DITY CHECKLIST AND CERTIFICATION OF EXPENSES

NAME: [_____] **SSN:** [_____]

- ☐ **1 Copy of orders with endorsements or amendments**
- ☐ **1 Original DD Form 2278**
- ☐ **1 Certified empty weight ticket <u>WITH YOUR RANK, NAME, SSN,</u> and signature of weight master**
- ☐ **1 Certified loaded weight ticket <u>WITH YOUR RANK, NAME, SSN,</u> and signature of weight master**
- ☐ **1 Original DD Form 1351-2 (Travel Voucher) with correct address, date, and member signature**
- ☐ **1 Original Letter <u>(MBR's RESPONSIBILITY – ADVANCE PAY</u>)**
- ☐ **1 Copy of paid rental contract (If applicable) -- MAKE SURE IT'S LEGIBLE!!!**
- ☐ **1 Copy of other expenses (fuel, tolls receipts) -- MAKE SURE IT'S LEGIBLE!!!**
- ☐ **1 Copy of registration(s) for POV(s), boat(s), or trailer(s), if applicable**

DITY MOVE Advance Payment [_____] **Date:** [_____]

**** Be sure that the name and ssn are on all documents
**** Be sure all documents are dated properly
**** Be sure all documents requiring signature of member are signed
**** Be sure to keep a copy of everything turned in for payment
NOTE:
**** <u>Expenses claimable for tax purposes only:</u> are payments to rental companies for rental vehicles, packing materials, moving equipment such as a hand truck and furniture pads, gas, tolls, and weighing expenses.
**** <u>Expenses not claimable:</u> 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 PAID RENTAL CONTRACTS

Rental Vehicle Expense:	[_____]
Gas, Tolls & Weighing fees:	[_____]
Moving Equipment:	[_____]
Other expenses:	[_____]
[_____]	[_____]
[_____]	[_____]
[_____]	[_____]
Total moving expenses claimed:	[_____]

I certify the above amounts have been incurred as expenses on my DITY Move
From: Location / Date [_____] [_____]
To: Location / Date [_____] [_____]

PRIVACY ACT STATEMENT

I understand the penalty for willfully making a false statement of claim is maximum fine of $10,000 dollars, maximum imprisonment of five years, or both (U.S.C., Title 18, Section 287)

_____   _____
              Signature   **Date**