

## **Choosing a Line Item for an Expense**

Across the five types of requests, there are nine total different line items to use to categorize expenses. For each form, you can read about examples of line items below.

### **Program Expense Itemization (PEI)**

- Honorarium: fees for speaker/performer
- Airfare
- Ground Transportation
- Lodging
- Purchases: refreshments, supplies, decorations
- Rentals: facilities, equipment
- Services: security, medical staff, set-up costs
- Miscellaneous

### **Purchase, Rental, and Service (PRS)**

- Purchase: equipment, operating expenses, organizational dues, insurance, banners, uniforms, costumes
- Rentals: non-transportation rentals
- Services: instructors, maintenance

### **Travel Requests\* (CEI, CR, and GT)**

- Registration: sign-up fees or facility rentals
- Airfare
- Ground Transportation
- Lodging
- Miscellaneous

\*There are three types of travel requests: competition expense itemizations (CEI), Conference Requests (CR), and General Transportation (GT). All three have the same line items.