

**EXAMPLE**

**Direct Expenses by Item**

**Project ID 0000-00-00**

<b>Item</b>	<b>Unit Amount</b>	<b>Unit Type</b>	<b>Rate</b>	<b>Total Expense</b>
Mileage-Auto	2000	miles	\$00.30	\$600.00
Meals	4	days	\$10.00	\$40.00
Printing	1000	sheet	\$00.05	\$50.00
Total Station	20	days	\$120.00	\$2,400.00
PC Support	10	hours	\$10.00	\$100.00
Lodging	5	nights	\$52.00	\$260.00
Nuclear Density Meter	4	days	\$50.00	\$200.00
			<b>TOTAL EXPENSES</b>	<b>\$3,650.00</b>

**Note: Not all firms are eligible to claim these items as direct expenses—this is for example purposes only.**