

Sample Project

Activity	Rate/Unit	Count	Amount (£)
Proof-reading	150.0	2	300.00
VAT (20%)			60.00

Expense	Currency	Amount	Factor	£
Train fare	£			43.95
Hotel	€	300	0.82	246.00

Sum Fees				300.00
Sum VAT				60.00
Sum Expenses				289.95
Total				649.95