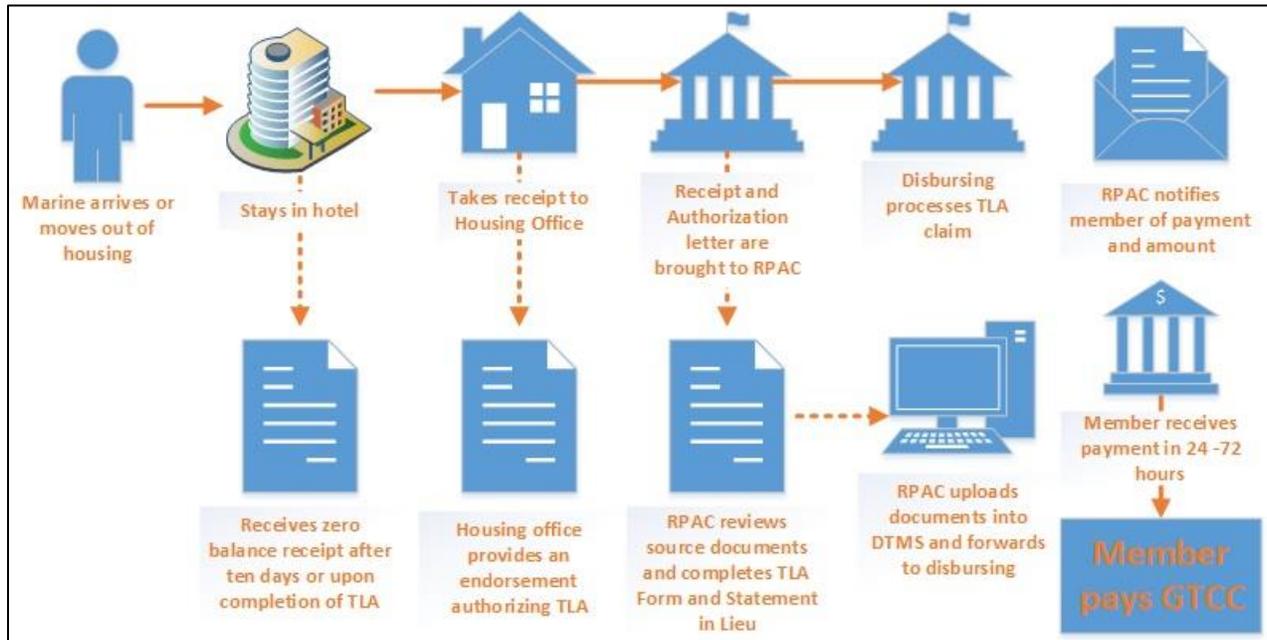


Temporary Lodging Allowance



TLA is a monetary allowance intended to partially pay for higher than normal expenses that are incurred while occupying temporary lodging OCONUS. TLA is not intended, and must not be used for, the personal enrichment of a Service member.

When can TLA be used?

TLA may be used by members who have recently arrived at their PDS and are currently seeking housing (either government quarters or housing on the economy). The Service member must show they are actively seeking out housing in order to continue to receive authorization for TLA.

When a member is departing on PCS orders, they are entitled for up to three days if in government quarters or 10 days if on the economy of TLA prior to detaching from the duty station as long as they are in the vicinity of the PDS.

Information update as of 01 OCT 2018.

How to calculate TLA

The TLA is claimed in 10 day increments and is calculated as a percentage of the local lodging and meals and incidental (M&IE) rate based upon the number of individuals eligible to occupy temporary lodging. To determine the percentage authorized use the following:

Service member or one dependent (total one person)	65%
Service member and one dependent, or two dependents (total 2 persons)	100%
Each additional dependent age 12 and older	35%
Each additional dependent age 12 and under	25%

The following scenario is offered as an example:

A family of four (two adults, two children older than 12) arrives in Stuttgart and must lodge on the economy. The lodging rate is \$230 and M&IE is \$111.

