\*\* Sign up for next brief at: appt.link/23-cpts/NewToMoody

[MANDATORY] Documents:

• All completed print-outs from the Questionnaire spreadsheet

PCS Orders (all pages) and any amendments (if applicable)

• Airfare Receipts (If applicable) \*Notes

• TDY Lodging receipts for TDY’s in route (If applicable)

• RAP memorandum (If applicable)

• Temporary Lodging Receipts (TLE up to 10 days (If applicable))

• Any receipts over $75.00 you deem pertinent to your travel

[DO NOT] bring items below:

• Weight Tickets (TMO processes this)

• In route lodging receipts during PCS travel

• Gas receipts

• U-Haul receipts (TMO processes this)