



Shipment summary worksheet

Customer information

Name Last, first, middle initial

Preferred email

Preferred phone

DOD ID

Rank/grade

Service branch/agency

Mailing address for IRS form W-2

Orders & accounting information

Order issue date

Order type/order number

Issuing branch/agency

New duty assignment

Entitlements & move summary

Reimbursement Type

☐ Actual Expense Reimbursement

Small Package Reimbursement

Move summary

Authorized origin

Authorized destination

POV shipment authorized

Max SIT storage entitlement

Maximum weight entitlement

Entitlement (lbs)

Pro-gear (lbs)

Spouse pro-gear (lbs)

Gun safe (lbs)

Total weight (lbs)

Shipments

Shipment number/type

Pick-up date

Shipment weight (lbs)

Current shipment status

Storage

Shipment number/type

Entry date

Delivery date

Total days in storage

Maximum obligations

Actual obligations Based on above shipments and storage

Max GCC

Actual GCC

SIT

SIT

Max Advance

Advance

Shipment summary worksheet

Current payment request

Member-paid expenses	Claimed Expenses	Member-paid	GTCC-paid
	Contracted expenses		
GTCC-paid expenses	Consumable packing materials		
	Weighing fees		
Remaining PPM incentive (pre-tax)	Rental equipment		
	Small package reimbursement		
Member-paid SIT	Tolls		
	Oil		
GTCC-paid SIT	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	Pick-up date	Shipment weight (lbs)	Current shipment status

Trusted agents Allowed to act on customers behalf via letter of authorization

Name Last, first, middle initial	Authorization date (YYYYMMDD)	Email	Phone

Legal agreements / privacy act — customer

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 time frame 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)
- ☐ Receipts for reimbursable expenses
- ☐ Origin weight ticket (full)
- ☐ Vehicle registration
- ☐ Destination weight ticket (full)
- ☐ DD-FMS-2231 direct deposit form

Signatures

Signature of customer or trusted agent	PPPO/PPSO representative	Date signed



Shipment summary worksheet

Additional Shipments

Shipments

Shipment number/type	Pick-up date	Shipment weight (lbs)	Current shipment status
----------------------	--------------	-----------------------	-------------------------