

## TEMPORARY LODGING ALLOWANCE INFORMATION SHEET

1. This sheet provides local requirements and regulatory provisions to help Servicemembers (SMs) claim temporary lodging allowance (TLA). Failure to comply with this policy could result in your not receiving TLA or having your TLA eligibility terminated early.
2. TLA partially reimburses you for—
  - a. Expenses while in temporary lodging (including transient facilities).
  - b. The cost of meals.
3. TLA is based primarily on permanent change of station (PCS) moves and nonavailability of Government quarters (other than transient facilities) or private rental housing. To be eligible for TLA, you must occupy temporary lodging (such as hotels or transient quarters). Lodging expenses are not reimbursable when you stay with friends, relatives, coworkers, or associates. In these cases, only meals are reimbursed. Paragraph 12 explains TLA when concurrent travel to a private address was approved.
4. You must report to the housing management office (HMO) within 2 workdays after the reporting date to the permanent duty station (PDS) to register for permanent housing. On receipt of your PCS orders, you must contact the HMO for instructions. Local conditions and PCS departure dates dictate when you have to confirm pickup of household goods.
5. The HMO will inform you of the availability of Government quarters and suitable or adequate private rental housing.
  - a. You are not required to seek private rental housing if permanent Government quarters will be available within 60 days (90 days if concurrent travel was approved to Government quarters). You may report to housing at your convenience for certification and approval of your TLA claim.
  - b. The HMO will help you find suitable private rental housing when Government quarters will not be available within 60 days (90 days if concurrent travel to Government quarters was approved). You—
    - (1) Must aggressively seek private rental housing on your own.
    - (2) Must report to the HMO every 10 days to verify that you have been seeking private rental housing.
    - (3) May need to provide a record of the addresses you visited while seeking private rental housing.
  - c. Unit commanders are required to allow SMs time to look for housing.
6. TLA is limited to 60 days after arrival at the PDS and 10 days before departure. Exceptions may be granted for certain circumstances (para 8). The 10-day and 60-day periods are not automatic periods. TLA is measured in calendar days.
7. You must file TLA claims in 10-day increments, except for final claims. Final claims may be for less than 10 days. You must submit claims to the housing and finance offices on the first workday after the last day of the TLA claim period.
8. Under certain circumstances, TLA may be extended for more than 60 days after arrival or for more than 10 days before departure. The HMO will provide instructions when an extension is necessary.
9. You must have the following documents to file a TLA claim:

- a. Three copies of a statement substantiating TLA payment. Figure C-2 is an example of this statement. The HMO may give you blank statements to use to file a claim.
- b. Lodging receipts for the period of the claim.
- c. One copy of the PCS orders, including amendments, for the first claim and the first extension.
- d. Statement of nonavailability (depending on local requirements).
- e. A list of private rental housing addresses visited (if told to seek housing aggressively). The list must include the reasons for nonacceptance and must be verified by the HMO.
- f. Other receipts, as applicable.

**10. TLA will end when you—**

- a. Refuse to occupy available adequate housing.
  - b. The SM signs for permanent Government quarters or enters into a lease or mortgage. In any case, TLA must stop the day household goods are delivered (JFTR, para U9160J).
  - c. Do not occupy temporary lodgings at personal expense.
  - d. Fail to comply with regulatory requirements.
  - e. Request late delivery of household goods for personal reasons.
  - f. Fail to seek private rental housing aggressively when required.
  - g. Request to be bypassed on the quarters list for personal reasons.
  - h. Vacate permanent quarters prematurely for personal reasons.
  - i. Delay or fail inspection of Government quarters for personal reasons (not an emergency).
  - j. Delay portcall or airline reservations for personal reasons (not an emergency).
  - k. Vacate quarters because of early return of dependents.
  - l. Go on leave outside the country of assignment.
  - m. Are offered single quarters when the TLA eligibility is based on nonavailability of bachelor quarters and seek Family quarters to accommodate noncommand-sponsored dependents.
  - n. Refuse private rental housing because the potential landlord does not allow pets, the housing is not large enough for your furniture, or the housing is not in your preferred school district.
11. When you or your dependents reside with friends or relatives while actively seeking permanent lodging for yourself and are authorized TLA, the full meal portion of TLA may be reimbursed if adequate kitchen facilities are not available for your exclusive use.
12. The following provisions govern reimbursement for SMs and dependents who had concurrent travel, and the PCS move was approved to a private address that is leased, rented, or owned by the SM, SM's relatives, or friends:
- a. The SM may be authorized TLA for the period between the time of the SM's arrival (date reporting to the PDS) and the availability of prearranged housing. Eligibility must be kept to a minimum and should normally not exceed 15 days.
  - b. SMs may be authorized TLA when the dependent's private rental address is not within the commuting distance of the duty station and a statement of nonavailability of single quarters is issued.