

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**

****Finance does not make copies****

0900 to 1500 – Monday, Tuesday, Wednesday, & Friday

1230-1500 – Thursday

To be reimbursed by Finance, single sided copies of 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**
- 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**

THINGS TO REMEMBER

- SM must reside in a TLA approved hotel to be reimbursed. Contact HSO to obtain a list of these hotels.
- 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).

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215 Duck Road, Bldg. 950  
Schofield Barracks, HI 96857

**Your day 30 is \_\_\_\_\_.**

**Attend the virtual 1100 Renewal Briefing on or before the above date.**

- \*Mandatory search sheet**
- \*On post housing offer letter (if applicable)**
- \*On- or off-post lease agreement (if applicable)**
- \*Purchase contract (if applicable)**
- \*Household goods email confirmation**
- \*Your TLA entitlement is based on the documents you provide**

***Initial TLA is authorized in accordance with DoD 7000, Volume 7A, Chapter 68, 6804 and Local Policy Letter USAG HI – 19, Temporary Lodging Allowance (TLA)***