

Mail Shipment Reimbursement

Requirements

1. Traveling on official business (orders).
2. Weight of your mail (parcel) shipment is counting against your total weight allowance.

Procedures

1. Mail your packages through the APO Mail Offices.
2. Forward to Transportation Office (Nlt 3 working days before Final Outprocessing):
 - a. Orders
 - b. Mail receipts including weight
3. Transportation Office will issue a memorandum which will entitle you to receive reimbursement.

No later than
3 working days
before Final Out

Reimbursement

1. You might not be reimbursed for the full amount. (Actual cost vs. Constructive cost)
2. Additional insurance is not reimbursable. (Liability is subject to US Postal rules).

PCS

While you are in-processing at the new duty station request reimbursement through the local Finance Office.

or

Turn in your documents at the local Finance Office before your *Final Out*.

ETS

Turn in your documents at the local Finance Office before your *Final Out*.