ARRIVAL TLA Army Military Pay Office

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

MUST BE EMAILED IN A SINGLE PDF FILE *NO PORTFOLIO PDF ACCEPTED* NO FUTURE DATE SUBMISSIONS ACCEPTED

Date turned in:
Name:
Contact info:
Current Unit or Command:
Dates of TLA claiming for payment:
Number of dependents 12 years old and over (including spouse):
Number of dependents 11 years old and under:
DOD #:
REQUIRED DOCUMENTS: TLA Authorization Memo (From Housing Services Office)
TLA Authorization Memo (From Housing Services Office) 1 ST 2 ND 3 RD EXTENSION
DAILY ITEMIZED lodging receipt showing cost of room/taxes with zero balance (receipt with credit balance is not acceptable) with kitchen memo from hotel as applicable
PCS Orders and ALL amendments
Only for 1 ST TLA - Flight itinerary for Service member and all dependents claiming for payment
Only for 1 ST TLA – 1351-2 (First page of Smart Voucher) – signed by Service Member and Reviewer
AMPO Technician Name Receiving Packet: