

Temporary Lodging Allowance
(TLA) Counseling
Standard Operating Procedures



April 2021

Introduction: This guide covers the rules and regulations regarding Temporary Lodging Allowance (TLA) claims. For a full review of the policy, please refer to the Department of Defense Financial Management Regulation (DoD FMR), Chapter 68, Section 6804 and the Office of the Assistant Secretary of Defense memorandum dated 23 September 2020. For FAQ’s and example computations, please visit: <https://www.defensetravel.dod.mil/site/tla.cfm>.

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A. General.

1. TLA is an allowance intended to partially pay members for the more than normal expenses incurred by a member/dependent(s) while occupying temporary lodging OCONUS.

Number of Eligible Persons Occupying Temporary Lodging		Lodging Percentage	M&IE Percentage
1	Service member or one dependent (total one person)	100*	65
2	Service member couples (total two persons - percentage each when lodging together)	65	65
3	Service member and one dependent, or two dependents (total two persons – percentage together)	100	100
4	Each additional dependent age 12 and older	35	35
5	Each additional dependent under age 12	25	25

* Effective October 1, 2020, a single member or one dependent is authorized 100% of the lodging portion of the locality per diem rate for TLA.

2. TLA authority for an OCONUS PDS assignment requiring a residence change ordinarily should not exceed 60 days. The initial 60-day period begins upon day of arrival to PDS location per travel itinerary, which must coincide with the date of report in Direct Access.
3. In accordance with the DoD FMR, Chapter 68, Section 680406, additional TLA may be authorized in increments of 15 or fewer days. Reasons for approval must fall in line with Section 680406. TLA days do not have to be consecutive (e.g., TDY, hospitalization, or leave taken away from the PDS). Delayed closing of home does not authorize additional TLA and is limited to the 60 day allowance.

4. When MALT Plus is payable on the reporting day to a new PDS, TLA is not authorized for that day (DoD FMR, Section 680601, D.2). NOTE: MALT Plus on the day of report is never paid to personnel arriving in Kodiak.
5. When TLA is authorized on the reporting day, per diem is 75% of the locality M&IE rate and is paid out on the service member's PCS travel claim. Lodging expenses incurred on the day of report is reimbursed as (DoD FMR, Section 680601, D.1).
6. When a Service member is in a TDY status at the home port OCONUS awaiting arrival of his or her assigned ship, he or she is eligible for per diem. Therefore, the Service member is ineligible for TLA during the waiting period. The waiting period begins on the arrival day at the home port and continues through the day before the actual reporting day aboard the ship. During this waiting period, the ship is the Service member's new PDS for personal travel. For TLA purposes, the Service member has not reached the new PDS until reporting to the ship. TLA can begin after the Service member reports to the ship and meets the other criteria contained within the DoD FMR.
7. When a service member is in a TDY status receiving per diem, and TLA for a dependent, and both are in temporary lodging at the home port, lodging costs are split 50% for the member and 50% for all dependents, except the day of reporting on board the ship. On the day of report, the entire lodging cost is covered under TLA. The number of dependents occupying temporary lodging at the home port determines the percentage to authorize for meals.
8. TLA authority stops the day before a member physically occupies permanent government quarters or private sector housing. Extra lodging charges on the day of occupancy may be reimbursed as authorized in (Section 680601, B). NOTE: In all cases, TLA must stop the day HHG are delivered.
9. Upon departure, the TLA period cannot start more than 10 days before the service member departs the PDS, in compliance with a PCS orders. Exceptions to this 10 day limitation may be found in the DoD FMR, Section 680409. All extension requests must be approved by Base Kodiak's Commanding Officer. TLA is not payable on the date of departure.
10. When a Service member detaches on a PCS from a ship in a home port OCONUS while the ship is away from its home port and he or she returns to the home port, then TLA may be authorized unless he or she receives per diem. If per diem is authorized at the home port, the Service member can receive TLA only if a dependent occupies temporary lodging at the home port (DoD FMR 680409, Table 68-10).
11. Members separating or retiring are authorized TLA 10 days prior to departure. However, a Service member who retires or separates from service, stays in the PDS area, and then moves at a later date or moves OCONUS to either a home of record or home of selection chosen by the Service member is ineligible for TLA or TLA Special.
12. TLA reimbursement dates are the actual days stayed at the lodging facility. TLA is not reimbursable for the date of checkout from the lodging facility.

B. Roles and Responsibilities.

1. Unit P & A Offices are responsible for counseling, assembling, and electronically forwarding complete TLA packages to Base Kodiak for audit and approval.
2. Base Kodiak Transportation office will audit, enter, and transmit TLA packages to the CG Finance Center for payment within five business days. An email will be sent to the Unit P & A office and member including: the amount claimed, date of approval, and weblink to check the status of a claim.
3. Unit P & A Offices will provide status updates and inquiries to personnel upon request. The status of a claim may be obtained at the following website: <https://cgweb.fincen.uscg.mil/tla/index2.htm>.
4. Base Kodiak will provide training and technical guidance for local unit P & A Offices as required.

