

## PPM/DITY Move - Turn-In

### FINAL SETTLEMENT/PPM CLOSEOUT.

In the event your PPM was performed in conjunction with **other Government-arranged move**, be sure that your households have been delivered to destination or the weight is recorded in DPS before submitting your PPM to the TMO Office.

(TMO will adjust the final weight of the PPM to the actual weight moved/ or remaining weight after the Government-arranged move is delivered from your maximum weight allowance.)

**Photocopy Weight Tickets! Photocopy Receipts! Photocopy Trailer Registration!**

**Be sure that all information is legible if not; it will delay your payment!**

**Step 1: DD Form 2278 (Application for Do It Yourself Move & Counseling)**

- Top Middle Margin –Provide an email address
- Block 5: *Print mailing address & Telephone Number* (W-2 will be sent to this address)

**Step 2: DD Form 1351-2 (Travel Voucher)**

- Write *Full SSN (printed in top Middle margin)*
- Complete blocks: **6a-e. 7. 18a-c. 20 a & b.**

**Step 3: Certification & Checklist Expenses- Dated 20140327**

- **Claimable Expenses:** Packing materials, furniture pads, gas, oil, tolls, weight ticket expenses (Not All Inclusive and with some exceptions) Check with TMO
- **Non-Claimable Expenses:** Tow dollies, Tow bars, Auto Transporters, Insurance, Sales Tax, Meals, Lodging, Oil changes, Tires, Battery, Environmental Fees (**Not All Inclusive**)

**Step 4: Receipts**

- When copying your receipts, please copy as many as possible onto one page.
- *Print your name and last 4 on each page.*

**Step 5 Weight Tickets**

- Photocopy- Photocopy onto standard size paper **"No Carbon Copies"**
- *Identify the vehicles* + specify each weight ticket with **(Full or Empty)**

**Step 6: PCS Orders/ Amendments: 1 copy (both front & back sides)**

**Step 7: Electronic Funds Transfer Memorandum (EFT)**

Check to be sure your **Name** and **SSN** is on each page!

**Put your PPM/DITY in the following order:**

1. DD Form 2278
2. DITY Checklist
3. DD Form 1351-2
4. PCS Orders/Amendments **1each (Front &Back)**
5. Weight Tickets- (**Xerox copy of weight tickets**) No after-the-fact approval for Pro Gear!
6. Receipts-(**Xerox copy**)
7. Copy of Rental Contract
8. Memorandum- (**Travel Pay EFT, requirement with each PPM pay-out**) P/U @ TMO
9. **BAH Waivers/ for Geo Bachelors 600 lbs (if applicable)**