

**Appendix 1.2 Sample format of the cost estimation**

(Subject to Change)

**COST ESTIMATES FOR THE WORKSHOP " -----"**

**Date December 200X, 35 persons**

\* Exchange rate of November 1st, 2005 US\$ 1 = Local currency ---

No	Item	Unit	Quantity	Unit cost	Value		Remarks*
					Local currency	USD	
<b>I</b>	<b>Workshops in ---- on date.</b>						
1	Room rent						
2	Banner						
3	Equipment (PC, projector...)						
4	Stationary						
5	Drinking water						
6	Coffee break						
7	Lunch						
8	Photocopy						
9	Filing						
10	Communication (Telephone, fax, ...)						
<b>A</b>			<b>SUM</b>				
11	Overhead (10%or up tp fixed cost)						
	<b>Sub-total</b>						

No	Item	Unit	Quantity	Unit cost	Value		Remarks*
					Local currency	USD	
					Local currency	USD	Currency exchange rate
<b>II</b>	<b>Field trip to ----- on date.</b>						
1	Car rent for preparation trip						
2	Car rent						
3	Boat rent						
4	Drinking water						
5	Coffee break						
6	Lunch						
7	Photocopy						
<b>B</b>		Sum (Item 1-7)					
8	Overhead (10% or up to fixed cost)						
	<b>Sub-total</b>						

No	Item	Unit	Quantity	Unit cost	Value		Remarks*
					Local currency	USD	
<b>III</b>	<b>Field trip to -----.</b>						
1	Car rent for preparation trip						
2	Car rent						
3	Room rent						
4	Drinking water						
5	Coffee break						
6	Lunch						
7	Photocopy						
<b>C</b>			Sum (Item 1-7)				
8	Overhead (10% or up to fixed cost)						
	<b>Sub-total</b>						
<b>IV</b>	<b>Dinner</b>						
<b>V</b>	<b>Registration fee</b>						
<b>VI</b>	<b>TOTAL OF THE 4 DAYS</b>						

Costs for (1) lodging, (2) domestic transportation between venue, hotel and airport and (3) airfare are not included in this table.

Direct expense =
A+B+C
Overhead
-----
Sub - total
-----
Dinner
-----
Total
-----