

SHIPMENT SUMMARY WORKSHEET

PREPARATION DATE (DD-MMM-YYYY) :



MEMBER/EMPLOYEE INFORMATION

NAME (LAST SUFFIX, FIRST MIDDLE)		SSN (LAST 4 DIGITS)	DOD ID
SERVICE BRANCH/AGENCY	RANK/GRADE	PREFERRED PHONE	STATE OF LEGAL RESIDENCE
PREFERRED EMAIL ADDRESS(ES)			

DESTINATION ADDRESS

STREET ADDRESS	CITY	STATE	ZIP CODE
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ORDERS/ACCOUNTING INFORMATION

ORDER ISSUE DATE	ORDERS TYPE/ORDERS NUMBER	ISSUING BRANCH/AGENCY	NEW DUTY ASSIGNMENT
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ALLOWANCES/MOVE SUMMARY

MAX WEIGHT ALLOWANCE LBS	AUTHORIZED ORIGIN	AUTHORIZED DESTINATION	SIT STORAGE ALLOWANCE
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SHIPMENTS

Shipment no./Type	Pickup date	Shipment weight	Current shipment status
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STORAGE

Shipment no./Type	Entry date	Storage end date	Total days in storage
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MAXIMUM AUTHORIZATIONS

100% of GCC	LBS
95% of GCC	LBS
SIT cost	
MAX ADVANCE	

ACTUAL GCC (based on above shipments and storage)

Vehicle Weight Total	LBS
Pro-Gear Weight Total	LBS
Total Weight moved	100% of GCC 95% of GCC LBS
ADVANCE	

FINANCE/PAYMENT

LOA CODE (SDN OR SAC)	AMOUNT PAID TO SERVICE MEMBER
TAC OR MDC	\$ <input type="checkbox"/> 95% GCC <input type="checkbox"/> Up to 100% GCC* <input type="checkbox"/> NA (SIT only) If total non-storage expenses exceed 95% GCC, payment becomes a reimbursement for the lower of two amounts: 100% GCC or the total of non-storage expenses. Receipts required for charges over \$75. Not subject to tax withholding.

PREVIOUSLY SUBMITTED PAYMENT REQUESTS(self-disclosed – advances of other previous payments)

Shipment no./Type	Transaction type	Payment amount
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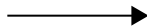


RATE CALCULATION

Best Calculated Rate

Incentive estimate

Origin duty station



Destination duty station

Mileage

CURRENT PAYMENT REQUEST

CLAIMABLE EXPENSES

Member-paid

GTC-paid

Contracted expenses

Rental equipment

Consumable packing materials

Weighing fees

Gas

Tolls

Oil

Other

TOTAL

*Any money paid to member above the amount of claimable expenses listed above will be subject to tax at standard rate (estimated 22%). SIT reimbursements are not subject to tax. Service Member is responsible for all appropriate taxes and should consult an income tax expert for more information.

EXPENSES

Member-paid expenses

GTC-paid expenses

TOTAL

SIT

Member-paid SIT

GTC-paid SIT

TOTAL

DISBURSEMENT

GTC

Gross - Milpay*

Gross Pay Other

TRUSTED AGENTS (ALLOWED TO ACT ON SERVICE MEMBER'S BEHALF VIA LETTER OF AUTHORIZATION)

NAME

AUTHORIZATION DATE
(DD-MMM-YYYY)

EMAIL

PHONE

ENCLOSED DOCUMENTATION

- ☐ Orders (w/ Amend)
 ☐ Vehicle registration
 ☐ Origin weight ticket
 ☐ Direct Deposit Form
 ☐ Other expenses
- ☐ Origin weight ticket
 ☐ Reimbursable expenses
 ☐ Weight ticket (Other)
 ☐ Destination weight ticket (Full)

SIGNATURES

SERVICE MEMBER SIGNATURE

MOVE APPROVER SIGNATURE

EMAIL

PHONE

TRANSPORTATION OFFICE SIGNATURE

EMAIL

PHONE

LEGAL AGREEMENTS / PRIVACY ACT - SERVICE MEMBER**ADVANCE OBLIGATIONS:**

I understand that the maximum advance allowed is based on the estimated weight and scheduled departure date of my shipment(s). In the event, less weight is moved or my move occurs on a different scheduled departure date, I may have to remit the difference with the balance of my incentive disbursement and/or from the collection of my pay as may be necessary. If I receive an advance for my PPM shipment, I agree to furnish weight tickets within 45 days of final delivery to my destination. I understand that failure to furnish weight tickets within this timeframe may lead to the collection of my pay as necessary to cover the cost of the advance.

FINANCIAL LIABILITY:

If this shipment(s) incurs costs above the allowance I am entitled to, I will pay the difference to the government, or consent to the collection from my pay as necessary to cover all excess costs associated by this shipment(s).