CADRE

TLE

DOCUMENTS

Please:
Do not take out
of order

DFAS-IN-MHT

MEMORANDUM FOR INCOMING PERSONNEL ASSIGNED TO FORT KNOX, KENTUCKY

SUBJECT: Temporary Lodging Expense (TLE)

1. This memorandum provides basic guidance to assist soldiers in filing for TLE.

2. Reference: Joint Federal Travel Regulation, Chapter 5, Part H.

3. TLE is authorized for a maximum of 10 days during a CONUS Permanent Change of Station (PCS) move, and when returning from an OCONUS PCS assignment. When being stationed overseas, TLE is authorized for a maximum of 5 days stateside.

4. TLE is authorized for enlisted members first move. Officers with orders issued on or after 01JAN02 are entitled to TLE on their first move. TLE is NOT authorized for either member's <u>last</u> move.

5. The <u>maximum</u> amount payable for lodging and meals is $180.00 per day. You will not necessarily draw the maximum rate.

6. The computation of TLE has been modified and simplified effective 1OCT 2004. It includes, but is not limited to, the number of persons and their ages occupying the hotel or guest house.

7. If you stay with friends or family, you will be authorized the "Meals Only" portion of the TLE computation.

8. The following documentation is <u>required</u> to process and pay your TLE claim:
   a. TLE worksheet – obtained from your unit PAC.
   b. Statement of Non-Availability of Quarters is required only if you stay off post in lodging. The statement is obtained from the Housing Division Office. It is not required if you stay on post in the guesthouse. See TLE checklist for other statement of non-availability requirements.
   c. The original lodging receipt(s) showing the itemized room cost and the number of occupants in your room. You will be reimbursed for only the occupants listed properly on the receipt(s).
   d. One copy of the DD 1351-2 travel voucher for you and your dependents from your files.
   e. One copy each of your PCS orders, endorsements, and amendments.
   f. Assignment of quarters order and/or termination of quarter's order, if applicable.
   g. A statement verifying pick-up and/or delivery of your household goods.

9. Pertinent TLE documentation will be submitted to the Defense Military Pay Office, Bldg. 1384, by your unit PAC. DO NOT HANDCARRY TO FINANCE.

10. Payment will be EFT'd to your military pay account in approximately 10-15 workdays after receipt in Finance.

11. If further information is needed, contact your PAC and they will assist or obtain answers as necessary.

Nov 2004

TEMPORARY LODGING EXPENSE (TLE) CHECKLIST

_____	_____
LAST NAME, FIRST NAME MI	SSN#
_____	_____
UNIT	DUTY PHONE NUMBER

1. _____ Completed TLE Worksheet with original signature given to you by PAC

2. _____ Original Itemized Lodging Receipts (for SM and/or Dependent charges)
   - ____ If claiming *Meals Only*, need dates and physical address where you were staying

3. N/A for R Schools *Statements of Non-Availability* - If the SNA number from the guest house is *not* turned in, the lodging rate used to calculate TLE will be at the local government rate. Therefore the rate paid may not match what you were actually charged.
   If you're single and/or have no dependents and are an E-6 or below, you'll need the following (Not applicable if lodging is only being claimed for the night of signing in):
   - ____ Statement of Non-Availability of Barracks from Housing for TLE purposes only
   - ____ Letter from Commander authorizing TLE for your specific dates of lodging
   - ____ Statement of Non-Availability from Guest House ***only*** if you stayed in off-post lodging

   If you are married and/or have dependents and are an E-6 or below you will need:
   - ____ Statement of Non-Availability from Guest House ***only*** if you stayed in off-post lodging

   If you are an E-7 or above or an officer with or without dependents you will need:
   - ____ Statement of Non-Availability from Guest House ***only*** if you stayed in off-post lodging

4. _____ One legible copy of your DD1351-2 PCS travel voucher from your inprocessing briefing
   - Do *not* submit your TLE without the DD1351-2. If you cannot find the DD1351-2, do a pay inquiry through your PAC to request a copy. Copy will be sent back through your PAC; then they will submit your completed TLE packet.

5. _____ One complete set of assignment orders to Fort Knox (with any and all amendments)

6. _____ One copy of paperwork from HHG inventory with legible signature and date showing HHG pickup at losing station (if claiming TLE at losing station) and/or delivery at gaining station (if claiming TLE at gaining station).
   - If your HHG's have not been delivered yet and/or you do not have a legible copy of HHG paperwork, you will need a memo from transportation showing pickup, delivery and/or statement that delivery has not yet occurred.
   - If you did a FULL DITY move, you will need to turn in your termination of quarters/lease (if claiming TLE at losing station) and/or assignment to quarters/lease(if claiming TLE at gaining station)

- Take required documentation listed above to your PAC. They will attach this cover sheet to the packet and forward the TLE packet to the Defense Military Pay Office, Bldg. 1384, One Stop Processing.
- Payments by DMPO will be sent by Direct Deposit/ Electronic Funds Transfer (EFT) to your military pay bank account. If paperwork is proper and complete, payments are processed 10-15 workdays after receipt.
- Your PAC, not the Fort Knox Finance Office, is your point of contact for ANY questions you have regarding your TLE claim.

NOV 2004

Claim for Temporary Lodging Expense

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 or the loss of requested revenue.

Rank	Name (last name first)	SSN	Home Phone

Mailing Address: Number & Street	City/State	Zip Code

Current Unit Assignment	Unit Phone

Marital Status (circle one): Single Divorce Married Dual Military	If Military, Spouse's SSN:	Spouse's Current Duty Station

Did you stay in off post lodging: Yes or No Statement of non-avilability # _____	(without an SNA# from hosing you are only authorized reimbursement for the on-post rate)

LIST DEPENDENTS YOU ARE CLAIMIMG TLE FOR:

Name	Relationship	Date of Marriage	Date of Birth

Date HHG Picked Up	Did you do a DITY move ? Yes or No
Date HHG Delivered	If Yes, what date ?

LODGING INFORMATION

PCS VOUCHER, ORIGINAL LODGING RECEIPTS, AND A FULL COPY OF ORDERS MUST BE ATTACHED TO THIS FORM.

I hereby certify that I was required to obtain temporary lodging for the following days:

DAY	Date	Location of Lodging (City & State)		Daily Lodging Costs	# Persons Claimed		
					SM	Over 12	Under 12
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Date terminated quarters (if applicable):

Date assigned quarters (if applicable):

Departure date from old duty station:

Arrival date at new duty station:

SIGNATURE OF SERVICE MEMBER: DATE:

This payment will be made electronically to your current direct deposit account.

Signature of Finance Clerk Date: Time: