

## 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: 100px; height: 30px; margin: 5px auto; text-align: center;">_____ %</div> <b>(A)</b>
(Officer + 1 Dependent), or (2 Dependents) .....	100%	#: _____	
Each Additional Dependent age 12 and over, add .....	35%	#: _____	
Each Additional Dependent under age 12, add .....	25%	#: _____	

### 2. Determine Applicable Per Diem Location

CITY	STATE	ZIP CODE
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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/site/perdiem.cfm> ..... \$ \_\_\_\_\_ **(B)**

b) Determine Local Daily M&IE Ceiling Rate = **(A) x (B)** ..... \$ \_\_\_\_\_ **(C)**

### 4. Determine Daily Local Lodging Ceiling Rate Per Location

a) Determine Local Daily Local Lodging Rate -- go to <http://www.defensetravel.dod.mil/site/perdiem.cfm> .... \$ \_\_\_\_\_ **(D)**

b) Determine Local Daily Local Lodging Ceiling Rate = **(A) x (D)** ..... \$ \_\_\_\_\_ **(E)**

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

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

$$\begin{array}{ccccccc}
 \$ \underline{\hspace{2cm}} & \text{(F1)} & / & \underline{\hspace{2cm}} & \text{(F2)} & = & \$ \underline{\hspace{2cm}} & \text{(F3)} \\
 \text{(Total lodging cost --} & & \text{Divided} & \text{(Number of days TLE} & & & & \\
 \text{includes taxes)} & & \text{by} & \text{claimed -- max 10 days)} & & & & 
 \end{array}$$

### 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

a) Add Local Daily M&IE Ceiling Rate to Lowest Daily Lodging Cost **(C) + (G)** ..... \$ \_\_\_\_\_ **(H)**

### 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)**

### 9. Amount to be Paid

$$\underline{\hspace{2cm}} \text{ # of days (F2) x } \$ \underline{\hspace{2cm}} \text{ (I) = } \$ \underline{\hspace{2cm}} \text{ (J)}$$