

# OFFICE COVERAGE COST ALLOCATION TEMPLATE

## Insurance Expense Distribution

<b>Insurance Provider</b>		<b>Policy Number</b>	
<b>Policy Period Start</b>		<b>Policy Period End</b>	
<b>Total Annual Premium</b>		<b>Allocation Method</b>	
<b>Prepared By</b>		<b>Date Prepared</b>	

DEPARTMENT / COST CENTER	ALLOCATION DRIVER <small>(Headcount/Sq Ft/etc)</small>	DRIVER VALUE	ALLOCATION %	ALLOCATED COST (\$)	NOTES
<b>Total Allocated</b>					

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Prepared By (Signature / Date)

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Approved By (Signature / Date)