



UNITED STATES MARINE CORPS

Only required if an advance was received!!

IN REPLY REFER TO
4050
Code 470
28 Aug 05

EXAMPLE

From: **Lance Corporal Joe Snuffy Jr. 123 45 6789/0609 USMC, 6900 West Hampton Blvd, Kissimmee, KY 56898**

To: Transportation Voucher Certification Division, 814 Radford Blvd Suite 20318 Albany, GA 31704

Subj: REQUEST FOR EXTENSION OF TRANSPORTATION ENTITLEMENTS FOR REIMBURSEMENT OF A DO-IT-YOURSELF (DITY) MOVE

Ref: (a) Joint Federal Travel Regulation (JFTR) Vol. I
(b) MCO 4600.39 Personal Property Transportation Manual
(c) DD Form 2278 (block 9.e) Application for Do-It-Yourself Move

1. In accordance with the provisions contained in references (a) thru (c), I **LCpl Joe Snuffy Jr.** did not submit my DITY Move claim within 45 days from the receipt of my advance operating allowance (Advance Pay).

2. Justification: I **Joe Snuffy Jr.** respectfully, request an additional 45 days extension due to following reason(s) **I was scheduled to move my furniture from Quantico, VA to Camp Lejeune, NC the week that monsoon Billy-Bob struck the area. Currently I have my furniture and pro-gear in local storage awaiting the approval of my command to move my furniture on base. I currently have an anticipated date of return to Camp Lejeune, NC as of 1 November 2005.**

2. My original date of receipt of an advance operating allowance (Advance Pay) is **16/Jun/2005** in the amount of **\$1780.50**. My original pickup date of a rental truck (block 7.b--DD Form 2278) was scheduled for **19/Jun/2005**. If there is any questions or concerns in this matter please contact me at **(808) 123-4567**.

LCPL Joe Snuffy Jr.
Signature

EXAMPLE

FAX COVER SHEET

From: _____ Date: ____/____/____

Phone: # ____-____-_____

FAX: # ____-____-_____

To: Transportation Voucher Certification Division

Code: 470

ATTN: DITY / ENTITLEMENT SECTION

FAX: # Comm - (229) 639-5704

DSN - 567-5704

NOTES:
