

# ARRIVAL TLA

**SINGLE SIDED COPIES ONLY**  
**Submitted In Person at BLDG 750 RM 103**

**Date turned in:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Contact info:** \_\_\_\_\_

**Current Unit or Command:** \_\_\_\_\_

**Dates of TLA (period of TLA):** \_\_\_\_\_

**Number of dependents 12 years old and over (including spouse):** \_\_\_\_\_

**Number of dependents 11 years old and under:** \_\_\_\_\_

**DOD #:** \_\_\_\_\_

## CHECKLIST:

\_\_\_\_\_ **TLA Memo** (From Housing Office)  
\_\_\_\_\_ 1<sup>ST</sup> \_\_\_\_\_ 2<sup>ND</sup> \_\_\_\_\_ 3<sup>RD</sup> \_\_\_\_\_ 4<sup>TH</sup> \_\_\_\_\_ 5<sup>TH</sup> \_\_\_\_\_ 6<sup>TH</sup> \_\_\_\_\_ EXTENSION

\_\_\_\_\_ **DAILY ITEMIZED lodging receipt** showing cost of room/taxes with **zero balance**  
(receipts with credit balance is not acceptable) with kitchen memo from hotel as applicable

\_\_\_\_\_ **PCS Orders** and **ALL** amendments

\_\_\_\_\_ **Only for 1<sup>ST</sup> TLA** - **Flight itinerary** for member **and** dependents

\_\_\_\_\_ **Only for 1<sup>ST</sup> TLA** – **1351-2 (SMARTVOUCHER)** – **signed** by the Member and  
**Reviewer**

**Finance Technician Name Receiving Packet:** \_\_\_\_\_