

How to Choose the Allocations Request Type

There are five different types of requests that you can choose when turning in an Allocations form. Use this as a guide to help you decide which form to use. If you are still unsure, please contact your Allocations Liaison. The list of liaisons can be found by [click here](#).

Program Expense Itemization (PEI)

- All on-campus and off-campus programs

Purchase, Rental and Service (PRS)

- Organizational operating expenses
- Equipment, banners, uniforms, costumes, non-transportation rentals, maintenance, instructors, etc
- Organizational dues and insurance*

Travel Request – Competition Expense Itemization (CEI)

- All club sports competitions
- Academic competitions (i.e., Model U.N., Mock Trial, etc)

Travel Request – Conference Request (CR)

- Any relevant conference you would like to attend

Travel Request – General Travel (GT)

- Weekly service organization travel
- Weekly practices
- Any travel that does not fit on another form

*As of January 2014, the Organizational Dues and Insurance form no longer exists. It is part of the PRS.