

Obtaining Temporary Lodging Allowance

Who this is for This information applies to:

- active duty personnel, and
- command sponsored dependents in the Hawaiian Islands.

Exceptions: Air Station Barbers Point shall contact their administration office to obtain TLA.

Purpose This describes how to obtain Temporary Lodging Allowance (TLA) from Integrated Support Command (ISC) Honolulu.

Procedure Follow the steps below to obtain Temporary Lodging Allowance.

Step	Action								
1	Make one (1) copy of each of the following: <ul style="list-style-type: none"> • TLA provisions, form TLA-001A • TLA claim form, form TLA-001B <p><u>Note:</u> Both forms have two (2) pages. Forms are included in the enclosures following this topic.</p>								
2	Read and sign form TLA-001A								
3	Complete section A and B of form TLA-001B								
4	Use the table below to determine if you must complete section C of form TLA-001B, Record of Housing Search . <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">IF...</th> <th style="text-align: center;">THEN Record of Housing Search is...</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">you are being assigned to government housing</td> <td style="text-align: center;">Not required.</td> </tr> <tr> <td style="text-align: center;">you will reside on the economy</td> <td style="text-align: center;">Required using the provisions in form TLA-001A, Section A.</td> </tr> <tr> <td style="text-align: center;">you are requesting departing TLA</td> <td style="text-align: center;">Not required.</td> </tr> </tbody> </table>	IF...	THEN Record of Housing Search is...	you are being assigned to government housing	Not required.	you will reside on the economy	Required using the provisions in form TLA-001A, Section A.	you are requesting departing TLA	Not required.
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Obtaining Temporary Lodging Allowance, Continued

Procedure, (continued)

Step	Action						
5	<p data-bbox="553 428 1276 464">Use the table below to submit the proper documentation.</p> <table border="1" data-bbox="581 499 1393 1717"> <thead> <tr> <th data-bbox="581 499 987 577">IF receiving...</th> <th data-bbox="987 499 1393 577">THEN submit the following...</th> </tr> </thead> <tbody> <tr> <td data-bbox="581 577 987 1184">reporting TLA</td> <td data-bbox="987 577 1393 1184"> <ul style="list-style-type: none"> ● Form TLA-001A ● Form TLA-001B ● Copy of Travel orders (CG-5131) with reporting endorsement ● Copy of most recent Leave and Earning Statement (LES) ● Original paid lodging/hotel receipt(s) which clearly show the daily room rate, and ● Copy of housing status or copy of lease contract. </td> </tr> <tr> <td data-bbox="581 1184 987 1717">departing TLA</td> <td data-bbox="987 1184 1393 1717"> <ul style="list-style-type: none"> ● Form TLA-001A ● Form TLA-001B ● Copy of Travel orders (CG-5131) ● Copy of Airline ticket(s). ● Copy of most recent Leave and Earning Statement (LES), and ● Original paid lodging/hotel receipt(s) which clearly show the daily room rate. </td> </tr> </tbody> </table>	IF receiving...	THEN submit the following...	reporting TLA	<ul style="list-style-type: none"> ● Form TLA-001A ● Form TLA-001B ● Copy of Travel orders (CG-5131) with reporting endorsement ● Copy of most recent Leave and Earning Statement (LES) ● Original paid lodging/hotel receipt(s) which clearly show the daily room rate, and ● Copy of housing status or copy of lease contract. 	departing TLA	<ul style="list-style-type: none"> ● Form TLA-001A ● Form TLA-001B ● Copy of Travel orders (CG-5131) ● Copy of Airline ticket(s). ● Copy of most recent Leave and Earning Statement (LES), and ● Original paid lodging/hotel receipt(s) which clearly show the daily room rate.
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Obtaining Temporary Lodging Allowance, Continued

Procedure, (continued)

Step	Action						
6	<p data-bbox="553 428 1175 464">Use the table below to receive payment for TLA.</p> <table border="1" data-bbox="581 499 1393 1583"> <thead> <tr> <th data-bbox="581 499 987 535">IF ...</th> <th data-bbox="987 499 1393 535">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="581 535 987 884">you are a CitiBank card holder</td> <td data-bbox="987 535 1393 884"> <ul data-bbox="1024 552 1354 695" style="list-style-type: none"> • Hand carry or mail completed package to ISC Transportation office. <p data-bbox="1000 741 1370 884"><u>Note:</u> TLA will be processed within five (5) business days and paid to your direct deposit account.</p> </td> </tr> <tr> <td data-bbox="581 884 987 1583">you are NOT a CitiBank card holder</td> <td data-bbox="987 884 1393 1583"> <ul data-bbox="1024 900 1373 1394" style="list-style-type: none"> • hand carry completed package to ISC Transportation office no later that 0900 for same day payment • pickup completed package at 1000 same day at ISC Housing office, and • take to cashiers cage for Traveler Checks between 1000-1100 for payment. <p data-bbox="1000 1440 1373 1583"><u>Note:</u> Traveler checks will be paid in \$50.00 increments. Any remaining balance will be paid direct deposit.</p> </td> </tr> </tbody> </table>	IF ...	THEN...	you are a CitiBank card holder	<ul data-bbox="1024 552 1354 695" style="list-style-type: none"> • Hand carry or mail completed package to ISC Transportation office. <p data-bbox="1000 741 1370 884"><u>Note:</u> TLA will be processed within five (5) business days and paid to your direct deposit account.</p>	you are NOT a CitiBank card holder	<ul data-bbox="1024 900 1373 1394" style="list-style-type: none"> • hand carry completed package to ISC Transportation office no later that 0900 for same day payment • pickup completed package at 1000 same day at ISC Housing office, and • take to cashiers cage for Traveler Checks between 1000-1100 for payment. <p data-bbox="1000 1440 1373 1583"><u>Note:</u> Traveler checks will be paid in \$50.00 increments. Any remaining balance will be paid direct deposit.</p>
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Obtaining Temporary Lodging Allowance, Continued

Additional information

Additional information is available in:

- ISC Honolulu's Relocation Handbook
 - Joint Federal Travel Regulations, Chapter 9, part C, and
 - USCINCPACINST 7430.1A
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Enclosures

Enclosures are provided at the end of this topic to assist you.

- (1) ISC Honolulu form TLA-001A
 - (2) ISC Honolulu form TLA-001B
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Results and follow-up

If your claim is paid through Direct Deposit allow 15 days to show up in your account before contacting ISC Honolulu Transportation office.

Point of contact

If you have questions or need additional assistance beyond the information provided here, contact:

Branch	ISC Honolulu (pst)
Position	TLA representative
Phone	808-541-1501/02/03/11
Fax	808-541-1515