

# Project-Based Budget Allocation Format

## Project Overview

Project Name	<hr/>		
Project Manager	<hr/>		
Department	<hr/>		
Start Date	____	/	____
End Date	____	/	____

## Budget Breakdown

Category	Description	Allocated Amount	Remarks
Personnel	Staff salaries, consultants	<hr/>	
Equipment	Hardware, tools, machinery	<hr/>	
Materials & Supplies	Raw materials, office supplies	<hr/>	
Travel	Transportation, lodging, meals	<hr/>	
Training	Workshops, seminars	<hr/>	
Other	Miscellaneous expenses	<hr/>	
<b>Total</b>		<hr/>	

## Approval

Prepared By	<hr/>	Date	<hr/>
Reviewed By	<hr/>	Date	<hr/>
Approved By	<hr/>	Date	<hr/>

## Important Notes

- This format should be tailored according to the specific requirements of each project.
- Ensure all budget categories are itemized clearly and justified as per project objectives.
- Keep detailed documentation for all expenditures for future audits and reviews.
- Obtain necessary approvals before commencing project spending.
- Regularly monitor the budget allocation versus actual expenses to manage project costs effectively.