

# 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			
Total Personnel Costs			
2. Equipment & Materials			
Description	Quantity	Unit Cost	Total
Hardware			
Software Licenses			
Other Materials			
Total Equipment & Materials			
3. Services & Outsourcing			
Description	Quantity	Unit Cost	Total
Consultants			
External Vendors			
Total Services & Outsourcing			
4. Operational Expenses			
Description	Quantity	Unit Cost	Total
Travel			
Office Rent			
Utilities			
Total Operational Expenses			
5. Miscellaneous			
Description	Quantity	Unit Cost	Total
Contingency Fund			
Other Expenses			
Total Miscellaneous			
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.