

DITY CHECKLIST AND CERTIFICATION OF EXPENSES

NAME: _____

SSN: _____

- _____ 2 Copy of orders with endorsements or amendments
- _____ 2 Original DD 2278
- _____ 2 Certified empty weight ticket with name, ssn, signature of weight master
- _____ 2 Certified loaded weight ticket with name, ssn, signature of weight master
- _____ 2 Original DD 1351-2 with address, dates and member signature
- _____ 1 Copy of rental contract
- _____ 1 Copy of registration(s) for POV(s), boat(s), or trailer(s) if applicable

- **** Be sure name and ssn are on all documents.
- **** Be sure all documents are dated properly.
- **** Be sure all documents requiring signature of member is signed.
- **** Be sure to keep a copy of everything turned in for payment.

It is suggested that you send your paperwork - "Return Receipt Requested".

Note: Expenses claimable are payments to rental companies for rental vehicles, packing, materials, moving equipment such as a hand truck and furniture pads, gas, oils, tolls, and weighing expenses. Expenses not claimable include, but are not limited to, tow dollies, tow bars, auto transporters, insurance, sales tax, meals, and lodging.

EXPENSES CLAIMED MUST BE SUPPORTED BY EXPENSE RECEIPTS AND RENTAL CONTRACT.

RENTAL VEHICLE EXPENSE:	\$ _____
GAS, TOLLS & WEIGHING FEES:	_____
MOVING EQUIPMENT:	_____
OTHER EXPENSES:	_____
_____	_____
_____	_____

I certify the above amounts have been incurred as expenses on my DITY move.

FROM: _____
 TO: _____

Privacy Act Statement

Authority: 5 U.S.C. 5701-5742.37 U.S.C.404-427 and E.O.9297. Principal Purpose: used for reviewing, approving, accounting and disbursing for official travel, SSN is used to maintain a numerical identification system for individual claims and to report income to Internal Revenue Service.

Routine uses: To substantiate claims for incentive payments for movement of household goods.

Disclosure: Voluntary failure to furnish information requested may result in partial or total denial claim and/or improper tax application. Note: Expenses certified on this statement reduce taxable income reported on form W-2 and may not be claimed again as moving expenses. Tax withholding will be 28% of profit (Entitlement minus expenses).

I understand the penalty for willfully making a false statement of claim is a maximum fine of \$10,000.00 maximum imprisonment of five years, or both (U.S.C. Title 18, Section 287).

Signature

Date