

Allocate all indirect expenses in your program/project budget. Salaries and wages should be listed and broken down by individual, position, and part-time or full-time employee.

<u>PROJECT/PROGRAM EXPENSES</u>		
Salaries and Wages		
<u>Individual/Position</u>	<u>FT/PT</u>	<u>Amount</u>
		\$
		\$
		\$
		\$
		\$
Total Salaries and Wages		\$
All Other Expenses		
<u>Item</u>	<u>Amount</u>	
Insurance and/or Other Taxes	\$	
Consultants and Professional Fees	\$	
Travel	\$	
Equipment	\$	
Supplies	\$	
Printing and Copying	\$	
Telephone and Fax	\$	
Postage and Delivery	\$	
Rent and Utilities	\$	
Depreciation	\$	
Other, specify:	\$	
Total All Other Expenses		\$
TOTAL EXPENSES		\$
Surplus/Deficit		\$