

TLA FAQs

Where do I file my TLA claim?

File your TLA claim at the Housing Office located on the Flight line, Bldg 1409 near the BX facility. Please bring at least a copy of the hotel/billeting paid receipt and a copy of orders. TLA claim forms are available in the customers' waiting area.

Where do I make copies?

A photocopy machine is available for all Housing related paperwork. It's on the counter, next to the customers' computers in the waiting area.

How do I go about paying my hotel bill?

TLA is a reimbursement allowance. You must pay your hotel bill upfront and then file your claim to get reimbursed. Upon processing your claim, Finance will also add the meal portion of TLA to the lodging cost. The military Government travel card should be used for TLA payments. Contact your unit Mil Card program coordinator for details on the use of the card and/or to obtain a card. Advances in pay may be obtained through the Finance Office.

How often do I file my claim?

Newly arrived personnel will file their claims with 10-day increment hotel bills. Outbound personnel can file their outgoing TLA, at their convenience, provided they file their claims with a paid hotel receipt before leaving Aviano Air Base. You will not be able to file your claim at your gaining base.

How do I get paid?

Housing will submit your approved TLA claims to the Finance Office for processing, usually no later than the second duty day after submittal. TLA reimbursement will be paid in your regular mid-month or end-of-month pay check. EFT TLA reimbursements can be made to US Banks.

My spouse and I are both military members assigned to the base. How do we file our TLA claims?

Both service members file their own claims separately attaching shared hotel receipts to their claims. Write "joint spouse" in the remarks section of the TLA Form.

Am I authorized TLA during TDY, leave or emergency leave?

TLA is not authorized during TDY and leave/emergency leave, unless you have authorized dependents staying in the temporary accommodations. In that case, TLA is authorized for the dependents only. List TDY/Leave dates in the remarks section of the TLA Form.

I will be staying with a friend while looking for quarters/before departing the base. Do I get TLA?

Get a statement from your friend where she/he declares you are staying at her/his quarters and details the dates you reside there. Attach the statement to the TLA form with copies of PCS travel orders and you will receive the meals portion of TLA.