

SHIPMENT SUMMARY WORKSHEET

PREPARATION DATE (YYYY-MM-DD)

MEMBER/EMPLOYEE INFORMATION

NAME (Last, First, Middle Initial)			PREFERRED PHONE NUMBER
DOD ID	SERVICE BRANCH/AGENCY	RANK/GRADE	PREFERRED EMAIL
PREFERRED W2 MAILING ADDRESS			

ORDERS/ACCOUNTING INFORMATION

ORDER ISSUE DATE	ORDERS TYPE/ORDERS NO.	ISSUING BRANCH/AGENCY	NEW DUTY ASSIGNMENT
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ENTITLEMENTS/MOVE SUMMARY

MAXIMUM WEIGHT ENTITLEMENT		AUTHORIZED ORIGIN	AUTHORIZED DESTINATION
Entitlement	LBS	POV SHIPMENT AUTHORIZED	MAX SIT STORAGE ENTITLEMENT
Pro-Gear	LBS		
Spouse Pro-Gear	LBS		
TOTAL WEIGHT	LBS		

SHIPMENTS

Shipment No/Type	Pick-Up Date	Shipment Weight	Current Shipment Status
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STORAGE

Shipment No/Type	Entry Date	Delivery Date	Total Days in Storage
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MAXIMUM OBLIGATIONS

100% GCC	LBS
95% GCC	
SIT	
MAX ADVANCE	

ACTUAL OBLIGATIONS (Based on Above Shipments and Storage)

100% GCC	LBS
95% GCC	
SIT	
ADVANCE	

FINANCE/PAYMENT

LOA CODE	TAC	Payment will be processed at the following rate:		
		95% GCC	100% GCC	NA (SIT ONLY)
PREVIOUSLY SUBMITTED CLAIMS (Self Disclosed - Advances of other previous payments)				
Shipment No/Type	Transaction Type	Payment Amount		

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CURRENT PAYMENT REQUEST

Member-Paid Expenses

GTCC-Paid Expenses

Remaining PPM Incentive (Pretax)*

Member-Paid SIT

GTC-Paid SIT

OTHER:

CLAIMABLE EXPENSES	Member-Paid	GTCC-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.

DISBURSEMENT	GTCC	GROSS-MILPAY*	GROSS PAY - OTHER
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TRUSTED AGENTS (ALLOWED TO ACT ON SERVICE MEMBERS BEHALF VIA LETTER OF AUTHORIZATION)

NAME (LAST, FIRST MIDDLE INITIAL)	AUTHORIZATION DATE (YYYYMMDD)	EMAIL	PHONE NUMBER
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LEGAL AGREEMENTS / PRIVACY ACT - SERVICE MEMBER

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).

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.

ENCLOSED DOCUMENTATION

Orders (with all Amendments)	Weight Ticket (Other)	Other:
Origin Weight Ticket (Empty)	Reimbursable Expense Receipts	
Origin Weight Ticket (Full)	Vehicle Registration	
Destination Weight Ticket (Full)	DD-FMS-2231 Direct Deposit Form	

SIGNATURES

SERVICE MEMBER/TRUSTED AGENT SIGNATURE	PPPO COUNSELOR	DATE SIGNED
// Member Electronically Signed in MyMove System//		