

PERSUPPDET GUAM
ARRIVAL TEMPORARY LODGING ALLOWANCE (TLA) BRIEFING SHEET

Name: _____ Rank/Rate: _____
Command: _____ UIC: _____ Work Phone: _____

TLA START DATE: _____ With Dependents: Yes __ No __

Max Lodging: _____ Max Meals: _____ Max Daily Rate: _____

I have been briefed and understand the provisions regarding entitlements to Temporary Lodging Allowance (TLA) and understand that: (PLEASE INITIAL EACH ITEM)

_____ TLA is provided to partially reimburse a member for the more than normal expenses incurred while occupying temporary lodging upon reporting at the new OCONUS permanent duty station (PDS).

_____ Arrival TLA is paid in 10-day increments up to a maximum of 60 days computed from the member's date of reporting at the new OCONUS PDS. Reporting date is based on the gaining command's stamped reporting date and time endorsement on the member's PCS orders.

_____ A member receiving TLA who is ordered on TDY after arrival at the new PDS, or who is ordered on deployment from the homeport of the ship may continue to receive TLA on the member's behalf when, because of the member's military assignment, the temporary quarters must be retained at the new PDS or homeport. A CO's certification, stating that retaining the TLA quarters was because of military necessity and not because of the member's personal choice/convenience, must be submitted with the claim. The member's share of the lodging cost is included as a TLA expense.

_____ When a member arrives at an OCONUS PDS before a command-sponsored dependent, TLA may be authorized if TLA authority determines that it is necessary that the member occupy temporary lodging at personal expense. Upon dependent's arrival (within the initial 60-day period), TLA may be authorized for member and/or dependent for the period that required use of temporary lodging.

_____ When the command-sponsored dependent arrives at or in the OCONUS PDS in advance of a member following Secretarial authorization for/approval of advance dependent travel, the dependent's TLA start date is the day of arrival.

_____ When a member receiving TLA is hospitalized after arrival at the new OCONUS PDS, the member may continue to receive TLA on the member's behalf. When, despite hospitalization, TLA quarters must be retained at the new PDS, the member's share of temporary lodging cost is included as a TLA expense. A CO's certification, stating that retaining the TLA quarters was because of military necessity and not because of the member's personal choice/convenience, must be submitted with the claim.

_____ A member who had no dependent on arrival but who acquires a dependent after arrival is not eligible for TLA for the acquired dependent because the member was without dependent on the effective date of the PCS orders.

_____ TLA may be paid for any day a member is on leave in the PDS vicinity, after reporting for duty, while seeking private sector housing or awaiting Government quarters assignment.

_____ TLA is not payable for any day a member is on leave away from the PDS vicinity, unless one or more dependents remain(s) in the PDS vicinity to continue to seek private sector housing or while awaiting Government quarters assignment. The number of dependents who continue to occupy temporary lodging determines the rate payable.

_____ Unless TLA is terminated sooner for reasons as determined by the TLA Authority, TLA upon initial arrival stops on the day before the day a member occupies permanent Government quarters or private sector housing.

_____ TLA lodging receipts must be submitted to the Housing office to be reviewed and then forwarded to PSD with the claim for processing. **Original lodging receipts are required to support TLA claims. Receipts must be issued directly by a TLA approved lodging/Hotel facility and itemized to show the actual daily lodging cost and tax associated with the cost. Third party receipts (i.e. receipts issued by a booking agency) are not acceptable.** Any altered/tampered receipts will be disallowed and the entire claim will be denied and reported as fraudulent. Fraudulent claims will be referred to the proper authorities for investigation and appropriate disciplinary/administrative action.

_____ Depending on DFAS pay processing cutoff dates, TLA payments will be posted in the member's EFT account on the scheduled payday following the date the TLA document input is posted to the member's Master Military Pay Account. Upon request, immediate payment may be made.

Member signature Date