

Adding Temporary Lodging Expense (TLE) to a PCS Claim

Introduction This guide provides the procedures for adding Temporary Lodging Expense (TLE) to a PCS claim.

Reference (a) [Joint Travel Regulations \(JTR\) - Section 0506](#)

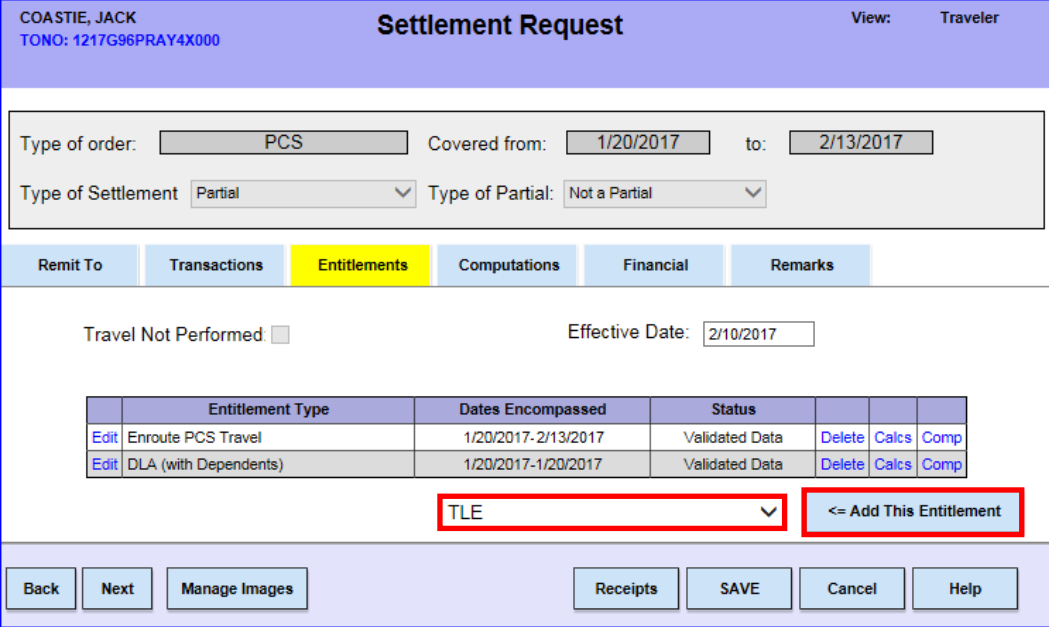
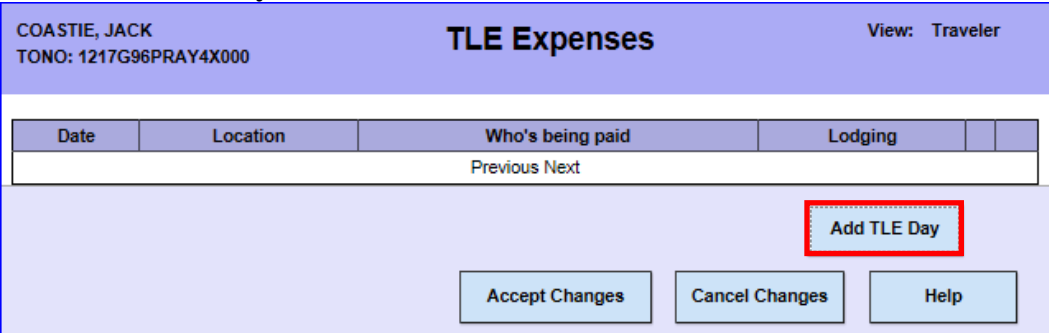
Before you begin The TLE box **MUST** be checked in the What's Authorized tab of the orders to add it to your claim.

