

## **TEMPORARY LODGING EXPENSE (TLE)**

If you and/or your dependents have to occupy temporary lodging (government or commercial) prior to signing out of your last permanent duty station and/or when reporting to your new CONUS permanent duty station, you are entitled to TLE. TLE is paid to partially offset the added living expense incurred when moving within the continental United States. The following documents are normally required to support payment of TLE:

- a. Original itemized paid lodging receipt.
- b. One copy of your statement of non-availability of government quarters issued by the billeting office at the old or new station, as applicable.
- c. If government operated temporary lodging is used, a statement issued by the billeting office as to the availability of kitchen facilities.
- d. One copy of all PCS orders and amendments.

The documents for TLE may be turned in to the In/Out Processing upon arrival at your local finance office.

***Note:*** You cannot be paid TLE while receiving the per diem rate for travel. You are limited to a total of **10 Days** for a CONUS PCS move; however, you are authorized **5 days** stateside when PCSing to an OCONUS location.

**TEMPORARY LODGING ALLOWANCE(TLA)/EXPENSE(TLE) WORKSHEET**

(TLE max: 10 days CONUS TO CONUS/5 Days CONUS to Overseas/TLA max: authorized by losing command)

NAME \_\_\_\_\_ RANK \_\_\_\_\_ SSN \_\_\_\_\_

UNIT \_\_\_\_\_ PHONE (wk) \_\_\_\_\_ (hm) \_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING:**

**MARITAL STATUS** \_\_\_\_\_

**ARE YOU MARRIED TO ANOTHER SERVICE MEMBER? Yes / No**

**IF YES, SPOUSE SSN** \_\_\_\_\_

**TYPE OF BAQ SOLDIER IS DRAWING WHILE ON TLE STATUS** \_\_\_\_\_

**NUMBER OF DEPENDENTS CLAIMING FOR TLE** \_\_\_\_\_

**DATE OF TERMINATION OF GOVERNMENT QTRS AT OLD DUTY STATION**

\_\_\_\_\_

**IS SOLDIER ASSIGNED GOVERNMENT QTRS? Yes / No**

**DID SOLDIER MEMBER STAY IN LODGING OR WITH FAMILY/FRIENDS?  
(CIRCLE ONE)**

**DATES SOLDIER STAYED IN LODGING/FAMILY/FRIENDS** \_\_\_\_\_

**DAILY COST OF LODGING** \_\_\_\_\_

**LOCATION OF LODGING** \_\_\_\_\_

**COOKING FACILITIES AVAILABLE? Yes / No**

**I HAVE NOT CLAIMED OR RECEIVED PAYMENT FOR THE DATES OF THIS  
TEMPORARY LODGING ENTITLEMENT** \_\_\_\_\_

(Soldier signature and date)

Must attach the following documents with this form:

DD Form 1351-2 (Supplemental)

1 copy of orders (with amendments)

1 copy of termination of quarters

All copies of original itemized lodging receipts