servicing finance office prior to leaving Okinawa.

- d. Lodging expenses are not allowed while staying with friends/relatives, but Per Diem is payable for the eligible TLA period.
- e. When, for reasons beyond the members control, permanent Gov't Qtrs/private sector housing must be relinquished, the authorizing/approving official (Kadena Housing Office) may authorize TLA beginning the day the permanent Gov't Qtrs/private sector housing is relinquished for reasons such as:
  - Housing authorities require the member to vacate permanent Gov't Qtrs or determines that permanent Gov't Qtrs/private sector housing must be relinquished.
  - It is the member's responsibility to plan HHG pick-up, Qtrs termination, etc. accordingly.
- f. If a determination is made that the member has not complied with the TLA requirements or has failed to submit acceptable reasons for noncompliance, TLA payment or further TLA must be denied.
  - Personal inconvenience to a member/dependent(s) is never a determining factor.

\*Notes: Entitlements can not overlap  
You are **NOT** entitled to TLA if you are on regular leave or terminal leave

Signature/Date: \_\_\_\_\_