


ACTIVE DUTY - If you are authorized 600lb HOLD BAGGAGE in your orders and are TDY in route to your duty station, you may claim this entitlement. If you have already reported to your duty station and are TDY in return, you are not eligible for this entitlement.

To claim this entitlement, you must secure a FULL weight ticket during your travel time from HOR to Ft Benning, and/or Ft Benning to Charlottesville.



You can hold onto specific receipts to submit with each trip for Transportation purposes (moving your personal items from TDY stop to TDY stop – this does not apply to moving yourself – TRAVEL).

- ▶ If you are going to get a FULL weight ticket for HOR to Ft Benning and/or Ft Benning to Charlottesville, you may hold onto your gas pump/register receipts during travel between duty station to duty station (these cannot be prepaid gas receipts – we need to see how much you actually spent on fuel)
- ▶ If you go through any tolls from HOR to Ft Benning, you can submit those receipts
- ▶ If you need to get an oil change during your travel from TDY station to TDY station, you can submit an itemized oil change receipt (only the cost of oil up to \$5.00 will be applied from this receipt)

Your incentive payment will be taxed. These allowable expenses are only going to cut down the taxable portion of your incentive payment – the WILL NOT be reimbursed to you. You must provide proof that you made these purchases to claim them – so hold onto your receipts.

PLEASE NOTE:

- ▶ Receipts can be submitted with each trip's FULL weight ticket. If you do not secure a FULL weight ticket during travel time, you cannot submit those mentioned receipts as there is no incentive claim to file. FULL weight tickets are needed to file for these incentives.
- ▶ If you are borrowing someone else's car to travel from HOR to Ft Benning and/or Ft Benning to Charlottesville and plan to get a FULL weight ticket for that trip, you will need a copy of the vehicle registration AND a signed memo from the owner of the vehicle, stating that you are authorized to use their vehicle to perform that move.

Authorized 600lb hold baggage to each TDY site...


To claim the hold baggage from Home of Record to Ft Benning:

- ▶ FULL weight ticket - issued anytime between 1 day BEFORE you left your home to 1 day AFTER your report date to Ft Benning (time sensitive)
- ▶ Any Gas pump/Toll/Oil receipts issued during travel time from HOR to Ft Benning
- ▶ 1 EMPTY weight ticket (you can get this in the coming weeks if you haven't already)

Authorized 600lb hold baggage to each TDY site...

To claim the hold baggage from Ft Benning to Charlottesville:

- ▶ FULL weight ticket - issued anytime between 1 day BEFORE you left Ft Benning to 1 day AFTER you report to Charlottesville (time sensitive)
- ▶ Any Gas pump/Toll/Oil receipts issued during travel time from Ft Benning to Charlottesville



If you have questions about the
HOLD BAGGAGE process during
your travel, please contact me at

434-971-3332 or

tracy.l.jones1.ctr@army.mil

I will brief ACTIVE DUTY when you arrive in
Charlottesville and will give directions on
getting these claims submitted to me.