

# Detailed Project Expense Sheet

Project Name	Date
Prepared By	Project Manager

## 1. Personnel Costs

Description	Quantity	Unit Cost	Total
Project Manager			
Engineers/Developers			
Support Staff			
<b>Total Personnel Costs</b>			

## 2. Equipment & Materials

Description	Quantity	Unit Cost	Total
Hardware			
Software Licenses			
Other Materials			
<b>Total Equipment &amp; Materials</b>			

## 3. Services & Outsourcing

Description	Quantity	Unit Cost	Total
Consultants			
External Vendors			
<b>Total Services &amp; Outsourcing</b>			

## 4. Operational Expenses

Description	Quantity	Unit Cost	Total
Travel			
Office Rent			
Utilities			
<b>Total Operational Expenses</b>			

## 5. Miscellaneous

Description	Quantity	Unit Cost	Total
Contingency Fund			
Other Expenses			
<b>Total Miscellaneous</b>			

**Grand Total**

**Notes:**

1. Fill in all relevant expense details for an accurate budget forecast.
2. All amounts should be stated in your applicable currency.
3. Add or remove rows as necessary to fit your project requirements.