

# Comprehensive Annual Training Budget

## 1. Organization Details

Organization Name	_____
Prepared By	_____
Department	_____
Fiscal Year	_____

## 2. Training Objectives

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 3. Training Programs Breakdown

Program/Training Name	Target Group	No. of Participants	Duration	Location/Mode	Total Cost (USD)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
Total Estimated Cost					_____

## 4. Detailed Cost Breakdown

Cost Component	Budgeted Amount (USD)	Remarks
Training Fees	_____	_____
Travel & Accommodation	_____	_____
Materials & Supplies	_____	_____
Facilitator/Trainer Fees	_____	_____
Other Expenses	_____	_____
Grand Total	_____	

## 5. Approval & Signatures

Name: \_\_\_\_\_

Prepared By

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Approved By

Date: \_\_\_\_\_

### Important Notes:

- This document provides a standardized format to capture all relevant training budgets annually.
- Ensure estimations are as accurate as possible; review previous years' data for reference.
- All budget items should be supported with justifications and necessary approvals.
- Regularly review and update the document as actual expenses are incurred.

- Retain this document for audit and future planning references.