



DEPARTMENT OF THE ARMY
176TH FINANCE COMPANY
UNIT 15299
APO AP 96205-5299

REPLY TO
ATTENTION OF

EANC-SBC

1 September 2008


MEMORANDUM OF UNDERSTANDING

SUBJECT: Temporary Lodging Allowance (TLA) Procedures

1. References

- a. Joint Federal Travel Regulation Ch 9, Part C
- b. United States Forces Korea Reg 37-57
- c. DODFMR Volume 7A Chapter 32
- d. Army Regulation 37-104-3

2. The following information is to clarify any questions about TLA and a TLA advance.
3. Each Soldier is responsible for the payment of his or her lodging expenses.
4. The DoD policy states that the purpose of TLA is to partially reimburse a member for the more than normal expenses incurred while occupying temporary lodgings.
5. If a Soldier is unable to carry the cost of lodging until reimbursement (due to undue financial hardship) a TLA advance is authorized. If the Soldier is not authorized TLA, an advance is not authorized for lodging. The advance request will be submitted at the time of the Housing in-processing brief. The advance will be for the number of days required to complete in-processing. The TLA advance will be deposited within 72 hours to the Soldier's financial institution. This advance will incur a debt that will be covered when the actual TLA payment is settled.
6. If a soldier is extended past initial in-processing and requires another advance, the Soldier pays initial bill and turns in to Housing. The housing office (not Soldier) will provide a completed packet with paid lodging receipts from previous advance to the Finance office along with applicable documents for second advance request.
7. Soldiers clear temporary lodging through the Housing Office (there will be a drop off point for documents at IRC for in-processing personnel). Housing brings TLA packets to the Finance office daily. After Finance inputs the reimbursement documents, TLA reimbursement will be deposited through EFT to the Soldier's designated financial institution on the next pay period.
8. Note that the amount of the advance will be deducted from Soldier's pay on the next pay period. This will balance out with the amount credited to the Soldier for TLA. A timing discrepancy could occur based on advance pay processing date vs. TLA settlement date. This discrepancy will only affect timing of money but not the amount, which will balance out.
9. POC for this memorandum is SSG Bailey, Chief of Military Pay, Alpha Detachment, 176th Finance Company, USAG Yongsan 723-3589.


SEAN D. ANDERSON
MAJ, FC
Commanding

STATEMENT OF ACKNOWLEDGEMENT AND ACCEPTANCE:

I have been briefed on TLA policy and counseled as to the consequences of taking an advance. I understand that it is my responsibility to pay for lodging and that TLA is meant as a reimbursement.

NAME

DATE