Based on the table, the family will receive 170% of the lodging and M&IE (member and spouse = 100%; 2 children over 12 = 35% + 35% = 70%).

The family will be reimbursed up to \$391 ($\$230 \times 170\%$) for lodging and will receive \$188.70 ($\$111 \times 170\%$) for M&IE.

*You will not be reimbursed for M&IE on the first day of TLA due to being reimbursed on your travel claim.

**Member-married-to-member see RPAC for further guidance on TLA rates.

Certificate of non-availability

If a member cannot get a room in base lodging, a certificate of non-availability must be obtained from base lodging stating the dates of non-availability. Every time the certificate of non-availability expires, a new letter must be obtained to continue payments of TLA. Certificates of non-availability cannot be backdated.

The lodging receipt

A receipt showing positive proof of payment is required. This can be in the form of a zero balance or a statement on the receipt identifying the card that is being charged and the amount due. The Marine Corps Travel Instruction Manual (MCTIM) requires that all foreign receipts be accompanied by a statement-in-lieu to convert the currency to US Dollars. A receipt from an on base lodging facility does not require a statement-in-lieu. The receipt must identify the daily room rate and taxes. Personal expenses or guests not authorized TLA should be paid for separately.

TLA authorization from Housing Office

Authorization to utilize TLA is granted by the local housing authority in the area you are located. To receive authorization for TLA, the member must visit the housing office with a valid receipt to receive a TLA authorization letter. Members without a local housing authority will provide all supporting documentation to the RPAC who will act as the housing authority on a case-by-case basis.

RPAC role

The RPAC plays a facilitating role in the TLA process. As such, the RPAC is responsible for making sure that all documents are present, that the information is administratively correct, and that the documents are forwarded in a timely manner. Marines in the RPAC cannot effect payment of TLA, but they will coordinate with the disbursing office if an issue arises and will coordinate with the member to ensure it is corrected in a timely and efficient manner.

For the RPAC to process a claim for TLA, the member must provide a lodging receipt, TLA authorization letter, and a certificate of non-availability (if required), so the RPAC can complete the TLA Form and the statement-in-lieu (if required). The RPAC will upload the completed documents in DTMS attached to a NAVMC 11116 requesting for payment.

1. A clerk receives supporting documents from the member and verifies that the receipt has a zero balance or a statement identifying the charges applied to a credit card.
2. The clerk verifies that the dates on the receipt match the dates authorized by the Housing Office authorization letter.
3. If the member is staying at a hotel off base, the clerk will ensure that the receipt only covers authorized expenses (hotel room fees and taxes) and that a certificate of non-availability has been acquired and that the dates for the certificate of non-availability cover the period of lodging being claimed.
4. For all claims for TLA in a foreign currency, a currency conversion will be provided. This will be done by asking for the member to provide a copy of the GTCC if it was used, or by identifying the date the TLA

was paid and looking up the currency conversion in an approved currency conversion site such as [OandA](#). Additionally, a statement-in-lieu of receipt is required for all receipts in a foreign language or a foreign currency.

5. The clerk will ask the following questions:

-Did you go TAD during this TLA period? If yes, please provide a copy of your orders.

-Did you take leave or permissive TAD? If yes, provide a copy of your leave or PTAD authorization.

-How many rooms are you claiming TLA for?

-Are there any charges for pets, persons not authorized TLA, dependents over the age of 21, or parking on this receipt?

-Do the number of dependents listed on the housing authorization letter match the number the member is claiming?

6. The clerk will log in to ODSE and complete the TLA form, print it for review and signature, and then scan it and supporting documentation.

7. The TLA claim will be saved in the sharedrive in the following format: Last name_last 5 EDIPI_TLA*, where * is the number of the TLA Claim. For example: Shields_50370_TLA2.

8. The clerk will log into DTMS and create a NAVMC 11116 and attach the document. The statement to disbursing on the NAVMC 11116 will read "Request DisbO pay TLA from YYYYMMDD to YYYYMMDD."

