

Project Budget Approval Template

Project Name: _____

Project Manager: _____

Department: _____

Date: _____

Budget Summary

Category	Description	Estimated Cost
Personnel	Salaries, wages, consultants	\$ _____
Equipment	Tools, hardware, software	\$ _____
Materials & Supplies	Materials, consumables	\$ _____
Travel	Transportation, lodging, per diem	\$ _____
Other	Miscellaneous expenses	\$ _____
Total Estimated Budget		\$ _____

Budget Justification (Summary)

Provide a brief justification for the estimated budget for each category above.

Project Manager Signature & Date

Management Approval & Date

Important Notes:

- Ensure all expected costs are included and justified clearly.
- Attach supporting documents for estimates if available.
- This document must be approved before incurring any project expenses.
- Regularly review and revise the budget as the project progresses.
- Maintain copies of the approved budget for compliance and audit purposes.