

ATTACHMENT C

Cost Matrix

(Insert Your Company Name Here)

Total Project Cost			\$00.00
Employee hours dedicated to Project	→	Total number of employee hours dedicated to the Project	0.0 hours
Employee Position	Hours	Hourly rate	0.0 hours
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 Meals Tolls Lodging Per Diem	\$00.00 dollars
Additional entry (MUST be detailed)	Entries labeled "Other Expenses" are unacceptable and grounds for rejection.	Detail	\$00.00 dollars