

# Expense Category Listing

## Project Proposal

**Project:** Infrastructure Development Initiative

**Date:** June 15, 2024

**Prepared by:** Project Coordination Team

**1. Expense Categories & Descriptions**

#	Expense Category	Description	Estimated Cost (USD)
1	Personnel	Salaries, wages, and fees for project staff and consultants	25,000
2	Materials & Supplies	Raw materials and consumable supplies directly used for the project	18,000
3	Equipment	Purchase or rental of equipment required for project execution	10,000
4	Travel	Transportation, accommodation, and per diem for project-related travel	7,500
5	Training & Workshops	Costs for organizing and attending relevant trainings or workshops	3,500
6	Administrative Expenses	Office rent, utilities, communication, and miscellaneous admin costs	5,000
7	Monitoring & Evaluation	Expenses related to project monitoring, assessment and reporting	2,500
Total Estimated Cost			\$71,500

**2. Important Notes**

- Expense categories may vary depending on project scope and funding agency requirements.
- All estimations must be supported by relevant quotations or documented calculations.
- Ensure compliance with donor or organization financial guidelines and cost eligibility criteria.
- Review and update the expense listing regularly throughout the project lifecycle.
- Maintain transparency and proper documentation for all listed expenses.