

## POSTAL REIMBURSEMENTS

CAO Jan 2023

### **Must know information:**

- You may be authorized reimbursement for the amount of postage not to exceed the Government cost to/from your authorized duty station
- The total weight of the property mailed will be charged against your maximum weight entitlement
- Reimbursement is about one dollar per pound depending upon the destination
- All claims for missing and/or damaged items will be filed with the Post Office
- Each box mailed must contain a copy of your orders and a US Customs form to include an itemized listing of the contents and their value. Your packages should be addressed to you. You can send in care of (C/O) another addressee if necessary
- The Post Office will provide the required stamp indicating that the items are part of a military personal property shipment. This will prevent you from paying US Customs duty at destination
- Take the Postal Reimbursement Form, AF 3126, to the Post Office each time you mail a box. This will give you an itemized record of the weight and postal cost

### **Non-reimbursable expenses:**

- Insurance
- Expedited Shipping

### **If you are PCSing, report to the destination TMO with:**

- ✓ Postal Reimbursement Form, AF 3126
- ✓ Postal Receipts
- ✓ 3 Copies of your orders

### **If you are accomplishing a separation, retirement, early return of dependent(s), student travel, or renewal travel order move, report to Ramstein TMO Bldg 2106 Rm 210 with:**

- Original copy of the Postal reimbursement Form, AF 3126
- Original receipts
- 1 copy of your orders
- TMO will provide you with a DD Form 2278 and supporting documents within 48 hours that you will be required to turn into Finance for reimbursement
- IN ORDER TO PREVENT ANY DELAYS DO NOT WAIT UNTIL THE LAST MINUTE TO FILE YOUR PAPERWORK

