

Cost Category Breakdown Sheet

Project: [Project Name]

Category	Description	Estimated Cost	Notes
Labor	Wages, salaries, and related personnel costs	\$25,000	Hourly & salaried staff
Materials	Direct purchase of raw materials and components	\$10,000	Approved suppliers only
Equipment	Machinery rental or purchase for project use	\$6,500	Including maintenance
Travel	Employee travel, accommodation, and per diem	\$2,200	Based on policy limits
Indirect Costs	Overhead and shared administrative expenses	\$4,800	10% of direct costs
Total Estimated Cost		\$48,500	

Important Notes

- All amounts are estimated and subject to change during project progression.
- Costs should be supported by documentation and follow approved accounting standards.
- Regular review and updating of this breakdown is recommended to ensure accuracy.
- This document supports budgeting, cost control, and financial transparency for the project.