Personnel Cost Detail Format

Project/Department: _____

#	Name	Position/Role	Monthly Salary ($)	Duration (Months)	Other Benefits ($)	Total Cost ($)	Remarks
1	Jane Doe	Project Manager	4,000	12	2,000	50,000	-
2	John Smith	Developer	3,200	12	1,500	39,900	-
3	Susan Lee	QA Specialist	2,700	12	1,200	33,600	Part-time
					Grand Total ($)	**123,500**	

Important Notes:

- Ensure all salary and benefit figures are accurate and supported by documentation.
- This format can be adapted as per specific organizational or project requirements.
- Include only personnel directly involved in the project or activity.
- Keep a record of calculations for transparency and audit purposes.
- Update this document promptly in case of staffing or compensation changes.