

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), authorized up to 10 nights ONLY after final inception passed. Community housing (off base) is authorized up to 10 nights from flight date. OHA will be stopped when keys are returned to agency/private owner.
- 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. Air Force and Space 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.
- 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: _____