

# Monthly Training Expenditure Tracking Document

**Month:** June 2024

**Department:** Human Resources

**Prepared By:** Julia Chen

**Date Prepared:** 2024-06-30

## Training Expenses Table

Date	Training Name	Trainer/Provider	Number of Participants	Expenditure (\$)	Remarks
2024-06-05	Time Management	ABC Solutions	12	600	In-person
2024-06-12	Health & Safety	SafeWork Co.	20	900	Online
2024-06-20	Leadership Skills	Growth Hub	8	1,200	Workshop
2024-06-28	Technical Update	Internal	16	0	Internal resource

**Total Expenditure for June 2024:** \$2,700

## Important Notes

- Ensure that all expenditures are supported by invoices or receipts.
- Update the document monthly for accuracy and transparency.
- Include all training sessions, including those delivered internally.
- Summarize and analyze variances versus the training budget regularly.
- Review and approve the document by authorized personnel.