The screenshot shows a web form titled "Travel Order" for "COASTIE, JACK". The form includes fields for "Grade/Rank" (E6), "Order Number(s)" (1217G96PRAY4X000), and "Type of Order" (PCS). Below these fields are tabs for "Description", "What's Authorized", "Dependents", and "Remarks". The "What's Authorized" tab is active and contains several checkboxes: "Ship POV", "TLE" (checked and highlighted with a red box), "Emergency TLE", "DLA" (set to "With Dependents"), "Proceed Time", "Separate COT Travel", and "Household Goods" (set to "None"). At the bottom of the form are buttons for "Back", "Next", "Save", "Cancel", and "Help".

Continued on next page

Adding Temporary Lodging Expense (TLE) to a PCS Claim, Continued

Procedures See below.

Step	Action																					
<p>1</p>	<p>Select TLE from the drop-down and click Add This Entitlement.</p>  <p>COASTIE, JACK TONO: 1217G96PRAY4X000</p> <p style="text-align: right;">View: Traveler</p> <p>Settlement Request</p> <p>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/20/2017"/> to: <input type="text" value="2/13/2017"/></p> <p>Type of Settlement: <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></p> <p>Remit To Transactions Entitlements Computations Financial Remarks</p> <p>Travel Not Performed: <input type="checkbox"/> Effective Date: <input type="text" value="2/10/2017"/></p> <table border="1"> <thead> <tr> <th></th> <th>Entitlement Type</th> <th>Dates Encompassed</th> <th>Status</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Edit</td> <td>Enroute PCS Travel</td> <td>1/20/2017-2/13/2017</td> <td>Validated Data</td> <td>Delete</td> <td>Calcs</td> <td>Comp</td> </tr> <tr> <td>Edit</td> <td>DLA (with Dependents)</td> <td>1/20/2017-1/20/2017</td> <td>Validated Data</td> <td>Delete</td> <td>Calcs</td> <td>Comp</td> </tr> </tbody> </table> <p><input type="text" value="TLE"/> <input type="button" value="<= Add This Entitlement"/></p> <p><input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Manage Images"/> <input type="button" value="Receipts"/> <input type="button" value="SAVE"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p>		Entitlement Type	Dates Encompassed	Status				Edit	Enroute PCS Travel	1/20/2017-2/13/2017	Validated Data	Delete	Calcs	Comp	Edit	DLA (with Dependents)	1/20/2017-1/20/2017	Validated Data	Delete	Calcs	Comp
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<p>2</p>	<p>Click Add TLE Day.</p>  <p>COASTIE, JACK TONO: 1217G96PRAY4X000</p> <p style="text-align: right;">View: Traveler</p> <p>TLE Expenses</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Location</th> <th>Who's being paid</th> <th>Lodging</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: center;">Previous Next</td> </tr> </tbody> </table> <p><input type="button" value="Add TLE Day"/></p> <p><input type="button" value="Accept Changes"/> <input type="button" value="Cancel Changes"/> <input type="button" value="Help"/></p>	Date	Location	Who's being paid	Lodging			Previous Next														
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Adding Temporary Lodging Expense (TLE) to a PCS Claim, Continued

