

Personnel Expense Breakdown

For the Period: January 1, 2024 – December 31, 2024

Position/Name	Salary/Month	Number of Months	Allowance/Benefits	Total Expense
Project Manager John Smith	\$4,000	12	\$1,500	\$49,500
Research Assistant Alice Brown	\$2,800	12	\$900	\$34,500
Accountant Lee Chan	\$3,200	12	\$1,200	\$39,600
Administrative Staff Karen Torres	\$2,200	12	\$700	\$27,100
			Total Personnel Expense	\$150,700

Important Notes:

- Ensure all amounts reflect current contract terms and approved rates.
- Include all mandatory statutory contributions and legally required benefits.
- Double check for correct computation of allowances and total expense per person.
- This document is usually subject to internal and external audit reviews.
- Personnel list and compensation details must be kept confidential.