

# Departure TLA Brief

**\* Email Documents to HSO Group Box:**

**usarmy.schofield.usag.mbx.housing-services-office@mail.mil**

- \*PCS Orders and ALL Amendments
- \*DA Form 31 (with leave dates)
- \*Flight Itinerary (all family members)
- \*DD 1299 (household goods w/ block 12b)

Do you have a Spouse: Yes \_\_\_\_\_ No \_\_\_\_\_

Is your Spouse in the military? No \_\_\_\_\_ Yes \_\_\_\_\_

(If Yes) Name: \_\_\_\_\_ Branch: \_\_\_\_\_

**\*\*Service Member's Phone Number:** \_\_\_\_\_

Spouse's Phone Number: \_\_\_\_\_

**\*\*E-Mail (Military):** \_\_\_\_\_

E-Mail (Civilian): \_\_\_\_\_

Hotel: \_\_\_\_\_

Staying w/Friends or Relatives? Yes: \_\_\_\_\_ No: \_\_\_\_\_

# TLA RATES FOR OAHU

SM Status	Meals	Lodging
Single	96.85	115.05
Married	149.00	177.00
Married w/1 Child	186.25	221.25
Over 12	201.15	238.95
Married w/2 Children	223.50	265.50
1 over 12	238.40	283.20
2 over 12	253.30	300.90
Married w/3 Children	260.75	309.75
1 over 12	275.65	327.45
2 over 12	290.55	345.15
3 over 12	305.45	362.85
Married w/4 Children	298.00	354.00
1 over 12	312.90	371.70
2 over 12	327.80	389.40
3 over 12	342.70	407.10
4 over 12	357.60	424.80
Married w/5 Children	335.25	398.25
1 over 12	350.15	415.95
2 over 12	365.05	433.65
3 over 12	379.95	451.35
4 over 12	394.85	469.05
5 over 12	409.75	486.75

**\*Note if service member is single with dependents, use married for 1st dependent.**

**\*DO NOT** reserve your hotel on websites like, Expedia.com, Hotels.com, etc.

**\*Daily room rates are set by the hotel. When making reservations, please ensure the room rate is within your TLA authorization. See below to determine your daily rate.**

**\*VACATION RENTALS/ TIMESHARES/ MWR CABINS/ BED & BREAKFASTS ARE NOT TLA APPROVED.**

**\*50% for meals in hotels with kitchen.**

**\*Finance DOES NOT REIMBURSE for late checkouts, resort charges & taxes, parking tips, room service, etc.**

# TLA Finance

TLA FINANCE: 673 Ayers Ave, Bldg. 750, Room #103

Schofield Barracks, HI 96857

or via email: usarmy.schofield.usarpac.mbx.125th-fmsu-tla1@mail.mil

OFFICE HOURS: **0900 to 1500** – Monday, Tuesday, Wednesday, & Friday  
**1230 to 1500** – Thursday

## **\*\*DEPARTURE TLA IS A REIMBURSEMENT\*\***

**To be reimbursed by Finance**, the following documents are required:

1. **TLA authorization Memo** (EMAILED) from the Schofield Barracks Housing Services Office (HSO)
2. **PCS Orders** with all amendments
3. **DA Form 31** with signatures and control number – even if SM is not taking leave
4. **Flight Itinerary** for SM and any command sponsored dependents
5. **Itemized, zero (0) balance hotel receipt** listing the day-to-day hotel charges, plus any applicable sales tax. **Receipt must show PAID IN FULL.**

\* Online hotel receipts WILL NOT BE ACCEPTED. Sites like Expedia.com, Hotels.com, etc., reservation confirmation receipts or any pre-payment receipts are not acceptable

### TLA FINANCE DOES NOT MAKE COPIES

*Departure TLA is authorized in accordance with **DoD 7000, Volume 7A, Chapter 68, 6804 – TLA upon Departure & USAG HI – 19, Temporary Lodging Allowance (TLA)***

- SM must reside in a TLA approved hotel to be reimbursed. Contact HSO to obtain a list of these hotels.
- Vacation Rental, Timeshares, MWR Cabins, and B&B's are not authorized for TLA reimbursement.
- You may be exempt from the Transit Accommodations Tax (TAT) of up to 15% that the hotels charge, by informing them that you are on TLA and are not in a visiting status. They may need your TLA memo for verification. TLA Finance will only reimburse the standard 4.71% General Excise Tax (GET).
- TLA DOES NOT REIMBURSE for late checkouts; resort charges; parking, pet fees, room service, etc.