



# PPM CHECKLIST/EXPENSE CERTIFICATION

## 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
- 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 and/or endorsements issued. **USN:** Enlistment Contract or Officer Home of Record report
- Power of Attorney (POA) or Letter of Authorization
- Weight tickets **MUST** meet Service specific requirement (See \*\* Below) and be  Certified,  Legible,  Unaltered, and  Adequately descriptive (i.e. FULL/EMPTY 2008 Dodge Ram Pickup with Privately Owned Trailer (POT) etc.)
  - Include customer identification: Last Name, EEMPLID/SSN (last 4)
  - EACH conveyance (trip/vehicle) used to haul property must be supported by a  FULL and  EMPTY weight ticket
- \*\* Service Specific Requirements for Weight Tickets: USAF require a FULL and EMPTY weight ticket obtained at either Origin, Destination or a combination thereof. USMC, USCG require both EMPTY and FULL weight tickets to be obtained at Origin within 50 miles of the pickup point (at a Base Scale if available). USA, USN requires EMPTY and FULL weight tickets at Origin plus a FULL weight ticket at Destination. (3-Tickets)**
- Copy of Contract(s) - Identifies:  Customer/Family Member;  Detailed equipment description;  Payment in full
- Copy of paid receipts for eligible expense claimed below - receipts must reflect customers last name, EEMPLID/SSN (last 4), item description, unit price, quantity, date, name and address of store, etc. (i.e. fuel receipts that reflect only a pre-paid dollar amount do **NOT** qualify)
- 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 documents requiring signature and date are signed and dated by the customer and/or PPSO as required.  
 > Keep a complete copy of your submitted PPM packet - to include receipts (IRS can audit tax records up to 6 years).  
 > The PPM incentive payment is taxable income. Eligible operating expenses (see notes below) can reduce the taxed portion of your incentive.

**NOTE 1: ELIGIBLE** PPM operating expenses include: rental trucks, trailers, hand/appliance dollies, and furniture pads; weighing fees; authorized moving company services; purchase of consumable packing materials (i.e. boxes, wrapping paper, tape); gas, tolls, and oil for rental vehicles.

**NOTE 2: Expenses NOT ELIGIBLE** as PPM operating expenses include, but are not limited to: auto tow dollies, auto tow bars/hitches, auto transports; rental equipment insurance, sales tax, purchased moving equipment, plastic totes, locks, oil service, meals and lodging, POV gas and/or tolls that will be reimbursed in conjunction with customer/dependent personal travel (i.e. mileage allowance for travel), are not eligible to be claimed as PPM operating expenses.

### ENSURE ALL OPERATING EXPENSES LISTED BELOW ARE SUPPORTED BY PAID RECEIPTS AND/OR CONTRACTS (EXPENSES WHICH DO NOT MEET ELIGIBILITY REQUIREMENTS WILL BE DEDUCTED)

Contracted expenses (rental truck, trailer, moving services, etc.):	
Rental equipment/materials (hand/appliance dolly, furniture pads, etc.):	
Consumable packing materials (boxes, wrapping paper, tape etc.):	
Weighing fees:	
Gas (label receipt to identify vehicle(s) fueled):	
Tolls (label receipt to identify vehicle):	
Oil (excludes oil change or service):	
Other (list):	
<b>TOTAL:</b>	

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. 404-427, 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 25% of 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: \_\_\_\_\_

The PPM Checklist is:

- ✓ reminder of documents/information required
  - ✓ to consolidate your authorized expenses
- Receipts for authorized expenses must be included in your claim:

- rental truck, trailer, etc.
- rental equipment (hand dolly, furniture pads, etc.)
- boxes, wrapping paper, tape, etc., (will be discarded after move)
- weight tickets fees
- fuel (label receipt to identify vehicle(s) for which the fuel was purchased)
- tolls (label receipt to identify vehicle(s))
- oil/additives (for rental truck)

➤ If receipts are not legible or descriptive – write to the side the amount/description of item purchased. **DO NOT WRITE OVER OR HIGHLIGHT ANY INFORMATION IN YOUR CLAIM**