



# MOVE YOURSELF (PPM) INFO SHEET

## What Happens Next?



### Decide how you're going to move.

You can hire movers, rent a truck, rely on family and friends, or anything else. Use your GTCC for any expenses, and save your receipts!



### Get an empty weight ticket.

If you hire movers, have them get an empty weight ticket for the vehicle they use. If you use multiple vehicles, each one needs its own empty and full weight ticket. If you use a trailer, see [FAQ](#).



### Pack and load your stuff.



### Get a full weight ticket.

If you take multiple trips or use multiple vehicles, each one needs its own empty and full weight ticket. If you use a trailer, see [FAQ](#).



### Request payment.

Upload your weight tickets and expense receipts in my.move.mil to request payment.

## Frequently Asked Questions (FAQ)

### How should I pay for and claim expenses?

Pay any expenses you incur during your move using your Government Travel Charge Card (GTCC). Save your receipts. It's better to have receipts you don't need than to need receipts you don't have.

The IRS considers your PPM payment to be taxable income. You'll receive a separate W-2 for any PPM payment.

Storage expenses are a special expense that is reimbursable for up to 90 days. You can be directly repaid for those expenses and will not be taxed.

Some moving-related expenses can reduce the taxable amount of your payment. Your local finance office or a tax professional can help you identify qualifying expenses. You can also consult IRS Publication 521 for authoritative information.

Contracted expenses	Rental truck, trailer, moving services, hired labor, PODs, and so on
Rental equipment and materials	Hand/appliance dolly, furniture pads, stair crawler, and so on
Consumable packing materials	Boxes, wrapping paper, tape, rope, tarps, tie-straps, and so on
Weighing fees	Weight ticket fees
Tolls, parking, and environmental fees	Covers costs incurred during the actual transportation of your goods
Oil	Covers the cost of the actual oil, not any oil change or service
Gas	You may claim the portion of fuel that exceeds any Per Diem travel pay

**Not covered:** Towbars/hitches, auto transports, insurance, general repairs, general maintenance, meals and lodging, gas and/or tolls that will be reimbursed as mileage (TDY).

### What if my plans change?

If you decide you need to depart on a different day, that is fine. You will update your actual departure date when you go to request payment for your PPM. If you decide not to do a PPM at all, you will need to cancel your shipment on my.move.mil and pay back your advance if you received one.

### What if I use a trailer in my move?

If you use a trailer owned by you or your spouse, you can claim the weight **once** per move if it meets these Joint Travel Regulations specifications:

- With or without a tilt bed
- Single axle
- No more than 12 feet long from rear to trailer hitch
- No more than 8 feet wide from outside tire to outside tire
- Side rails and body no higher than 28 inches (unless detachable)
- Ramp or gate for the utility trailer no higher than 4 feet (unless detachable)

You will also have to provide proof of ownership.

To claim the trailer weight, collect an empty weight ticket with your empty vehicle without your trailer attached, then a full weight ticket that includes your vehicle and the trailer attached.

If you make multiple trips using the trailer, get a new weight ticket with your empty vehicle and attached trailer, plus full weight tickets, for each trip it takes to complete the move.

### What happens if I move more or less weight than anticipated?

Your final payment is based on the amount of weight you actually move, which is calculated when you request your PPM payment on my.move.mil. If you move more weight than anticipated, the government will pay you up to your weight entitlement. If you move less weight than anticipated, your actual payment will probably be less than originally estimated. If you got an advance, and move significantly less weight, there is a chance you will have to pay back some of your advance to the government.

### How do I get an advance or storage?

You can request advances, short term storage, or storage extensions in the my.move.mil system or at your local Personal Property Office (PPPO). Storage extensions are granted on a case-by-case basis.

### How do I get paid?

To get paid for your PPM shipment, return to my.move.mil and select **Request Payment**. Once you complete your payment request, you'll get a Shipment Summary Worksheet (SSW) to take to Finance. You should receive payment a few days later, once Finance reviews and approves your request.

### How long do I have to turn everything in?

The general rule of thumb is to turn your weight tickets in and request your PPM payment within 45 days after arriving at your final destination. If you got an advance, the finance office might furnish back your advance amount without warning if you take too long to file for your final PPM payment.