

TLA INBOUND

Please forward this paperwork with the following documents to:

Kadenahousing.customerservice@us.af.mil

- 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: _____ Pay Grade: _____ DOD ID #: _____

Phone/Email: _____ Arrival Date: _____

Number of Command Sponsored dependents traveling together: _____

Where did you ROM: Contingency Housing/Lodging/Dorms/Other: _____

Dates in ROM: _____ Bldg. /Room #: _____

After ROM, Name of Lodging Utilized: _____ Room #: _____

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? 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 21 Oct 2021)