9. The NAVMC 11116 will be forwarded in DTMS to the Approving Officer and then forwarded to disbursing.

10. A clerk from the RPAC will review the progress on all claims for TLA each business day, and will work any returned TLA within 1 business day.

11. Upon payment of TLA, an audit will be conducted to ensure they proper number of days, number of dependents, and local rate are correct.

12. An email to the member will be sent upon completion of the audit notifying them of payment and the expected amount and to pay their GTCC as disbursing does not split disburse TLA payments.

Disbursing Role

Disbursing is located at Camp Lejeune and is the only office authorized to affect payment of TLA for Marines assigned permanently or administratively to U.S. Marine Corps Forces, Europe and Africa. Disbursing has 2 business days to work or reject the claim for TLA. When the claim is paid, the amount is input into MCTFS and immediately paid to the member's bank account.

***Disbursing does not split-disburse to your GTCC.**

The Member's Role

The member is responsible for providing all required documents to the housing office and the RPAC. Additionally, it is the member's responsibility to obtain a certificate of non-availability.

While in TLA, the member must continue to pursue placement in government quarters or housing on the economy or risk losing the entitlement to TLA.

The member is required to pay for TLA prior to being reimbursed. This can be done using the GTCC or a personal card. TLA cannot be split-disbursed to the GTCC, therefore it is imperative that the member pay the GTCC prior to going into a delinquent status.

Leave and TAD

Members are authorized reimbursement of TLA while in a leave status as long as the member, or one of their dependents, is within the vicinity of the PDS and is continuing to pursue government quarters or housing on the economy. The M&IE portion will only be paid for the number of people within the vicinity of the PDS while in a member is in a leave status. If all members of the family are not within the vicinity of the PDS, claims for TLA will be denied.

While a member is TAD, they are authorized to receive reimbursement for lodging, granted they are authorized dual lodging by their authorizing official. M&IE will only be authorized at the rate for the dependents who remain at the TLA location. M&IE for the period of TAD is based on the locality of the TAD trip and will be reimbursed through the settlement of the TAD voucher.

A copy of leave papers and TAD orders must be provided for periods in which they overlap with TLA.

Frequently Asked Questions

Q: If I am unaccompanied or arrive ahead of my dependents, do I only get 65% of the local rate?

A: Yes. TLA is to help offset the cost, not necessarily cover the entire cost of temporary lodging.

Q: How long before I receive payment for TLA?

A: TLA is typically paid within five working days; the money will post to the member's account 24 to 72 hours after it has posted in MCTFS.

Q: When I am PCSing, what if I am leaving early and can't get to the housing office to get a letter?

A: Most hotels will allow you to pay in advance. The housing office will provide an authorization letter prior to departure with a zero balance receipt.

Q: Can I be reimbursed for parking fees?

A: No. Parking not included in the cost of the room is not separately reimbursable and should be paid for using the incidental portion of the M&IE.

Q: I have a large family, can I be reimbursed for two rooms?

A: Yes, you can be reimbursed for two rooms as long as the total cost does not exceed the max lodging authorized based on your dependents and the local rate.

Q: Can I use a Value Added Tax (VAT) form?

A: Yes. Even though you do not pay directly for the tax, a VAT form may keep a lodging rate under the max and ensure full reimbursement to the member.

Q: I have pets and the hotel charges extra, can I be reimbursed for that cost?

A: No. Additional fees incurred due to pets being in the room are the responsibility of the member. This includes deposits and cleaning fees charged.

Q: Can I be reimbursed for transportation?

A: No. Transportation is not authorized to be reimbursed by TLA. Ensure the member has a transportation plan that includes dependents.

Q: What if my lodging costs exceed the maximum amount authorized for lodging?

A: The member will be reimbursed up to the maximum amount allowed; excess costs will be wholly borne by the member.