

Standard Budget Plan Document

1. Project/Activity Information

Project Title	_____
Department/Team	_____
Prepared By	_____
Date	_____
Period Covered	_____

2. Budget Summary

Category	Description	Estimated Cost
Personnel	Salaries, wages, allowances, etc.	_____
Materials & Supplies	Office supplies, equipment, etc.	_____
Travel	Transportation, accommodation, etc.	_____
Training	Workshops, seminars, etc.	_____
Other Expenses	Miscellaneous	_____
Total Estimated Cost		_____

3. Detailed Budget Breakdown

Item	Quantity	Unit Cost	Total Cost	Remarks
Example Item 1	—	—	—	—
Example Item 2	—	—	—	—
Grand Total			—	

4. Justification & Notes

Provide detailed justification for each budget item. Specify assumptions, methods of estimation, or any important notes related to the budget.

Important Notes

- All estimated costs should be based on the most recent and accurate data.
- Provide clear justification for each budgeted item to facilitate approval.
- Ensure all relevant stakeholders review and sign before final submission.
- This document serves as an official financial plan for the proposed project/activity.
- Any revisions must be documented and re-approved.