



## Temporary Lodging

### **Human Resources Office, Bldg. 2**

Monday – Friday, 8 a.m. to 4 p.m.

DSN: (314)266-1199

Commercial: (+30)282-102-1199

## Navy Gateway Inns and Suites

### **Navy Gateway Inn & Suites (NGIS), Bldg. 49.**

Front Desk: Open 24 hours

DSN: (314)266-1601/1602

Commercial: (+30)282-102-1601/1602

Website: <https://ngis.dodlodging.net/property/Souda-Bay-NSA>

E-mail: [ngissoudabayreserv@NEXWEB.ORG](mailto:ngissoudabayreserv@NEXWEB.ORG)

The Naval Support Activity Souda Bay Navy Gateway Inns and Suites (NGIS) offers convenient, on-base temporary lodging. NGIS is pet-friendly, however, please contact NGIS directly if traveling with pets rather than making reservations online.

## Military Members

Military members on official Permanent Change of Station (PCS) orders must use NGIS for their temporary lodging. If there are no rooms available at NGIS, an NGIS team member will provide a Certificate of Non-Availability (CNA), allowing authorization to make alternate reservations in an approved local temporary lodging facility. CNAs can't be back-dated. You must obtain the CNA prior to arranging lodging on the local economy. Failure to abide by this rule could result in non-reimbursement or reduced reimbursement of your temporary lodging cost.

## *Temporary Lodging Allowances for Military*

Temporary Lodging Allowance (TLA) is paid in 10-day increments while awaiting permanent housing. It covers the cost of lodging, meals and incidental expenses. All requests for TLA over 30 days require approval from the Commanding Officer. The maximum number of days for TLA is 60, starting the day the member reports for duty or the date the first command-sponsored family member arrives – if approved by BUPERS to travel prior to the sponsor. TLA can be terminated if adequate permanent housing is declined.

Normally, personnel E-1 through frocked E-5 are directly assigned to Unaccompanied Housing (UH) on base and would only receive TLA if UH space is not available.

TLA reimbursement paperwork is completed at the Housing Office and the military member turns the paperwork into their Admin Office for processing.

### DoD Civilian Employees

DoD Civilian employees on official PCS orders have the option of using NGIS or lodging on the local economy for their temporary lodging needs.

#### *Temporary Lodging Allowances for Civilian Employees*

Temporary Quarters Subsistence Allowance (TQSA) is paid in 30-day increments while waiting for permanent housing. TQSA is authorized for up to the first 90 days after arrival at NSA Souda Bay. It provides reimbursement for the actual cost of temporary lodging (i.e. hotel) and expenses (i.e. meals, laundry/dry cleaning, and groceries to be consumed by the employee and family member(s) during the occupancy of temporary quarters).

The location of the temporary quarters must be within reasonable proximity of the post. Expenses for local transportation, and other expenses not directly related to lodging, meals, and laundry/dry cleaning of clothes, are not reimbursable under TQSA. Hotel/lodging parking fees and pet fees are not reimbursable. Only actual subsistence expenses incurred, which are reasonable in amount (therefore not extravagant, or elaborate or unnecessary) and incident to the occupancy of temporary quarters, shall be reimbursed.

The employee completes the TQSA reimbursement paperwork and turns it in to the Human Resources (HR) office for processing. Receipts for hotel costs must be submitted. HR officials may request receipts for expenses deemed extravagant, elaborate or unnecessary. If an employee fails to submit receipts, allowance payments will be suspended until supporting documentation is submitted. Claims not supported by documentation will not be approved.