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.