

- 470th Air Base Squadron/ Housing Referral Office -

MEMORANDUM FOR: TO WHOM IT MAY CONCERN

SUBJECT: TEMPORARY LODGING ALLOWANCE INFORMATION

These instructions are provided to assist you in properly claiming and understanding Temporary Lodging Allowance (TLA). Local requirements as well as regulatory provisions are given. You are cautioned, that failure to comply could result in not being paid TLA or early termination of your entitlement. TLA policies are in accordance with the Joint Federal Travel Regulation (JFTR), USAFE Instruction 65-104 and HQ USAFE/CE memorandum dated 6 November 2006.

The purpose of TLA is to partially reimburse you for expenses incurred during occupancy of temporary lodgings and for expenses of meals. However, you will not be reimbursed for meals while staying in transient quarters if cooking facilities are available, or for lodging while staying with relatives or friends in host nation quarters.

The following applies to entitlement of TLA:

Entitlement of TLA is based primarily on permanent change of station moves and non-availability of government quarters and suitable private rental housing. The condition that must be met for entitlement of TLA is stated below:

You must occupy temporary lodging (e.g. hotel, transient quarters, guesthouse, relative's or friend's residence).

Transportation costs are limited to the essential trips from the temporary lodging to and from the place, where meals are procurable, when eating places are not available at the place of lodging or within reasonable walking distance.

Actual expense records are the primary basis for determining the amount you are paid as TLA. Without an accurate record of expenses, your entitlement to TLA may be jeopardized. Newly arrived service members are required **to report to the Housing Referral Office (HRO) within 2 workdays of arrival** to register for permanent housing. Departing service members are required to contact the HRO on receipt of PCS orders for instructions. Local conditions will dictate, when you will be required to confirm dates of household goods pickup and PCS departure.

Information about available and suitable private rental housing you will obtain from the HRO.

You must report to housing at the end of each TLA period for certification and approval of your TLA claim.

HRO will provide you information about suitable available rental housing. **You then are required to seek private rental quarters aggressively.** You are required to keep a record of all addresses visited. Use the TLA Validation Sheet which has been provided for this purpose. You have **to report to the HRO every 10 days** for certification of the TLA claim, that you have been seeking quarters. For the first 10-day claim you have to proof you have visited a minimum of 2 private rentals, for the second a minimum of 5 private rentals.

- **TLA is limited to 30 days upon arrival and 10 days upon departure.** 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, with circumstances beyond the service member's control only. Approval authority for TLA extensions is the exclusive responsibility of the US SNR.

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/TheNetherlands to deliver loaner furniture to the economy.

TLA claims will be filed in 10-day increments, except for the final claim, which may be for less than 10 days. Claims will be submitted to the HRO on the first workday after the last day of the TLA claim period.

In extremely rare cases, TLA may be extended for more than 60 days after arrival and more than 10 days before departure. Separate instructions will be provided by the HRO, when an extension should be necessary. Extensions have different requirements and must be applied before the 60-day or the 10-day period expires. HQ USAREUR/266th FINCOM is the approving authority for extensions, and this kind of extension is difficult to get.

You must have the following documents for a TLA claim:

- 1 copy of your lodging receipt for the period of your claim.
- PCS-orders (incl. amendments) for each claim.
- TLA Validation Sheet with listed private rentals visited and reason for not taking.

The following conditions may terminate your entitlement to TLA:

- ☛ If you refuse to occupy housing that is available (suitable economy housing). This provision applies to personnel in all grades.
- ☛ If you do not occupy lodging accommodations at your expense.
- ☛ If you fail to comply with regulatory and local requirements approved by the appropriate major command.
- ☛ If you request late delivery of household goods for personal reasons.
- ☛ If you fail to seek private rental housing aggressively.
- ☛ If you vacate permanent quarters prematurely for personal reasons.
- ☛ If you delay port call or airline reservations for personal reasons not of an emergency nature.
- ☛ If you vacate permanent quarters because of early return of dependents.

- ☛ If concurrent travel is approved to an economy address outside commuting distance to your duty station.
- ☛ If you are on leave out of the vicinity of your permanent duty station.
- ☛ If TLA entitlement is based on non-availability of bachelor-type quarters and you are seeking family type quarters to accommodate non-command sponsored dependents.
- ☛ If you refuse to occupy quarters, because your potential landlord refuses to accept pets.

The following provisions govern reimbursement of meal costs, when you or your dependents reside with friends or relatives:

➔ If you are entitled to TLA, meal costs can be reimbursed, when kitchen facilities are not made available.

➔ If kitchen facilities are made available to you and your dependents or if meals are prepared for you and your dependents by the host, a deduction will be made as required by JFTR, volume 1, M4303.3F.

Filing TLA claims or questions regarding TLA will be through the point of contact at:

Housing Referral Office: Building 87, Room 4, ext. 2224

Customer Service Hours:

Monday & Wednesday : 0800 – 1600 Hrs

Tuesday & Thursday : By appointment only

Friday : 0800 – 1400 Hrs

Accounting and Finance Office: Building 87, Room 1 or 8, ext. 2218

Customer Service Hours :

Monday - Friday : By appointment only

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HANS J. RÜTTGEN
Chief, Housing Referral Office