

# AER Request

**Also, there are some things that the Soldiers can do to speed this process up.**

1. AER Form 101, Item 17, please ensure that there is an itemized list of what they will use the money for with a price in the Amount section, Example:

Boots----\$200.00

Suit       150.00

Drill       \$100.00

2. AER Form 101, Item 18. Please ensure that there is a statement here. Example: Items are needed in order for me to attend the XXXX Course in the CSP.
3. Ensure that they include snapshots with prices of EACH item requested. So in the example above I would need a picture of a pair of boots with the price of \$250.00; suit with the price of \$150.00 and a drill with the price of \$100.00