

## Temporary Lodging Expense (TLE) Extension Due to a Housing Shortage Request Form

Please fill out this form, using the following guidelines, to include when sending the TLE Extension Request Due to a Housing Shortage to PDTATAC. Please provide the names and contact information for each of the Services within the Military Housing Area (MHA), and all supporting documentation for how the Service estimated the cost, personnel impacted and housing shortage criteria.

<b>TLE Extension Due to a Housing Shortage Request Form</b>	
1. City, State	
2. MHA Number or Zip Code(s)	
3. Initiating Service	
4. Proposed Effective Date	
5. Proposed Expiration Date	
6. Number of Additional TLE Days Authorized per Service Member (up to a maximum of 46 additional TLE days)	
<b><u>Government and Privatized Housing Occupancy Rate</u></b>	
7. Total Number of Government Quarters Units	
8. Number of Occupied Government Quarters Units	
9. Total Number of Privatized Housing Units	
10. Number of Occupied Privatized Housing Units	
11. Government and Privatized Housing Occupancy Rate (Field #8 + Field #10 / Field #7 + Field #9)	
<b><u>Rental Vacancy Rate</u></b>	
<i>Attach a copy of the survey report or other document substantiating the rental vacancy rate.</i>	
12. Rental Vacancy Rate	
13. Margin of Error	
14. Time Period (ex. 2021 Q4)	
15. Survey Name (ex. Current Population Survey)	
16. Surveying Organization (ex. U.S. Census Bureau)	
17. Additional Information	

**Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)**

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<b><u>Service Impact</u></b>					
<i>Sponsoring MAP member <b>must</b> coordinate with other Service's MAP members before submission to obtain complete Service impact data.</i>					
	Number of Service Members Impacted	Cost		Number of Service Members Impacted	Cost
USA			USMC		
USAF			USCG		N/A
USSF			USPHS		N/A
USN			NOAA		N/A
<b><u>Installation Commander or Public Health Service Liaison Certification</u></b>					
<b>Name and Title</b>					
<b>Installation Name</b>					
<b>Signature</b>					