

PERSONALLY - PROCURED MOVE (PPM) CHECKLIST AND EXPENSE CERTIFICATION

All documents submitted MUST be LEGIBLE and COMPLETE. Illegible or incomplete submissions will be returned for corrective action.

NAME

A COMPLETE PPM CLAIM PACKAGE WILL INCLUDE THE FOLLOWING DOCUMENTS (If Applicable):

- This "PPM Checklist and Expense Certification" - completed, signed and dated
- DD Form 1351-2, properly completed and signed
- Advice of Payment (AOP) for **PPM** advance operating allowance requested **AND** received (available at <https://myPay.dfas.mil>)
- Completed DD Form 2278 - to include: blocks 10a/b customer signed/dated, blocks 10c/d counselor signed/dated
- Official Travel Orders - include all amendments/endorsements issued (**USN** Requires Enlistment Contract or Officer Home of Record report)
- Power of Attorney (POA) or informal letter of authorization signed by the member/employee
- Full/Empty weight tickets (***See Below**) must be certified, legible and unaltered
 - Described weighed items (i.e. FULL WEIGHT 2008 Dodge Ram Pickup with privately owned 5X8 enclosed, single axle trailer)
 - Include customer identification; Last Name, EDIPI
 - EACH** conveyance (trip/vehicle) used to haul property must be supported by a FULL and EMPTY weight ticket
 - TDY PPM** requires a new full and weight ticket for each leg
- * See Service Specific Regulations/Handouts for empty weight ticket requirements.**
- PBP&E (Pro Gear) weight - completed weight estimator and approved by the Origin counseling office
- USN Requires FMS Form 2231 Direct Deposit
- Copy of Contract(s) - identifies: Customer/Family Member; Detailed equipment description; Payment in full
- Copy of paid receipts for expense claimed below (**** SEE BELOW**)- receipts must reflect customers last name, EDIPI, item description, unit price, quantity, date, name and address of store, etc.
- ** See Service Specific Regulations/Handouts for requirements to submit receipts associated with expenses.**
- Copy of privately-owned vehicle (POV) or trailer (POT), Boat, or Motorcycle registration(s) used for hauling personal property; borrowed POV or POT additionally requires a signed, dated statement by registered owner authorizing use of POV/POT for your HHG movement.

**ENSURE ALL OPERATING EXPENSES LISTED BELOW ARE SUPPORTED BY PAID RECEIPTS AND/OR CONTRACTS
(In accordance with the IRS, you can claim any expense reasonably associated with moving HHG)**

Statement of Expenses		
Expense Type	Amount	GTCC Used (Yes/No) (Government Travel Charge Card) *** If authorized by Service
Contracted Expenses (rental truck, trailer, moving services, etc.)		
Rental Equipment/material (dollies, furniture pads, etc.)		
Packing material (boxes, wrapping, tape, etc.)		
Weighing fees		
Gas/Tolls		
Other		
Total		

I CERTIFY THE ABOVE EXPENSES WERE LEGITIMATELY INCURRED DURING MY PERSONALLY PROCURED MOVE AS IDENTIFIED BELOW:

Move Date: _____ From: _____ To: _____

Authority: 5 U.S.C. 5701-5742, 37 U.S.C. 451-495, and E.O. 9297. ROUTINE USES: To substantiate incentive payment claims for movement of household goods. DISCLOSURE: Voluntary; failure to furnish data may result in partial or total denial of claim and/or improper tax application. NOTE: Expenses verified on this statement reduce taxable income reported on form W-2 and may not be claimed again as moving expenses. Federal tax withholding will be deducted from the profit (entitlement less eligible operating expenses).

I UNDERSTAND THE PENALTY FOR WILLFULLY MAKING A FALSE STATEMENT OF CLAIM IS A MAXIMUM FINE OF \$10,000, MAXIMUM IMPRISONMENT OF FIVE YEARS, OR BOTH (U.S.C., TITLE 18, SECTION 287).

Signature

Date