

# TLA OUTBOUND

Please forward this paperwork with the following documents to:

[Kadenahousing.customerservice@us.af.mil](mailto:Kadenahousing.customerservice@us.af.mil)

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)

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 Travelling together: \_\_\_\_\_

Terminated Residential Address: \_\_\_\_\_

Date Terminated: \_\_\_\_\_

Name of Lodging: \_\_\_\_\_ Room #: \_\_\_\_\_

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

Cooking Facilities (Stove) in the Room: Yes/ No

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

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## Please fill in below for Active Duty Military Spouse:

Name: \_\_\_\_\_ Branch of Service/Rank: \_\_\_\_\_

Email/Japanese Phone#: \_\_\_\_\_ DOD ID#: \_\_\_\_\_

- 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 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: \_\_\_\_\_