

Departmental Program/Project Budget Format

Department: Sample Department
Program/Project Title: Staff Training and Development
Project Leader: Jane Doe
Duration: January 2024 - December 2024
Prepared By: John Smith
Date: June 20, 2024

Budget Breakdown

Expense Category	Description	Amount (USD)	Remarks
Personnel	Trainer Fees	7,000	External trainers
Supplies & Materials	Training Materials	1,500	Books, handouts
Travel	Transportation	2,000	Field trips
Venue	Room Rental	1,800	External location
Other	Contingency Fund	700	Unforeseen expenses
Total		13,000	

Important Notes

- All budget estimates should be supported by detailed computation or justification.
- Ensure the budget aligns with program/project objectives and deliverables.
- Obtain necessary approvals from authorized personnel prior to implementation.
- Maintain transparency and accountability in monitoring and updating the budget.
- Review and adjust the budget periodically based on actual expenditures and project needs.