

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. Member clearing Government quarters (on base), is authorized up to 10 nights ONLY after final inspection has been passed. Member clearing off base housing (agency/private owner) is authorized up to 10 nights after final inspection has been passed. OHA will be stopped when final inspection is completed by the agency/private owner. Dorm residents are authorized up to 4 nights only after final inspection has been passed.
- C. 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.
- D. TLA starts immediately preceding departure for a PCS from a Permanent Duty Station OCONUS after a Service member vacates Government quarters or private-sector housing in connection with a PCS order. This includes reporting for a TDY at a location within the limits of the old PDS OCONUS. Reference from DOD 7000. 14-R FMR Vol 7a, Chapter 68 Para 4.3.1.2.
- E. Lodging expenses are not allowed while staying with friends/relatives, but Per Diem is payable for the eligible TLA period.
- F. When, for reasons beyond the members control, the authorizing/approving official for your branch of service may authorize TLA beginning the day the permanent Government quarters /community housing is relinquished for reasons such as:
 - a. Housing authorities require the member to vacate permanent Government quarters or determines that permanent Government quarters/community housing must be relinquished.
 - b. 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.
 - c. Personal inconvenience to a member/dependent(s) is never a determining factor.
 - d. Exception To Policy (routed through member's chain of command) must be submitted to authorizing/approving official for extended TLA.
- G. It is the member's responsibility to plan HHG pick-up, Qrts termination, etc. accordingly. You are NOT entitled to TLA if you are on any form of leave, this includes terminal leave. Notes: Entitlements cannot overlap.

Signature: _____ Date: _____