

TEMPORARY LODGING EXPENSE (TLE) WORKSHEET

Name: _____ Rank: _____ SSN: _____ RUC: _____

“I certify that temporary lodging was used from _____ to _____ and I also certify that if I used commercial lodging that government lodging was not available for use”

Name of temporary lodging facility: _____

City, state, and ZIP code: _____

Phone number with area code: _____

Date (YYMMDD)	Lodging amount Including taxes	Number of dependents occupying TLF	
		Over 12 years old	Under 12 years old

“I certify that all of the above information is correct: _____

Signature/Date

DISBURSING OFFICE USE ONLY

Area Rate: 1) City/state: _____ Max Lodg: _____ M&IE: _____

1. Determine maximum rates (given percentage x locality rate) <div style="text-align: right; margin-bottom: 10px;">_____ M&IE</div> <div style="text-align: right;">_____ Lodging</div>	<div style="text-align: right; margin-bottom: 10px;">_____ % x _____ = _____</div> <div style="text-align: right;">_____ % x _____ = _____</div>
2. Compare actual lodging cost (including taxes) to the Step 1 maximum lodging rate. <u>Use the lesser.</u>	<div style="text-align: right;">\$ _____ vs. \$ _____</div> <div style="text-align: right;">Amount to be paid: \$ _____</div>
3. Add the Step 1 M&IE to the selected Step 2 lodging cost.	<div style="text-align: right;">\$ _____ + \$ _____ = _____</div> <div style="text-align: right;">\$ _____</div>
4. Compare \$180.00 with the Step 3 amount and pay the lesser amount for each day. Pay \$ _____ per day.	<div style="text-align: right;">\$180.00 vs. \$ _____.</div> <div style="text-align: right;">\$ _____ x _____ days = \$ _____</div>

Occupancy percentages:	Member or 1 dependent	65%
	Member and 1 dependent, or 2 dependents only	100%
	For each additional dependent 12 and over, add:	35%
	For each additional dependent 12 and under, add:	25%