Procedures, continued

Step	Action																		
3	<p>Enter the first Date of lodging, which MUST match the receipt (required). The Location must be within the Reasonable Commuting Distance (IAW JTR 0206) of either the old PDS or the new PDS. ONLY enter the zip code of the old PDS or new PDS located on the orders (not the zip code of the hotel). For Who's being paid, check the box for each family member that stayed. Enter what was actually spent on lodging including taxes for the day specified. Click Accept.</p> <div data-bbox="316 723 1377 1211" style="border: 1px solid black; padding: 5px;"> <p>COASTIE, JACK View: Traveler TONO: 1217G96PRAY4X000</p> <h3 style="text-align: center;">TLE Expenses</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 25%;">Location</th> <th style="width: 30%;">Who's being paid</th> <th style="width: 15%;">Lodging</th> <th style="width: 10%;"></th> <th style="width: 5%;"></th> </tr> </thead> <tbody> <tr> <td style="border: 2px solid red;"><input type="text" value="01/20/2017"/></td> <td style="border: 2px solid red;">66683 Topeka, KS, Shawnee</td> <td style="border: 2px solid red;"> <input checked="" type="checkbox"/> JACK <input checked="" type="checkbox"/> JILL COASTIE <input checked="" type="checkbox"/> JOHNNY COASTIE <input checked="" type="checkbox"/> JACKIE COASTIE </td> <td style="border: 2px solid red;"><input type="text" value="101.00"/></td> <td style="border: 2px solid red;"><input type="button" value="Accept"/></td> <td style="border: 2px solid red;"><input type="button" value="Cancel"/> <input type="button" value="Delete"/></td> </tr> <tr> <td colspan="6" style="text-align: center;">Previous Next</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;"><input type="button" value="Add TLE Day"/></p> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Accept Changes"/> <input type="button" value="Cancel Changes"/> <input type="button" value="Help"/> </p> </div> <p>Note: TLE is reimbursed at the locality per diem rate of the PDS, designated place, home of record or initial technical school where the Service member occupies temporary lodging IAW reference (a).</p>	Date	Location	Who's being paid	Lodging			<input type="text" value="01/20/2017"/>	66683 Topeka, KS, Shawnee	<input checked="" type="checkbox"/> JACK <input checked="" type="checkbox"/> JILL COASTIE <input checked="" type="checkbox"/> JOHNNY COASTIE <input checked="" type="checkbox"/> JACKIE COASTIE	<input type="text" value="101.00"/>	<input type="button" value="Accept"/>	<input type="button" value="Cancel"/> <input type="button" value="Delete"/>	Previous Next					
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Previous Next																			
4	<p>If the lodging location changes (old PDS vs new PDS), the member should remain in this TLE tab and just enter the new location and amounts vice going out and creating a new TLE tab. This can corrupt the claim. To add additional days, click Add TLE Day.</p> <div data-bbox="316 1491 1377 1917" style="border: 1px solid black; padding: 5px;"> <p>COASTIE, JACK View: Traveler TONO: 1217G96PRAY4X000</p> <h3 style="text-align: center;">TLE Expenses</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date</th> <th style="width: 25%;">Location</th> <th style="width: 30%;">Who's being paid</th> <th style="width: 15%;">Lodging</th> <th style="width: 10%;"></th> <th style="width: 5%;"></th> </tr> </thead> <tbody> <tr> <td style="border: 2px solid red;">01/20/2017</td> <td style="border: 2px solid red;">66683 Topeka, KS</td> <td style="border: 2px solid red;">Member + 3 Dependents</td> <td style="border: 2px solid red;">101.00</td> <td style="border: 2px solid red;"><input type="button" value="Edit"/></td> <td style="border: 2px solid red;"><input type="button" value="Delete"/></td> </tr> <tr> <td colspan="6" style="text-align: center;">Previous Next</td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;"><input style="border: 2px solid red;" type="button" value="Add TLE Day"/></p> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Accept Changes"/> <input type="button" value="Cancel Changes"/> <input type="button" value="Help"/> </p> </div>	Date	Location	Who's being paid	Lodging			01/20/2017	66683 Topeka, KS	Member + 3 Dependents	101.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	Previous Next					
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Procedures,
continued

