

ATTACHMENT B

Cost matrix FFY 2014 L Series Course Delivery (Insert Your Company Name Here)

Total Project Cost			
Cost per session		X 1 session	
Employee hours dedicated to Project	→		
Employee Position	Hours	Hourly rate	0.0 hours
Insert additional rows to account for all employees and subcontractors related to the Project.			
Cost of Materials	Such as printed materials (MUST be detailed), badges, agendas, postage, CD-ROMs, etc.	→	\$00.00 dollars
Overhead costs	Fixed expense of operating a business which includes accounting fees, advertising, depreciation, insurance, legal fees, rent, maintenance, etc.	→	\$00.00 dollars
Travel and Subsistence (far right column is grand total)	MUST be itemized separately and MUST adhere to Commonwealth Management Directive 231.0.	Detail: Mileage - \$0 Meals - \$0.00 Tolls - \$0 Lodging - \$0 Per Diem - \$0	\$00.00 dollars
Additional entry (MUST be detailed)	Entries labeled "Other Expenses" are unacceptable and grounds for rejection.	None	\$00.00 dollars