TLA INBOUND

Please forward this paperwork with the following documents to:

Kadenahousing.customerservice@us.af.mil

REQUIRED DOCUMENTS

- ☐ Copy of Orders (Please provide both Orders for dual military members)
- ☐ Itemized Paid Receipt from lodging
- ☐ Non-Availability Letter from Shogun Inn
- ☐ Copy of Approved ETP (if applicable)
- ☐ **FOR OFF-BASE ONLY:** TLA Data Sheet stamped by Agencies

Is this your first time claiming TLA reimbursement/Per diem? ☐ Yes ☐ No

Name: _____ Rank: _____

Phone: _____ Arrival Date: _____

Email: _____ DOD ID #: _____

Number of Command Sponsored dependents traveling together: _____

Check-In Date: _____ Check–Out Date: _____

Cooking facilities in the Room: ☐ Yes ☐ No

Government Dining Facilities/DFAC? ☐ Yes ☐ No

Move- In Date: _____

Address of Permanent Housing: _____

Please fill in below for Active Duty Military Spouse:

Name: _____ Branch of Service/Rank: _____

Email/Japanese Phone#/: _____ DOD ID #: _____

a. Kadena MFH will email the processed TLA paperwork to the email above.
b. Reimbursement /Per Diem will be added into mypay.
c. Please allow Finance 2 to 6 weeks to process your claim
d. Due to Privacy Act of 1974, please authorize housing to send your receipt to a non-government email (as needed).

Signature & Date: _____ (current as of Sep 2023)