

Indirect Costs Documentation

General Information

Organization Name: _____
Project Name: _____
Reporting Period: _____ to _____
Date Prepared: _____

Summary of Indirect Costs

Cost Category	Description	Amount (\$)
Administrative Salaries	Portion of salaries for administration staff	_____
Occupancy Expenses	Rent, utilities, maintenance	_____
Office Supplies	Shared office supplies	_____
Depreciation	Applicable depreciation charges	_____
Other (Specify)	_____	_____
Total Indirect Costs		_____

Methodology

Basis of Allocation: _____
Indirect Cost Rate (if applicable): _____ %
Approved By: _____

Supporting Documentation

- Copies of invoices and receipts for all expenses listed above
- Payroll records for administrative staff
- Lease/Rental agreements
- Utility bills
- Indirect cost rate agreement (if applicable)

Important Notes

- Indirect costs should be allocated consistently and supported with relevant documentation.
- Ensure the methodology for allocation complies with applicable regulations and agreements.
- Maintain clear records for audit and reporting purposes.
- Only include expenses that are not directly attributable to specific projects.
- Review rates and agreements regularly for updates or changes.