

# TLA Inbound

PLEASE FORWARD THIS PAPERWORK WITH THE FOLLOWING DOCUMENTS TO:  
kadenahousing.customerservice@us.af.mil

A Copy of Orders (Please Provide Both Orders for Dual Military Members)

A Copy of Itemized Paid Receipt from Lodging

(Non-Availability Letter from Shogun Inn)

Is this your first time claiming TLA reimbursement / Per Diem?

Name: \_\_\_\_\_ Pay Grade: \_\_\_\_\_ DOD ID Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Arrival: \_\_\_\_\_

Number of Command Sponsored Dependents Traveled Together: \_\_\_\_\_

Assigned Residential Address: \_\_\_\_\_

Move-In Date: \_\_\_\_\_ ROM Period: \_\_\_\_\_ to \_\_\_\_\_

Name of Lodging: \_\_\_\_\_ Room Number: \_\_\_\_\_

Check-In Date: \_\_\_\_\_ Check-Out Date: \_\_\_\_\_

Cooking Facilities in the Room: STOVE / OVEN / COOKING UTENSILS / EATING UTENSILS

Did you eat at Government Dining Facilities/DFAC?

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Please fill in below for Active Duty Military Spouse:

Name: \_\_\_\_\_ Branch of Service \_\_\_\_\_

Email Address: \_\_\_\_\_ DOD ID Number: \_\_\_\_\_

Japanese Local Phone Number: \_\_\_\_\_ Pay Grade: \_\_\_\_\_  
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- a. Kadena Housing Office will email the processed TLA paperwork to the email above.
- b. Reimbursement / Per Diem will be added into mypay.
- c. Please expect the payment in (2) to (6) weeks.
- d. Due to Privacy Act of 1974 please authorize housing to send your receipt to a non-government email.

Signature & Date: \_\_\_\_\_