TLA OUTBOUND

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)
- ☐ Housing/Dorm Termination Memo
- ☐ Itemized Paid Receipt from Lodging
- ☐ Non-Availability Letter from Shogun Inn (if applicable)
- ☐ TLA statement of understanding
- ☐ Copy of Approved ETP (If applicable)

Name:_____ Pay Grade: _____ DOD ID #:_____

AF/Personal Email: _____Phone: _____

Departure Date: _____

Do you have any special circumstances such as flight delay/Cancellation of Orders? ☐ Yes ☐ No

Please explain and provide documentation:_____

_____

_____

Number of Command Sponsored Dependents Traveling together:_____

Terminated Residential Address:_____

Date Terminated: _____

TMO UB PU Date: _____

HHG PU Date: _____

Name of Lodging:_____ Room #: _____

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

Cooking Facilities (Stove) in in the room ? ☐ Yes ☐ No

Did you eat at Government Dining Facilities/DFAC? ☐ Yes ☐ No

Please fill in below for Active Duty Military Spouse:

Name:_____ Branch of Service: _____ Rank:_____

Email/Japanese Phone#_____ DOD ID#: _____

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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 my-pay.
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:_____