

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 **WITH YOUR RANK, NAME, SSN, and signature of weight master**
- 1 Certified loaded weight ticket **WITH YOUR RANK, NAME, SSN, and signature of weight master**
- 1 Original DD Form 1351-2 (Travel Voucher) with correct address, date, and member signature
- 1 Original Letter (**MBR's RESPONSIBILITY – ADVANCE PAY**)
- 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:

**** **Expenses claimable for tax purposes only:** 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.

**** **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 PAID RENTAL CONTRACTS

Rental Vehicle Expense:	<input type="text"/>
Gas, Tolls & Weighing fees:	<input type="text"/>
Moving Equipment:	<input type="text"/>
Other expenses:	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Total moving expenses claimed:	<input type="text"/>

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

From: Location / Date

To: Location / Date

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 systems 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 of claim and/or improper tax application. **NOTE:** Expenses certified on this statement reduce taxable income reported of form W-2 and may not be claimed again as moving expenses. Tax withholding will be 25% of profit (Entitlement minus expenses).

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