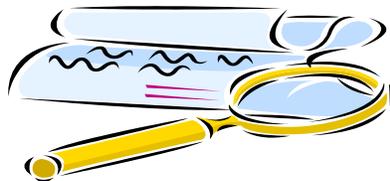


**TEMPORARY LODGING ALLOWANCE (TLA) FACT SHEET (Arrivals)
2017 (Page 1 of 2)**



The following information is provided to inform you of TLA policies in accordance with the Joint Travel Regulation (JTR), Chapter 9 and USAFE_USAF AF Inst 65-104:

TLA is authorized to partially reimburse you for more than normal expenses incurred as a result of occupying temporary quarters upon arrival. Reimbursement is authorized based on meeting specific requirements:

- **Report to the Housing Office (Bldg. 87) within two (2) duty days of your arrival.** Failure to do so may jeopardize TLA eligibility. TLA reimbursement is based on **availability of economy housing**. You must receive an off base briefing before seeking economy housing. Additionally, you are required to seek readily available rentals, and report to the Housing Office every 10 days to file your claim.
- **TLA entitlements end when a service member occupies private sector housing.** If there are sufficient listings available, and the service member processes a rental or purchase contract on a residence which is not ready for occupancy within 30 days, the service member will receive no more than 30 days of TLA. Service members may choose to initiate a temporary short-term lease contract in order to initiate OHA while still searching for or awaiting permanent housing. TLA cannot be extended for personal preferences issues such as pets, furniture limitations, school districts or bus transportation, etc. Under extenuating circumstances a formal request with substantial justification can be submitted for a request to extend TLA beyond the normal 30 days. Approval authority for TLA extensions between 30 and 60 days is the exclusive responsibility of the 470 ABS/CC.
- **Aggressive search criteria must be documented in 10-day increments.** For the first 10 days, a minimum of two documented house visits to secure permanent housing is required. The second 10-day claim will require at least 5 documented house visits and a review with the Housing Manager or Housing Referral Specialist before a third 10-day increment can be considered.

- ***NOTE!*** Once the member is assigned to the new permanent duty station, the only allowance members will be entitled to is TLA. Once a member obtains a lease, OHA is payable. *NO OTHER ENTITLEMENT WILL BE PAID FOR THE PERIOD BETWEEN TLA AND OHA.*
- **If you stay in a local hotel please use a VAT form.**
- **YOUR TLA CLAIM:** Please provide a paid Lodging receipt and the House Hunting Log. Housing Management cannot process your claim without your supporting documents.
- **TLA (meal portion only) is authorized for members and dependents who lodge with friends or relatives.** The member must be actively seeking permanent housing.

If you have additional questions, please contact the Housing Office 458-6032 or via e-mail 470ABS/HRO.Housing@us.af.mil.