

**DEPARTURE
TEMPORARY LODGING ALLOWANCE (TLA)
INFORMATION SHEET**

NAME (Last, First, MI):	RANK/RATE:	LAST 4 DIGIT OF SSN:
COMMAND/UIC:	CONTACT PHONE #:	
DETACHING DATE: (NOTE: TLA ENTITLEMENT WILL END DAY PRIOR TO MEMBER'S DETACHING DATE)		TLA HOTEL:

INITIALS	
	The purpose of TLA is to PARTIALLY reimburse a member for more than normal expenses incurred while occupying temporary lodging accommodations.
	FAMILY MEMBERS MUST BE COMMAND-SPONSORED prior to the effective date of orders (Report date to new command minus authorized travel days).
	TLA is payable up to the last five days PRIOR to detaching date from Hawaii. Under emergency situation beyond member's control, Extension request may be requested to COMNAVREG Pearl Harbor via member's command.
	TLA is not payable to the member upon detachment. TLA may be paid only for family members who remain on island if approved by the Secretary of the Navy.
	TLA is payable when staying with friends/relatives (meal allowance only) or in temporary lodging on the island of Oahu only.
	Single and geographical bachelors must check-in with the BOQ/BEQ to obtain lodging. If lodging is not available, the member will be issued a non-availability of government quarters stamp on their original orders and/or a TLA authorization letter from the BOQ/BEQ. Single and geographical bachelors attached to an Afloat command may NOT be eligible to receive TLA.
	The Navy Aloha Center is located at 4825 Bouganville Drive, Honolulu HI 96818 (Bldg 2652) adjacent to Moanaloa Navy Services Center and can be contacted at 474-1800..
	All payments are made via EFT to the bank account where regular pay is deposited. EFT payments normally post to the bank account within 10 working days after claim submission.
	Documentation required for TLA payment for members residing on the economy (to include PPV Quarters): 1. Termination of lease statement 2. Copy of bill of lading from Personal Property Office 3. TLA Worksheet 4. DETAILED Hotel Receipt showing paid in full
	Document required for TLA payment for members staying with friends or relatives: 1. Termination of lease. 2. Copy of Bill of Lading from Personal Property Office. 3. TLA worksheet. 4. Statement indicating staying with friends or relatives and providing address of residences and period of stay.

"I have been briefed and understand the provisions regarding entitlement to Departure TLA and my responsibilities as contained in COMNAVBASEPEARLINST 7220.2d and will promptly notify the command of any change in statutes affecting entitlement thereto."

(Member's signature/Date)

TEMPORARY LODGING ALLOWANCE (TLA) WORKSHEET

NAME (Last, First, MI)	RANK/RATE	SSN
COMMAND REPORTING TO/FROM	NAME OF HOTEL	

FAMILY MEMBERS ON STATION

NAME (Last, First, MI)	RELATIONSHIP	DATE OF BIRTH

FOR ARRIVAL TLA:

DATE MEMBER REPORTED TO PRESENT COMMAND: _____

DATE FAMILY MEMBER(S) REPORTED TO PRESENT COMMAND: _____

THIS IS THE _____ CLAIM

MEMBER MUST PRESENT TLA AUTHORIZATION FROM THE HOUSING OFFICE AND A PAID LODGING RECEIPT. A FAMILY MEMBER WHO IS FILING TLA DUE TO THE ABSENCE OF THE SPONSOR MUST HAVE A GENERAL OR SPECIAL POWER OF ATTORNEY SPECIFICALLY STATING TLA IS AUTHORIZED FOR PROCESSING.

FOR DEPARTURE TLA:

ACTUAL DATE OF DETACHMENT: _____

MEMBERS LIVING OFF-BASE MUST PRESENT A RENTAL RELEASE FROM THE LANDLORD OR REALTOR.

MEMBER LIVING ON-BASE MUST PRESENT A SIGNED STATEMENT FROM THE HOUSING OFFICE CERTIFYING THE DATE GOVERNMENT QUARTERS WERE VACATED.

MEMBER'S STATEMENT:

I HAVE INCLUDED HEREIN ALL LODGING RECEIPTS FOR TLA. I CERTIFY THAT I AM / AM NOT IN A PER DIEM STATUS. I UNDERSTAND

THAT IF I AM IN A TEMPORARY DUTY PER DIEM STATUS, ONLY MY FAMILY MEMBERS ARE ENTITLED TO TLA. I FURTHER CERTIFY THAT MY FAMILY MEMBERS AND I DID / DID NOT UTILIZE GOVERNMENT MESS FOR ANY MEALS DURING THIS PERIOD. MY TEMPORARY QUARTERS DO / DO NOT CONTAIN FACILITIES FOR PREPARING AND CONSUMING MEALS.

