

TLA OUTBOUND

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)

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?

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 in the Room: _____ Stove _____ Oven _____ Cooking

Utensils _____ Eating Utensils

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#: _____

- 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: _____