

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.

