



UNITED STATES GENERAL ACCOUNTING OFFICE  
REGIONAL OFFICE  
SUITE 300-D, 2420 W. 26TH AVENUE  
DENVER, COLORADO 80211

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May 19, 1975

Commander  
Air Force Accounting and Finance Center  
3800 York Street  
Denver, Colorado 80205

Dear Sir:

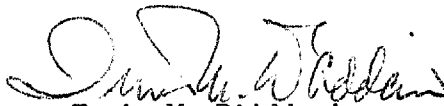
Our review of temporary lodging allowance (TLA) payments reveals that TLA vouchers are not always sufficiently documented with a member's recognized expenses and his daily income allowances for us to determine the propriety of the payments, in our settlement of disbursing officer's accounts. We generally have to request details of member's expenses and his daily income allowances from the disbursing officers in order to determine the correctness of the payment.

We attribute the lack of documentation in support of TLA payments to inadequate instruction on the administration, control, disposition and retention of expense and allowance data used in TLA computations. It is our view that detailed expense and daily income allowance data, considered in the TLA computation, must support the disbursement and be made a part of the disbursement voucher.

We are aware that the Directorate of Plans and Systems has recognized this problem. By memorandum dated December 11, 1974 to Headquarters, United States Air Force, AF/DPXVE, they proposed that the JTR, paragraph M4303, be revised to clarify and simplify the administration of TLA, giving recognition to the need for documentation to support TLA payments. We fully concur with this proposal. In view of the delay, however, in adoption of the proposal, we believe that instructions should be issued in the meantime to accounting and finance officers requiring income and expense data, in their present form, be attached to all TLA vouchers paid for periods in excess of 10 days.

Please advise of the actions taken.

Sincerely yours,

  
Irwin M. D'Addario  
Regional Manager

cc: Comptroller of the Air Force  
Air Force Audit Agency Office, AFAFC

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