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continued

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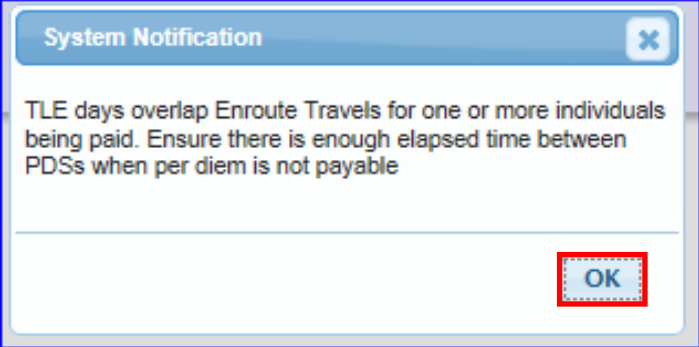
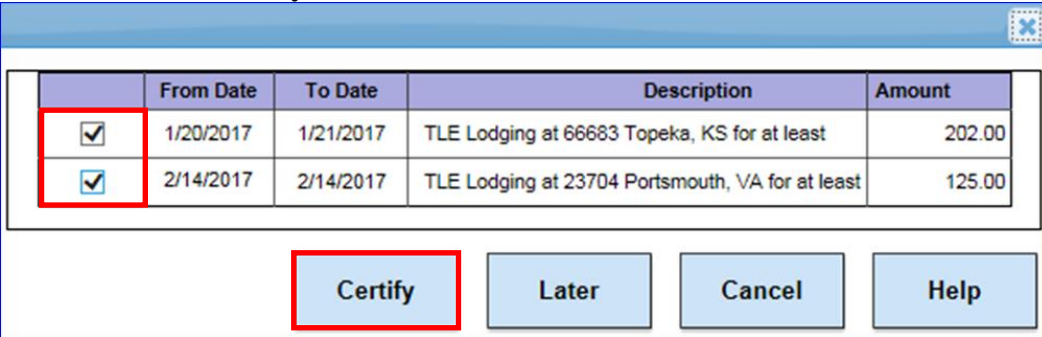
Procedures, continued

