

Training Program Cost Analysis Format

1. General Information

Program Title	Sample Training Program
Department / Organizer	Learning & Development
Duration	5 days
Participant(s)	50
Proposed Date	15th - 19th July 2024

2. Cost Breakdown

Description	Unit	Quantity	Unit Cost	Total Cost
Trainer Fee	Session	5	\$500	\$2,500
Training Materials	Pack	50	\$20	\$1,000
Venue Rental	Day	5	\$200	\$1,000
Refreshments	Person/Day	250	\$8	\$2,000
Equipment Rental	Set	5	\$50	\$250
Certificates & Printing	Unit	50	\$5	\$250
Total Estimated Cost				\$7,000

3. Budget Details

Budget Source	Annual Training Budget
Amount Allocated	\$8,000
Estimated Expense	\$7,000
Balance After Event	\$1,000

4. Approval

Prepared by	[Name & Signature]
Approved by	[Name & Signature]
Date	[Date]

Important Notes:

- All costs should be supported by valid quotations or invoices where possible.
- Cost estimates should be as accurate as possible to prevent budget overruns.
- Review and approval must be obtained before any expenditure.

- Update the document if there are changes to program scope or participant numbers.
- Keep all records for auditing and reporting purposes.