

# Budget Allocation Justification Report

Department/Project Name: \_\_\_\_\_  
Prepared By: \_\_\_\_\_  
Date: \_\_\_\_\_

## 1. Executive Summary

Briefly summarize the purpose and objectives of the budget allocation, highlighting key financial and operational goals.

## 2. Allocation Table

Expense Category	Allocated Amount	Percentage of Total	Justification
Personnel	\$_____	__%	Describe staffing needs and roles.
Equipment	\$_____	__%	Explain necessity and usage.
Materials & Supplies	\$_____	__%	Specify required materials and reasons.
Travel	\$_____	__%	Provide details of expected travel and its purpose.
Other	\$_____	__%	List and justify other costs.
Total	\$_____	100%	

## 3. Detailed Justification

Provide a narrative explanation for each budget item listed above. Address why each expense is necessary, how it supports project goals, and any alternatives considered.

## 4. Expected Outcomes & Impact

Describe the anticipated results and impacts from the proposed budget allocation. Include both short-term and long-term benefits.

Prepared by: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_  
Date: \_\_\_\_\_

### Important Notes:

- Ensure all allocations are accurately justified and necessary for the success of the project or department.
- Keep supporting documents and calculations available for audit or review purposes.
- Review organizational policies and grant guidelines when preparing justifications.
- Update the report if actual expenses deviate significantly from allocations.
- Clear, concise justifications improve transparency and approval likelihood.

