

Project-Based Budget Allocation Format

Project Overview

Project Name	_____
Project Manager	_____
Department	_____
Start Date	____ / ____ / ____
End Date	____ / ____ / ____

Budget Breakdown

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

Approval

Prepared By	_____	Date	_____
Reviewed By	_____	Date	_____
Approved By	_____	Date	_____

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.