



TEMPORARY LODGING ALLOWANCE (TLA)



The following information is provided to inform you of TLA policies IAW the Joint Travel Regulation (JTR), Army in Europe (AE) 37-4, USAFE-USAF AF Instruction 65-104, USAFE Supplement to AFI 32-6001, Family Housing Management.

TLA is authorized to partially reimburse you for more than normal expenses incurred as a result of occupying temporary quarters. It is authorized in the PDS (Permanent Duty Station) area only.

_____ Reimbursement is based on availability of either government or off-base housing, whichever is earlier, regardless of whether you are applying for government housing or prefer to live off-base. If you elect off-base housing you must aggressively seek off-base housing and provide a landlord contact sheet when you file your TLA reimbursement request. Your TLA must be reviewed in 10 day increments. Continuation of TLA will be based on your demonstrated diligence in seeking permanent housing and availability.

_____ If a service member refuses to occupy available housing (government/economy), or refuses/requests a later delivery of loaner furniture/household goods, TLA is terminated the first date Furnishings Management Section (FMS) or Transportation Management Office (TMO) can deliver temporary/household goods based on the date quarters are available. A "No Show" for a scheduled FMS delivery or self-pick-up within the PDS area from the warehouse constitutes termination of TLA.

_____ If you choose to enter into a rental contract for a home that is not readily available, or that has not been inspected by our office, TLA may be terminated if it is determined a sufficient number of adequate homes are available for immediate occupancy.

_____ Personal preference issues such as, pets, furniture limitations, school districts, and size are NOT justification for an extension beyond 30 days. To continue to receive additional TLA, you should only look at rentals that are immediately available due to the limited number of days TLA authorized and the time it takes FMS or TMO to deliver loaner furniture to the economy. **TLA extensions will not normally be approved when referral listings are available within your bedroom entitlement, Overseas Housing Allowance (OHA) ceiling, and commuting distance. TLA extension request must reach the housing management office before the end of the 30 day arrival period.**

TLA reimbursement is based on many factors to include the number and age of dependents, and if the accommodations include partial or full cooking facilities. For more information on Per Diem and TLA please visit contact your local Finance Office. Air Force on Ramstein Bldg. 2108 and Army on Kleber Kaserne Bldg. 3245

To file your TLA claim, provide Housing Management a front and back copy of orders and any amendments to include military member married to military member, a paid itemized lodging receipt, and your completed landlord contact worksheet, listing all rentals you have looked at and reason for not accepting them. If you stay in an off-base hotel a non-availability letter is required from lodging and if used, a copy of the Value Added Tax (VAT) Form Note: You are required to present the VAT form to the hotel within 7 days of check-in. Reimbursement of VAT Form purchase cost is authorized.

**Additional situations may apply and are subject to KMC Housing Office approval.
Please contact a housing representative for any questions. **

Member's Signature: _____ Date: ____/____/____ Received Copy: _____
(Member's Initial)