

# ONLY SUBMIT IF PPM ADVANCE RECEIVED



## UNITED STATES MARINE CORPS

EXAMPLE

IN REPLY REFER TO  
4050  
Code 470  
**28 Aug 05**

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



UNITED STATES MARINE CORPS

IN REPLY REFER TO

From: [Redacted]

To: Transportation Voucher Certification Branch, 814 Radford Blvd Suite 20262 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 [Redacted] did not submit my DITY Move claim within 45 days from the receipt of my advance operating allowance (Advance Pay).

2. Justification: I [Redacted] respectfully, request an additional 45 days extension due to following reason(s)

[Redacted area for justification]

3. My original date of receipt of an advance operating allowance (Advance Pay) is [Redacted]/[Redacted]/[Redacted] in the amount of \$[Redacted]. My original pickup date of a rental truck (block 7.b--DD Form 2278) was scheduled for [Redacted]/[Redacted]/[Redacted]. If there is any questions or concerns in this matter please contact me at ([Redacted]) [Redacted]-[Redacted] or email address [Redacted].

Signature