

## TEMPLATE

### ANALYSIS AND REQUEST FOR CHANGE IN SETTLING-IN ALLOWANCE

**A. Cost Survey**

Item*	Volunteer Survey		Independent Survey	
	Median Cost		Percent change from last survey	Percent change from last survey
	Last Survey	This survey		
Other/misc.**				
Total				

\* List all items commonly included and allowed in the settling-in allowance (e.g., bed, bicycle, water filtration system, stove, etc.)

\*\* Should not exceed 20 percent of total.

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**B. Percent of Volunteers completing the survey \_\_\_\_\_%**

**C. Request:**

Requested allowance \_\_\_\_\_

Present allowance \_\_\_\_\_

Difference \_\_\_\_\_

**D. Justification/Explanation**