PPM GUIDANCE

We will need :

1. DD FORM 2278

2. DD FORM 1351-2

                -Please make sure blocks 1 2 3 4 5 6 a.b.c.d.e, 7 are completed and signed in block 20a dated in 20b.

3. PPM EXPENSE CHECKLIST

                - Please list all expenses not including taxes and totaled on the bottom

                - Please note fuel/gas is only claimable as tax exempt if utilized with a contracted expense i.e. U-Haul truck as fuel for a POV will be paid by a MALT basis through your service agency finance.

4. ALL RECEIPTS CLAIMED ON PPM EXPENSE CHECKLIST

5. REGISTRATION FOR VEHICLES USED

                -If utilizing a contracted vehicle i.e. U-Haul please provide service/rental contract

                - If utilizing a vehicle not registered to your name please provide letter from registered owner with permission of use in a government paid move

6. EMPTY AND FULL WEIGHT TICKETS

                - On each weight ticket please list Service Member last name, last 4 of SSN, make and model of vehicle (if U-Haul please annotate U-Haul), and the empty or full status. If multiple trips the trip number.

                - These must be obtained at a certified weight scale AFTER the date of your orders

                - Necessary for each trip when performing multiple moves

7. COMPLETE COPY OF ORDERS TO INCLUDE ANY ALL AMENDMENTS