

DEPARTURE TLA

SINGLE SIDED COPIES ONLY

If you do not have zero balance receipt upon clearing, the packet may be emailed later to:

usarmy.schofield.usarpac.mbx.usafmcom-ampo-tla1@army.mil

****MUST BE EMAILED IN A SINGLE PDF FILE - NO PORTFOLIO ACCEPTED****

Date turned in: _____

Name: _____

Contact info: _____

Current Unit or Command: _____

Dates of TLA (period of TLA): _____

Number of dependents 12 years old and over: _____

Number of dependents 11 years old and under: _____

DOD #: _____

CHECKLIST:

_____ TLA Memo (From Housing Office)

_____ **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

_____ **Flight** itinerary for member **and** all dependents

Finance Technician Name Receiving Packet: _____