

Italy Finance Center of Excellence
Claim for Temporary Lodging Allowance (TLA)

☐ ACTIVE ARMY	☐ RESERVE	☐ NATIONAL GUARD				
Data required by the Privacy Act of 1974 Authority: JFTR, par U5700. Principle Purpose: To establish the amount payable for Temporary Lodging Expense Allowance. Routine Uses: Reference is used to substantiate payment of Temporary Lodging Expense Allowances. DISCLOSURE: Mandatory. Failure to provide information will result in the loss of requested revenue.						
Rank	Name (Last Name, First Name, MI)	SSN	Phone Number			
Current Unit of Assignment			Unit Phone			
Marital Status: ☐ Single ☐ Divorced ☐ Married ☐ Dual Military		If Military, Spouse's SSN:	Spouse's Current Duty Station			
LIST DEPENDENTS YOU ARE CLAIMING TLA FOR:						
Name	Relationship	Date of Marriage	Date of Birth			
LODGING INFORMATION						
Did you stay in off post lodging: ☐ Yes ☐ No Statement of Non-Availability: ☐ Yes ☐ No		Did you stay with family or friends ☐ Yes living in the local area? ☐ No				
TLA Type: ☐ Arrival ☐ Emergency ☐ Departure	Is this your first TLA request? ☐ Yes ☐ No Is this your final TLA request? ☐ Yes ☐ No	Meals Only? ☐ Yes ☐ No				
Please check which of the following ☐ fridge ☐ stove ☐ eating area (table + chair) were available in your lodging: ☐ sink ☐ oven ☐ microwave oven ☐ none						
I hereby certify that I was required to obtain temporary lodging for the following days:						
DAY	DATE	Name of Hotel	Daily Lodging Costs	# Persons Claimed		
				SM	12 & over	11 & under
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
The following documents MUST be attached to this request form:		☐ Housing TLA Memo ☐ Orders (incl. all amendments) ☐ Itemized, Paid Hotel Receipts ☐ Travel Voucher (arrivals only) ☐ Statement of Non-Availability (if staying off-post)				
Date		Signature of Service Member				

Temporary Lodging Allowance (TLA) FAQs

When does my TLA start?

On arrival: TLA will NOT be authorized until the Service member signs in off leave. The CPF In-Processing will sign in the Absence Request form with the date of arrival.

Upon departure: TLA will normally be authorized after off-post housing will have been vacated.

Can I use sites like Expedia.com, Hotels.com, Priceline.com, etc., to book my TLA approved hotel?

NO. Contact the hotel directly, either by phone or hotel website to book your hotel stay. Finance needs an itemized zero balance hotel receipt to reimburse you. When making reservations, please ensure the room rate is within your TLA authorization. Room rates over the TLA rate is considered an out-of-pocket expense. **AirB&Bs** are strongly discouraged and authorized only as very last resort when **all hotels in the area** are fully booked. Third party fees, user fees, cleaning fees will not be reimbursed, and Per-Diem will be calculated at 50% when kitchen facilities are available.

Who pays for my hotel stay?

You do! TLA is a reimbursement. You need to contact Customer Service Section at the Italy Finance Office, building 28, door #4 to turn in your documentation for reimbursement. You are responsible for paying your Government Travel Credit Card (GTCC).

What does the TLA entitlement cover?

TLA is an allowance intended to **partially** pay members for the more than normal expenses incurred by a member/dependent(s) while occupying temporary lodging OCONUS. TLA covers Lodging and Meals only. Go to <https://www.defensetravel.dod.mil> for actual amounts for Lodging and Per-Diem.

Do I get reimbursed for my pet fee while staying in a TLA?

No. TLA covers Meals and Lodging reimbursement for the Service member and any command sponsored dependents on the TLA memo.

Is there anything that Finance does not cover under my TLA entitlement?

Finance DOES NOT REIMBURSE for late checkouts; service fees; parking; mini fridge bar; tips; room service, cleaning fees, etc.

Can I get TLA for meals if I stay with friends or family?

Yes, you can. Complete the TLA Form that includes all your authorized family members' names and dates of birth. When you stay with family or friends living in the local area, you will receive meals only.

How many days of TLA do I qualify for when arriving in Italy?

On arrival: you may receive up to 30 days of arrival TLA. Continuation of TLA up to 60 days if authorized by housing.

Upon departure: if on Family Government Quarters (FGQ), up to 3 days of TLA may be authorized. if living on the economy (private rental), up to 10 days of TLA may be authorized.