

TEMPORARY LODGING EXPENSE (TLE) COMPUTATION -WORKSHEET

OFFICER: _____ TLE DATES: _____
 SSN: _____ PHS SERIAL #: _____

A. Average Lodging Cost

$$\frac{\$ \text{_____} \text{ (Total lodging cost)}}{\text{_____} \text{ (# of days TLE is claimed)}} = \$ \text{_____} \text{ (A)}$$

B. Maximum Daily TLE allowance

$$\text{Local Per diem Rate } \$ \text{_____} \times \text{_____} \% = \$ \text{_____} \text{ (B)}$$

(Lodging + M&IE = Per diem Rate)

City State

Applicable Percentage:

Officer Alone ----- 65%
 Officer + 1 Dependent-----100%
 Each Additional Dependent----- 25%

C. M & IE Equivalency

(1) If Lodgings **had** meal preparation facilities multiply (B) by 23% \$ _____ (C1)

(2) If Lodgings **did not** have meal preparation facilities, multiply (B) by 46% \$ _____ (C2)

D. Gross Daily Equivalency: Add "A" and "C"

\$ _____ (D)

E. Net Daily Equivalency:

(1) Subsistence \$ _____ / 30 = \$ _____ (E1)

(2) BAH \$ _____ / 30 = \$ _____ (E2)

(3) TOTAL ----- \$ _____ (E3)

(4) Subtract E (3) from "D" ----- \$ _____ (E)

F. Applicable Daily Rate

(1) Maximum TLE allowance from "B" above \$ _____ (F1)

(2) Net Daily Equivalency (#E4 above) \$ _____ (F2)

(3) TLE Cap - \$ 180.00 (F3)

(4) Enter the least of F (1), F (2) and F (3) \$ _____ (F)

G. Amount to be paid: _____ # days X F (4) _____ \$ _____ (G)

Program Certification	Signature	Date
Administrative Review	Signature	Date