



# 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)	Total weight (lbs)

### Shipments

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

Shipment number/type	Entry date	Delivery date	Total days in storage
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### Maximum obligations

**Actual obligations** Based on above shipments and storage

Max GCC	Actual GCC
SIT	SIT
Max Advance	Advance

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## 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		
	<b>Total</b>		

\*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

<input type="checkbox"/> Orders (with all amendments)	<input type="checkbox"/> Weight ticket (other)	<input type="checkbox"/> Other
<input type="checkbox"/> Origin weight ticket (empty)	<input type="checkbox"/> Receipts for reimbursable expenses	
<input type="checkbox"/> Origin weight ticket (full)	<input type="checkbox"/> Vehicle registration	
<input type="checkbox"/> Destination weight ticket (full)	<input type="checkbox"/> DD-FMS-2231 direct deposit form	

## Signatures

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



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## Additional Shipments

Shipments

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