

## TEMPORARY LODGING ALLOWANCE (TLA) FACT SHEET



*The following information is provided to inform you of TLA policies in accordance with the Joint Federal Travel Regulation (JFTR), USAFE Instruction 65-104, and HQ USAFE/CE memorandum dated 29 Jun 09*

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

- **Upon arrival after reporting to duty (within 2 duty days).** TLA reimbursement is based on **availability of community housing** . You must receive an off base briefing before seeking off-base accommodations. Additionally, you are required to seek readily available rentals, and report to the Housing Referral Office in Bldg 87 every 10 days to file your claim.
  
- If referral listings are available and within your bedroom category, OHA ceiling, and allowable driving distance (45 minutes or 30 miles max), TLA cannot be extended beyond 30 days for personal preference issues such as, pets, furniture limitations, school districts, size, convenience, etc. You should only look at rentals **that are immediately available due to the limited days TLA is authorized** and the time it takes Furnishings Management at Schinnen/NL to deliver loaner furniture to the economy. If you are building or buying a home, you are entitled to 30 days of TLA. Under very rare 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 US SNR.
  
- If you are seeking community housing, you are required to demonstrate diligence in seeking permanent housing for TLA to continue. You must document all visits to secure permanent housing and clearly record your reason(s) for not accepting available and adequate housing.
  - a. First 10 day claim – a minimum of 2 houses visited

b. Second 10 day claim – a minimum of 5 houses visited and/or you must have a signed contract.

- If sufficient referral listings are readily available, but a member chooses to process a rental contract on a property which is not ready for occupancy within 30 days, the member will receive no more than 30 days of TLA.
- **When TLA is terminated, you will continue to draw COLA. Please check with the Finance Office for the rates. If COLA does not cover your temporary lodging cost you may be able to claim the out of pocket expense on your tax return as a moving expense. Check with your tax advisor.**
- **YOUR TLA CLAIM:** TLA claims should be filed every 10 days. You must provide a completed TLA Validation Sheet, a copy of your orders and a lodging receipt. Housing Office cannot process your claim without your supporting documents.

**If you have additional questions, please contact the Housing Referral Office at base extension 2224.**