

**PCSing to Fort Richardson**  
**Temporary Living Allowance (TLA)**  
**&**  
**Fort Richardson Army Lodging**

- TLA eligibility is determined by Family Housing Only
- TLA is effective upon signing into post for duty
- Lodging or a statement of non-availability will be offered to accompanied soldiers and unaccompanied soldiers.
- Soldiers and families on PCS orders to Fort Richardson are offered up to 20 nights lodging room charge “credit” when authorized TLA, they are lodged on post, and they:
  - Sign a TLA credit payment agreement at check-in.
  - Process through housing within 3-5 days of arrival and confirm TLA eligibility.
  - Understand TLA “credit” is offered during periods of authorized TLA only. Advanced payment is required for non-TLA covered dates of stay, pet and other ancillary service charges.
  - Coordinate lodging checkout date based on estimated move date to permanent housing. Understanding extending checkout may not be available.
  - Have back-up plans for lodging if reservations cannot be extended.
- TLA must be applied for through Family Housing. You pay for lodging. Here are the steps:
  - Every ten (10) nights and at checkout, pick up “credit” lodging receipt
  - Complete TLA voucher at family housing
  - Family housing submits TLA voucher to Finance
  - Payment will be by direct deposit casual pay and be deposited into your account within 3-5 days of voucher approval
  - Pay lodging upon receipt of TLA
- When checking out of lodging, a maximum of 20 days lodging room charge credit is authorized.
  - Apply for final TLA per previous bullet steps
  - Pay full lodging balance within 15 days of checkout or understand unpaid balance will be deducted from pay

# **TEMPORARY LODGING ALLOWANCE (TLA): LODGING**

## **REIMBURSEMENTS LIMITS**

The following information is current as of **Mar 2010**

- TLA must be approved at the Housing Office
- TLA must use on post Lodging or Elmendorf facilities, if unavailable-get statement of non-availability
- TLA is reimbursed up to the maximum allowed rate or actual hotel bill-**whichever is LESS**
- Soldiers must have hotel receipts

### **1 May- 15 Sep hotel stay- the following DAILY reimbursement rates apply for lodging:** (Current max lodging rate is \$181 per day during this period)

- Soldier by themselves \$117.65 (65% of max lodging rate)
- OR
- Soldier and one dependent \$181.00 (100% of max lodging rate)
- each additional dependent 12 and over an extra \$63.65 each child (35% of max lodging rate)
- each additional dependent under 12 an extra \$45.25 each child (25% of max lodging rate)

***EXAMPLE:*** Soldier, spouse, two children over 12, and one child under 12 can be reimbursed for lodging up to \$341.95 (\$181 + \$63.35 + \$63.35 + \$45.25) or actual hotel bill whichever is **LESS**

### **16 Sep- 30 April hotel stay- the following DAILY reimbursement rates apply for lodging:** (Current max lodging rate is \$99 per day during this period)

- Soldier by themselves \$64.35 (65% of max lodging rate)
- OR
- Soldier and one dependent \$99.00 (100% of max lodging rate)
- each additional dependent 12 and over an extra \$34.35 each child (35% of max lodging rate)
- each additional dependent under 12 an extra \$24.75 each child (25% of max lodging rate)

***EXAMPLE:*** Soldier, spouse, one child over 12, and two children under 12 can be reimbursed for lodging up to \$183.15 (\$99 + \$34.65 + \$24.75 + \$24.75) or actual hotel bill whichever is **LESS**

Current Lodging Rates can be found on the web at  
<http://www.defensetravel.dod.mil/perdiem/perdiemrates.html>

Finance provides manual TLA estimates for extreme situations only.  
Manual TLA estimates will differ from the actual TLA payment; many variables effect the actual TLA payment.

For additional questions visit the finance customer service in building 600 on the first floor in room B 146 (next to the elevator) or call at 384-1172 for more information.