

TLA References

- Joint Travel Regulation— Chapter 9, Part C, TLA
- USPACOMINST 0614.5 Temporary Lodging Allowance (TLA) In Hawaii
- MARFORPAC/MCIPACO 7220.1 Temporary Lodging Allowance in Hawaii
- MCBHO 7220.1 Temporary Lodging Allowance (TLA) in Hawaii

Purpose of TLA

The purpose of TLA is to partially reimburse an individual for the more than normal expenses incurred during occupancy of temporary lodgings OCONUS. Individuals with family members in the vicinity of the Permanent Duty Station (PDS) are entitled to payment of TLA when housing is not available upon arrival and after clearing privatized family housing or private sector housing. **TLA is not an automatic entitlement and is only payable when the Marine meets the criteria established by the references listed above.**

TLA MISC Info

- Vacation rentals, timeshares, MWR Cabins, and Bed & Breakfast are NOT authorized.
- Loaner furniture is available for on base or off base housing. BAH/OHA and COLA may be paid with TLA.
- Pet Friendly rooms MAY be available at the Inns of the Corps.
- If staying at one of the approved TLA hotels, Marines will be issued a tax exemption form to waive the Transient Accommodation Tax (TAT).
- Administratively attached Marines in remote locations should contact the TLA Office immediately for instructions.

Documents Required to Process TLA

Arrival TLA - NTE 30 days

TLA terminates the day before adequate housing is available for occupancy.

- Arrival TLA will be claimed in 10 day increments.
- Check in with Unit first
- Must call appropriate Government Lodging first
- Must check in with housing before signing a Lease OFF BASE even if you don't desire to live on base

Required Documents - Arrival TLA

- PCS Orders: Reporting Endorsement, Original Orders, Web Orders.
- PCS *travel* claim (Finance)
- Housing Office: Housing Application, TLA cert, Offer/Acceptance form PPV (**housing**), Lease
- Zero balance lodging receipt(s)/ Letter from a friend
- Loaner furniture request.
- Cert of Non-Availability

Departure TLA

Marines should remain in their permanent residence as close to their departure date as possible. Coordination with the TLA Office is highly recommended prior to beginning the departure process. 5 days of departure TLA is authorized.

Required Documents - Departure TLA

- PCS/separation orders with all endorsements.
- Flight itinerary (member and family member(s)).
- DD form 1299 - Shipment of household goods.
- Letter of intent to *vacate* permanent housing
- Loaner furniture receipt/paperwork
- Zero balance lodging receipt.
- Current leave and earnings statement (LES)

TLA—When Not Payable

ARRIVAL

- When adequate housing is offered and declined.
- Failure to seek private sector housing aggressively.
- When delivery of household goods are delayed for personal reasons.

DEPARTURE

- When permanent quarters are vacated early for personal reasons.
- When the departure flight is delayed for personal reasons.
- When in a TLA status and a member takes leave outside the vicinity of the permanent duty station and no family members remain to seek permanent housing.
- If separating and remaining in Hawaii.
- **The use of online booking sites (Expedia, Hotels.com, etc.) are not authorized as fees incurred with these transactions are NOT reimbursable. MCCA cottages and cabanas, and use of Airbnb, VBRO are NOT AUTHORIZED Lodging and will not be reimbursed.**

TLA - Dual Military

Dual military service members, who arrive or depart together, are both authorized TLA. TLA will be paid at the single rate for each service member, unless one of the service members are claiming family members.

TLA - Geo-Bachelors

Geographical bachelors must check with the Unaccompanied Personnel Housing Office for availability prior to being authorized TLA.

TLA & Single Marines with no family Members

Single Marines in the grades of E-6 and above with no family members may be authorized TLA upon arrival if **Unaccompanied Barracks** are not available upon check in. Single Marines in the grade of E-5 and below with no dependents are not authorized TLA and must reside in the barracks.

TLA While Residing with Friends or Relatives

Marines may only be paid TLA for meals and incidentals while staying with friends or relatives. A memorandum from the individual providing lodging is required and must include the name, address, phone number and signature of the person providing lodging. The memo must also include name of the Marine and all family members, dates the Marine and family resided with the individual, address, friend's phone number, friend's signature.

Important Phone Numbers

TLA Office	808-257-2198/1582
Housing Office	808-257-2676/0485
Inns of the Corps	808-275-2806
Five Palms	808-257-2409
Loaner Furniture	808-839-8700/8710
Lending locker	808-257-7790/7787
IPAC Outbound	808-257-2391

Where do I go to process my TLA?

All claims for TLA will be processed through the MCBH TLA section located at the Installation Personnel Administration Center (IPAC). Bldg. 1043 (1st deck).

Designated Temporary lodging Facilities

The Inns of the Corps at Marine Corps Base Hawaii is the only designated transient facility for all Marines with family members assigned to units on Oahu. The Five Palms is the designated transient facility for eligible single Marines with no family members and those considered Geographical Bachelors. All Marines are required to utilize these facilities as their first option for temporary lodging and if lodging is not available, a statement of non-availability from the respective designated transient facility will be issued. Once in receipt of a statement of non-availability, the Marine may utilize lodging accommodations from one of the approved TLA hotels. A list of approved hotels can be obtained from the TLA Office. (Note: Electing not to occupy the available designated transient facility, or electing to stay at a hotel other than a TLA approved hotel may result in the Marine incurring out of pocket expenses.) The use of online booking sites are NOT AUTHORIZED as fees incurred with these transactions are not reimbursable. An itemized receipt is required for proper reimbursement.

TLA limits

For Marines residing on Oahu, TLA is limited to the following:

- Up to 30 days upon arrival,
- Up to 5 days upon departure if vacating from private sector housing

Under unique circumstances, an extension beyond the above limits may be approved after submission of a formal request that includes substantial justification. The request must detail the circumstances beyond the Marine's control and must demonstrate the financial hardship that would incur if not approved. Requests for an extension must be routed through the Marine's chain of command and must be submitted before the expiration of normal TLA days. Under no circumstance will an extension be retroactive. Approval of an extension request is not guaranteed; therefore, appropriate planning is encouraged in order to submit a timely request to minimize the financial impact of a potential negative response.

A GUIDE FOR TEMPORARY LODGING ALLOWANCE (TLA) FOR USMC PERSONNEL IN HAWAII