C. Required Documentation.

1. TLA Application completed by the member and signed by their Unit P & A Office.
2. Copy of endorsed PCS orders.
3. Itemized lodging receipts outlining the daily lodging rate, amount paid, and a zero balance on the account.
4. A ferry or flight itinerary if submitting an initial or departing claim.
5. Complete record of housing search for additional TLA claims upon reporting. This is not required if you have been assigned Gov't Qtrs. If member is moving into private sector housing a copy of purchase agreement or lease is also required.
6. Completed DD Form 1299 (To show HHG delivery or pick up date).

D. Advance Request.

TLA advances will be considered on a case-by-case basis. Requests must be routed to Base Kodiak TLA PAO and be accompanied by the following:

- Copy of Original PCS Orders (signed and stamped Original)
- If orders do not specifically authorize Advance TLA, an amendment to PCS orders authorizing the advance
- CG Alaska TLA Verification Form
- Zero balance lodging receipt.

In accordance with ALCOAST 422/12 and PPCINST M1000.2B, TLA Advances will be limited to 80% of the estimated allowance and will be processed no more than 30 days prior to departure.

E. TLA Packet Assembly Process.

Step 1: Fill in all applicable blocks regarding personal information (member name, EMPLID, etc.)

- Fill in claim type (incoming, outgoing, meals only and emergency).
- Fill in TLA dates in accordance with the Inbound and Outbound day limit (60 days for Inbound/10 days for Outbound). Ensure member also includes HHGs pickup/delivery date.
- Fill out all appropriate lodging information blocks. Ensure daily lodging costs include taxes. Notate in the appropriate block if cooking facilities were available.
- If member was on leave or TDY, provide a copy of Original stamped TDY orders and/or approved dates for leave away from duty station (to include dependent status during TDY/leave time).
- Unaccompanied members fill in all applicable blocks.
- When listing dependents under the Legal Dependents section, ensure they match those listed on orders (spelling, etc.).
- All required documentation for inbound and outbound TLA claims can be found under the Required Attachments section on the TLA claim form.

Step 2: Ensure member's PCS orders are signed and stamped Original.

Step 3: Review lodging receipt (if applicable) for itemized daily cost and include with packet. If the lodging receipt has multiple daily rates, then separate TLA claims will be created to claim the different amounts. For meals only TLA claims, a lodging receipt is not required.

Step 4: Include most recent air or ferry itinerary that accurately reflects mode of travel and date of arrival to or departure from Kodiak.

** Annotate the type of housing member/dependents have been authorized**

Once packet is assembled, have member and a local Authorizing Official sign the TLA form.

Step 5: Scan and email TLA claims to: [D17-SMB-BaseKodiak-P-BaseKodiakTLA](#).

F. Common Discrepancies.

- PCS Orders have not been endorsed by unit ADMIN or Authorized Official E6 or higher.
- Lodging receipt NOT being submitted w/claim.
- Receipt NOT showing a zero balance.

- MBR did not sign TLA form.
- TLA form has not been completely filled out.
- TLA form has not been signed by BOTH MBR and Admin.
- Tax was not included into the daily cost of lodging on TLA form.
- Dates were filled out incorrectly on TLA form.

G. Payment Status Inquiry.

1. Select “TLA Claim Field User Query” at <https://cgweb.fincen.uscg.mil/TLA/>. You will be prompted to enter the following information:
 - a. EMPLID
 - b. Last Name
 - c. TONO
 - d. Claim begin date

TLA Lodging Options in Kodiak

LODGING FACILITY	ADDRESS	PHONE NUMBER
MWR GUEST HOUSE	205 ALBATROSS AVE, BLDG N-30, USCG BASE KODIAK, 99619	(907) 487-5446
BEST WESTERN	236 W REZANOF DR, KODIAK, AK 99615	(907) 486-5712
QUALITY INN	1395 AIRPORT WAY, KODIAK, AK 99615	(907) 487-2700
COMPASS SUITES	203 ALDER LN, KODIAK, AK 99615	(907) 486-1086
SHELIKOF LODGE	211 THORSHEIM ST, KODIAK, AK 99615	(907) 486-4141
RUSSIAN RIVER LODGE	11322 S RUSSIAN CREEK RD, KODIAK, AK 99615	(907) 487-4430
* PET FEES ARE NOT REIMBURSABLE EXPENSES ** AIR BNB'S ARE AUTHORIZED. HOWEVER, NOT ALL FEES ARE SUJECT TO REIMBURSEMENT		