

Project Overhead Expenses Format

Project Details

Project Name	_____
Project Number	_____
Period Covered	_____
Prepared By	_____
Date	_____

Overhead Expenses Breakdown

#	Description	Unit	Quantity	Rate (USD)	Total (USD)
1	Site Office Rent	Month	_____	_____	_____
2	Utilities (Electricity, Water, etc.)	Month	_____	_____	_____
3	Communication (Internet, Phone)	Month	_____	_____	_____
4	Supervision Staff Salaries	Month	_____	_____	_____
5	Transportation	Month	_____	_____	_____
6	Office Supplies	Lump Sum	_____	_____	_____
7	Miscellaneous	Lump Sum	_____	_____	_____
Total Overhead Expenses					_____

Important Notes

- Overhead expenses are indirect costs not directly attributable to any specific project activity.
- Ensure all overhead items are justified and documented with supporting invoices or receipts.
- This document should be reviewed and approved by the project manager or finance officer before submission.
- Regularly update the overhead expense record to reflect actual project costs.