



## DEFENSE SECURITY COOPERATION AGENCY

2800 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-2800

05 AUG 2009

### MEMORANDUM FOR SEE DISTRIBUTION

**SUBJECT:** Travel and Living Allowance (TLA) Approval for Foreign Military Students under Foreign Military Sales (FMS) Cases, DSCA Policy 09-24 [SAMM E-Change 131]

This memorandum updates the Travel and Living Allowance (TLA) approval guidance for foreign military students training under FMS cases. TLA can be requested, with justification, by the FMS purchaser to defray students' travel and living allowance expenses when travelling to the U.S. for training. The following guidance is provided for clarification purposes and consistent application, and updates Chapter 10 of the Security Assistance Manual. TLA approval is based on the following conditions:

- a. TLA for FMS students must be requested, with justification, by the purchaser prior to LOA development;
- b. It must be approved in writing on a case-by-case basis by DSCA (Operations Directorate in coordination with the Programs Directorate);
- c. The LOA document, as well as the Invitational Travel Order (ITO), must indicate that the TLA paid to the student is limited to the authorized living allowance rates on Table C10.T3.; and
- d. The date of approval must be entered into a case note on the LOA document.

The attached guidance is effective 30 days from the date of signature. If you have any questions regarding the TLA approval process, please contact Ms. Kay Judkins, DSCA/PGM/BPC, (703) 601-3719; or email: [kay.judkins@dsca.mil](mailto:kay.judkins@dsca.mil) or for questions regarding the SAMM, please contact Ms. Michelle Davis, DSCA/STR/POL, (703) 601-3843; or email [michelle.davis@dsca.mil](mailto:michelle.davis@dsca.mil)

A handwritten signature in black ink that reads "Scott Schless".

Scott Schless  
Principal Director  
Strategy

Attachment:  
As stated

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**1) Delete all of paragraph C10.5.6.1. and replace with the following:**

C10.5.6.1. TLA on FMS Cases. Normally the purchaser is responsible for all student support costs; however, in some situations, the purchaser may request that TLA be included as part of the FMS case, to defray students' travel and living allowance expenses. Travel includes fare from home country to the training site and return to home country. Living allowance includes funds for lodging, meals, and incidentals. TLA for FMS students must be requested with justification, by the FMS purchaser prior to LOA development, and must be approved in writing on a case-by-case basis by DSCA (Operations Directorate in coordination with the Programs Directorate). If TLA costs are included on the LOA document and the case is financed with FMF, U.S. carriers must be used. MILDEPs are authorized to charge an appropriate management fee to administer payment of TLA to international students under FMS cases. The LOA document as well as the Invitational Travel Order (ITO) must indicate that the TLA paid to the student is limited to the authorized living allowance rates on Table C10.T3., and the date of approval must be entered into the case note on the LOA document. The ITO may authorize the student to travel by U.S. military aircraft and reimburse the USG by direct bill at the non-Government rate.