

PPM Checklist

- 1) DD Form 2278 Application for do it yourself move Application
 - a. Fill out block 5 (Send check to)
 - b. Sign Block 10 (Signature of member)
- 2) PPM Checklist and Expense Certification form
 - a. Name (On Top)
 - b. Write in all Expenses (Rental truck, Equipment, etc)
 - c. Sign and Date on bottom
- 3) DD Form 1351-2 Travel Voucher
 - a. Name (Block 2)
 - b. Address (Block 6)
 - c. Email (Block6A)
 - d. Telephone Number (Block7)
 - e. Total Expense (Block18)
 - f. Sign and date (Block20A and 20B)
- 4) Direct Deposit Form (ONLY FOR SEPARATIONS AND RETIREMENT)
 - a. Employee Information (Block1)
 - b. Type of account and Type of payment (Block 2)
 - c. Direct deposit account information (Block3)
 - d. Authorization (Block5 Sign and Date)
- 5) Weight Tickets
 - a. Empty and Full for each vehicle (rentals and POV)
 - b. Annotate with type of vehicle and name
 - c. Write which weight ticket is full and which is empty and for what vehicle
- 6) Receipts
 - a. Any and all receipts you may have. (Even if you are unsure send in your receipts)
- 7) Registration
 - a. If you used a POV we will need a copy of the Vehicle Registration
 - b. If you used a Rental truck/trailer we will need the Receipt to the rental truck/trailer
 - c. If you used a personal trailer we will need a copy of the personal trailer registration
- 8) Two Copies of your orders!