

**Temporary Lodging Allowance Information Sheet**  
(Reference – Joint Federal Travel Regulation, Volume 1,  
Uniformed Service Personnel, Chapter 9, USFK Regulation 37-57, and  
IMCOM Pacific Policy Letter #8)

1. BACKGROUND.

a. Temporary Lodging Allowance (TLA) is an allowance designed to **partially reimburse** service members and their families for the more than normal living expenses incurred during occupancy of temporary lodging and the expenses for meals obtained as a direct result of the use of temporary lodging at overseas permanent duty stations.

b. Service members often misunderstand their entitlement to TLA and assume that they have a **regulatory or statutory right** to remain on TLA for a specific period of time. Service members are entitled up to 60 days of TLA after arrival at the permanent duty station while waiting to occupy permanent housing. **The 60 day period is not an automatic entitlement. TLA is based solely on the availability or non-availability of housing,** as determined by the Housing Office.

c. The TLA manager will ensure that TLA is managed prudently. The TLA manager shall employ good business practices to preclude the necessity for payment of TLA, to shorten the period of entitlement, and to reduce the amount payable.

d. Service members, regardless of branch, do not have a statutory or regulatory right to TLA. Service members need to report to the Housing Office within 48 hours to in-process. TLA is based solely on the availability of housing, as determined by the Housing Division staff.

e. TLA extensions must be submitted in writing. Requests must be submitted as soon as possible, to allow time for processing and to avoid problems for the service member. **The request must be submitted before the date of requested additional TLA days.**

2. IN-PROCESSING TLA.

a. Command Sponsored Inbound: If service member arrives first unaccompanied, E6 and below will be housed in unit barracks, E7 and above will be housed in unaccompanied housing (UH). TLA inbound is not authorized for service members or family members that do not travel together/concurrently on approved command sponsored concurrent dependent travel orders.

## Army Temporary Lodging Allowance Information Sheet (cont.)

### b. On-Post Housing:

(1) Required documents: PCS Orders, Pin Point Orders, Command Sponsorship Orders (if applicable), Amended Orders (if applicable), and Lodging Receipts.

(2) TLA will be processed in intervals of 15 days and will be paid out in 15-day increments.

(3) TLA reimbursement from Finance can take up to 30 days.

(4) TLA is **not authorized** when government quarters are declined, IAW AR 420-1.

(5) Only service members can file and sign TLA claims. If dual military, the service member who is command sponsored can claim TLA reimbursement.

### c. Off-Post Housing:

(1) Required documents: PCS Orders, Pin Point Orders, Command Sponsorship Orders (if applicable), Amended Orders (if applicable), and Lodging Receipts.

(2) TLA extensions will not be automatically authorized. After the first 20 days, the service Member must request an extension from the Chief of Housing. To request an extension, you must provide the Off-Post Housing Search List to show you are aggressively seeking housing. Final approval/disapproval is based on this form.

(3) Service member must provide a justification memorandum stating reason for extension that is signed by either company commander or battalion commander. Approval or disapproval will be determined by the Housing Chief.

(4) Failure to comply with the diligent search requirements will result in termination of TLA.

(5) TLA claims will be filed every 15 days and will be paid out in 15-day increments.

### 3. OUT-PROCESSING TLA:

a. On-Post Housing: TLA is only authorized for up to 3 days.

b. Off-Post Housing: TLA is only authorized for up to 10 days.

## Army Temporary Lodging Allowance Information Sheet (cont.)

a. Lodging receipt must show a zero (0) balance and itemized list of days. Finance will not accept the receipt unless it has a zero (0) balance. You can ask Lodging to send a copy of your zero (0) balance receipt to the Housing Office or you can email a copy of your zero (0) balance receipt to the Housing Office at: [usarmy.henry.imcom-korea.list.usag-daegu-tla-housing.mail.mil](mailto:usarmy.henry.imcom-korea.list.usag-daegu-tla-housing.mail.mil).

4. Per USFK Regulation 37-57, 6f(3), and JFTR Vol 1, U9155-D, service members who elect to bring Non-Command Sponsored dependents are **not authorized** TLA entitlements.

5. TLA will be terminated immediately for the following reasons:

- a. Service member fails to report to the Housing Office within 48 hours of arrival.
- b. Service member fails to seek housing aggressively.
- c. Service member refuses/delays occupancy of housing due to personal reasons.