



# Expense Proposal

Proposal organizers:	Committee:
Project name:	Date:

## Project objectives

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## Cost elements

①	②
③	④

## Direct costs Includes the cost of invitations and publicity, catering, entertainment and the venue you're renting.

Cost type	Amount	Hours	Cost explanation	Total cost

## Indirect costs Include a rough estimate of how much time nonprofit employees spend on the event and their associated costs.

Cost type	Amount	Hours	Cost explanation	Total cost

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## Equipment and materials

Item type	Quantity	Unit price	Other costs	Cost explanation	Total cost

## Travel and other expenses

Item type	Quantity	Unit price	Other costs	Cost explanation	Total cost

## Cost summary

Direct costs	Indirect costs	Equipment and materials	Travel and other expenses	Overall total
	+	+	+	=

## Signatures

	Date:
	Date:
	Date:
	Date: