

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.