Step	Action																																																
8	<p>This will show you what you will actually be paid for TLE. The system automatically calculates your TLE based off the JTR computation and the PDS zip code entered. Click Done.</p> <div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> COASTIE, JACK TONO: 1217G96PRAY4X000 <h3 style="margin: 0;">TLE Expenses</h3> View: Traveler </div> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Audit Remarks"/> <input style="border: 2px solid red;" type="button" value="Done"/> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Date</th> <th>Locality Rate</th> <th>Lodging</th> <th>M&IE</th> <th>Max M&IE & Lodging</th> <th>Maximum TLE</th> <th style="border: 2px solid red;">Paid</th> </tr> </thead> <tbody> <tr> <td>01/20</td> <td>142</td> <td>101</td> <td>76.5</td> <td>177.5</td> <td>290</td> <td style="border: 2px solid red;">177.5</td> </tr> <tr> <td>01/21</td> <td>142</td> <td>101</td> <td>76.5</td> <td>177.5</td> <td>290</td> <td style="border: 2px solid red;">177.5</td> </tr> <tr> <td>02/14</td> <td>142</td> <td>125</td> <td>76.5</td> <td>201.5</td> <td>290</td> <td style="border: 2px solid red;">201.5</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 5px;">Previous Next</p> </div>	Date	Locality Rate	Lodging	M&IE	Max M&IE & Lodging	Maximum TLE	Paid	01/20	142	101	76.5	177.5	290	177.5	01/21	142	101	76.5	177.5	290	177.5	02/14	142	125	76.5	201.5	290	201.5																				
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02/14	142	125	76.5	201.5	290	201.5																																											
9	<p>Verify the TLE amount on the Computations tab. Receipts for your TLE are REQUIRED to be scanned and attached to your claim in the Manage Images section of TPAX.</p> <div style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> COASTIE, JACK TONO: 1217G96PRAY4X000 <h3 style="margin: 0;">Settlement Request</h3> View: Traveler </div> <div style="margin-top: 10px;"> <p>Type of order: <input type="text" value="PCS"/> Covered from: <input type="text" value="1/20/2017"/> to: <input type="text" value="2/13/2017"/></p> <p>Type of Settlement: <input type="text" value="Partial"/> Type of Partial: <input type="text" value="Not a Partial"/></p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 60%;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Remit To</th> <th>Transactions</th> <th>Entitlements</th> <th style="background-color: yellow;">Computations</th> <th>Financial</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td colspan="2"></td> <td style="text-align: center;">Description</td> <td style="text-align: center;">Total</td> <td colspan="2"></td> </tr> <tr> <td colspan="2"></td> <td>Memb/Emp PCS Per Diem</td> <td style="text-align: right;">568.00</td> <td colspan="2"></td> </tr> <tr> <td colspan="2"></td> <td>Memb/Emp Transportation</td> <td style="text-align: right;">3.00</td> <td colspan="2"></td> </tr> <tr> <td colspan="2"></td> <td>Memb/Emp MALT</td> <td style="text-align: right;">232.56</td> <td colspan="2"></td> </tr> <tr> <td colspan="2"></td> <td>Dep Per Diem</td> <td style="text-align: right;">994.00</td> <td colspan="2"></td> </tr> <tr> <td colspan="2"></td> <td>DLA</td> <td style="text-align: right;">2,349.99</td> <td colspan="2"></td> </tr> <tr style="border: 2px solid red;"> <td colspan="2"></td> <td style="border: 2px solid red;">TLE</td> <td style="text-align: right; border: 2px solid red;">566.50</td> <td colspan="2"></td> </tr> </tbody> </table> </div> <div style="width: 35%;"> <p>Total Entitlement <input type="text" value="4,704.05"/></p> <p>Deductions <input type="text" value="0.00"/></p> <p>Partial Payments <input type="text" value="0.00"/></p> <p>Amount Payable <input type="text" value="4,704.05"/></p> <p>Advances <input type="text" value="0.00"/></p> <p>Due Employee <input type="text" value="4,704.05"/></p> <p>Split Payment <input type="text" value="0.00"/></p> <p>Computed Split <input type="text" value="0.00"/></p> <p style="font-size: small; color: red;">Enter amount in Split Payment field to pay GTCC</p> </div> </div> <div style="margin-top: 10px;"> <p>Method of Payment: <input type="text" value="Direct Deposit"/></p> <p style="text-align: center; margin-top: 10px;"><input type="button" value="Apply Advances"/></p> <p style="font-size: small; color: red; margin-top: 10px;">This request may require constructed travel so that the amount computed may not equal the actual amount reimbursed</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 40%;"> <input type="button" value="Back"/> <input type="button" value="Next"/> <input style="border: 2px solid red;" type="button" value="Manage Images"/> </div> <div style="width: 50%;"> <input type="button" value="Receipts"/> <input type="button" value="SAVE"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </div> </div> </div>	Remit To	Transactions	Entitlements	Computations	Financial	Remarks			Description	Total					Memb/Emp PCS Per Diem	568.00					Memb/Emp Transportation	3.00					Memb/Emp MALT	232.56					Dep Per Diem	994.00					DLA	2,349.99					TLE	566.50		
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Adding Temporary Lodging Expense (TLE) to a PCS Claim, Continued

Procedures,
continued

Step	Action															
10	<p>If you get this warning upon saving your claim, verify there is enough elapsed time between PDSs minus the travel time to claim TLE (IAW JTR 050601.B), then click OK. You might need to click SAVE again to continue.</p> 															
11	<p>After saving your claim, you might be asked to Certify your TLE. Check the boxes and click Certify.</p>  <table border="1" data-bbox="320 1162 1358 1319"><thead><tr><th></th><th>From Date</th><th>To Date</th><th>Description</th><th>Amount</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>1/20/2017</td><td>1/21/2017</td><td>TLE Lodging at 66683 Topeka, KS for at least</td><td>202.00</td></tr><tr><td><input checked="" type="checkbox"/></td><td>2/14/2017</td><td>2/14/2017</td><td>TLE Lodging at 23704 Portsmouth, VA for at least</td><td>125.00</td></tr></tbody></table>		From Date	To Date	Description	Amount	<input checked="" type="checkbox"/>	1/20/2017	1/21/2017	TLE Lodging at 66683 Topeka, KS for at least	202.00	<input checked="" type="checkbox"/>	2/14/2017	2/14/2017	TLE Lodging at 23704 Portsmouth, VA for at least	125.00
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