

TEMPORARY LODGING EXPENSE (TLE) COMPUTATION WORKSHEET

(Effective 26 November 2008)

INSTRUCTIONS: TLE is intended to partially pay for lodging and meal expenses when a uniformed service member and/or dependents occupy temporary quarters in the continental United States due to a permanent change of station. A member may be reimbursed a maximum amount of \$290 per day for the number days allowed. The temporary quarters must be a temporary residence and in the vicinity of the old and/or new permanent duty station. Use this worksheet to compute TLE.

OFFICER'S NAME	PHS SERIAL NUMBER	TLE DATES
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1. Configure the Applicable Percentage used for Ceiling Rates (may be greater than 100%)

(Officer) Alone or (One Dependent) Alone 65% #: _____	Applicable Percentage Amount	<div style="border: 1px solid black; width: 80px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> _____ % </div> (A)
(Officer + 1 Dependent), or (2 Dependents) 100% #: _____		
Each Additional Dependent 12 and over, add 35% #: _____		
Each Additional Dependent under 12, add 25% #: _____		

2. Determine Applicable Per Diem Location

CITY	STATE
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3. Determine Daily Meals and Incidental Expenses (M&IE) Ceiling Rate Per Location

a) Determine Local Daily M&IE -- go to http://www.defensetravel.dod.mil/perdiem/	\$ _____	(B)
b) Determine Local Daily M&IE Ceiling Rate = (A) x (B)	\$ _____	(C)

4. Determine Daily Local Lodging Ceiling Rate Per Location

a) Determine Daily Local Lodging Rate -- go to http://www.defensetravel.dod.mil/perdiem/	\$ _____	(D)
b) Determine Daily Local Lodging Ceiling Rate = (A) x (D)	\$ _____	(E)

NOTE: For member-married-to-member couple, each spouse begins with 65%. Each dependent then increases the percentage for the member claiming that dependent.

5. Determine Average Daily Lodging Cost (ACTUAL Monies Spent on Lodging)

\$ _____ (F1) <small>(Total lodging cost -- includes taxes)</small>	/	_____ (F2) <small>(Number of days TLE claimed -- max 10 days)</small>	=	\$ _____ (F3)
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6. Compare Lodging Costs

a) Enter Daily Local Lodging Ceiling Rate from Step #4 found in (E)	\$ _____	(E)
b) Enter Average Daily Lodging Cost from Step #5 found in (F3)	\$ _____	(F3)
c) Enter the lower amount of (E) or (F3) into (G)	\$ _____	(G)

7. Determine Gross Daily Equivalency

Add Local Daily M&IE Ceiling Rate to Lowest Daily Lodging Cost (C) + (G)	\$ _____	(H)
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8. Determine Applicable Daily Rate

Compare \$290.00 (maximum authorized by Joint Federal Travel Regulations) with amount in (H) and enter lower of two amounts into (I)	\$ _____	(I)
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9. Amount to be Paid

_____ # of days (F2) x \$ _____ (I) = \$ _____ (J)