WARNING:

THE PENALTY FOR WILLFULLY MAKING FALSE CLAIM IS: MAXIMUM FINE OF \$10,000.00 OR MAXIMUM IMPRISONMENT FOR FIVE YEARS, OR BOTH (U.S. CODE, TITLE 18, SECTION 287). BE ADVISED THAT ALL CLAIMS ARE SCREENED AND THOSE SUSPECTED OF BEING FRAUDULENT ARE TURNED OVER TO THE NAVAL CRIMINAL INVESTIGATIVE SERVICE (NCIS).

PRIVACY ACT STATEMENT:

THIS STATEMENT IS PROVIDED IN COMPLIANCE WITH THE PROVISIONS OF THE PRIVACY ACT OF 1974 (PL 93-579) WHICH REQUIRES THAT FEDERAL AGENCIES MUST INFORM INDIVIDUALS WHO ARE REQUESTED TO FURNISH INFORMATION ABOUT THEMSELVES AS TO THE FOLLOWING FACTS CONCERNING THE INFORMATION REQUESTED.

1. AUTHORITY: 37 USC 1006
2. PRINCIPAL PURPOSE: TO PROVIDE INFORMATION REQUIRED TO LEGALLY PAY TEMPORARY LODGING ALLOWANCE (TLA).
3. ROUTINE USE: THE MEMBER PROVIDES INFORMATION ON COST AND TYPE OF LODGING WHICH IS USED TO COMPUTE ENTITLEMENT TO TLA. SUPPORTING DOCUMENTS ARE USED TO DETERMINE ELIGIBILITY AND AMOUNT OF ENTITLEMENT.
4. MANDATORY OR VOLUNTARY DISCLOSURE: VOLUNTARY. IF MEMBER DOES NOT PROVIDE INFORMATION, TLA CANNOT BE PAID.

MEMBER SIGNATURE	DATE
------------------	------

TLA CHART FOR OAHU MAY 1, 2008

PERCENT	NUMBER OF FAMILY MEMBERS	MAX RATE	MEALS	LODGING
65%	MEMBER OR 1 DEPENDENT	\$183.95	\$68.90	\$115.05
100%	MEMBER AND 1 DEPENDENT	\$283.00	\$106.00	\$177.00
125%	MEMBER AND 1 DEPENDENT WITH 1 CHILD UNDER 12 YRS	\$353.75	\$132.50	\$221.25
135%	MEMBER AND 1 DEPENDENT WITH 1 CHILD OVER 12 YRS	\$382.05	\$143.10	\$238.95
150%	MEMBER AND 1 DEPENDENT WITH 2 CHILDREN UNDER 12 YRS	\$424.50	\$159.00	\$265.50
160%	MEMBER AND 1 DEPENDENT WITH 1 CHILD UNDER 12 AND 1 OVER 12 YRS	\$452.80	\$169.60	\$283.20
170%	MEMBER AND 1 DEPENDENT WITH 2 CHILDREN OVER 12 YRS	\$481.10	\$180.20	\$300.90
175%	MEMBER AND 1 DEPENDENT WITH 3 CHILDREN UNDER 12 YRS	\$495.25	\$185.50	\$309.75
185%	MEMBER AND 1 DEPENDENT WITH 2 CHILDREN UNDER 12 AND 1 CHILD OVER 12 YRS	\$523.55	\$196.10	\$327.45
195%	MEMBER AND 1 DEPENDENT WITH 1 CHILD UNDER 12 AND 2 CHILDREN OVER 12 YRS	\$551.85	\$206.70	\$345.15
200%	MEMBER AND 1 DEPENDENT WITH 4 CHILDREN UNDER 12 YRS	\$566.00	\$212.00	\$354.00
205%	MEMBER AND 1 DEPENDENT WITH 3 CHILDREN OVER 12 YRS	\$580.15	\$217.30	\$362.85
220%	MEMBER AND 1 DEPENDENT WITH 2 CHILDREN UNDER 12 AND 2 CHILDREN OVER 12 YRS	\$622.60	\$233.20	\$389.40