

Grant Expense Allocation Document

1. Project and Grant Details

Project Title	Improving Community Health Access
Grant Number	GHX-2024-001
Granting Agency	Global Health Foundation
Project Manager	Jane Doe
Project Duration	January 2024 - December 2024

2. Expense Categories and Allocations

Category	Description	Allocated Amount (USD)	Percentage of Total
Personnel	Salaries and wages for project staff	40,000	40%
Supplies	Medical kits and health supplies	15,000	15%
Travel	Transport for field visits	10,000	10%
Training	Workshops and capacity building	20,000	20%
Administration	Office expenses and administration	10,000	10%
Total		95,000	100%

3. Approval Signatures

Name	Title	Date	Signature
Jane Doe	Project Manager	2024-01-10	<hr/>
John Smith	Finance Officer	2024-01-10	<hr/>

Important Notes:

- All expenses must be supported by valid receipts and documentation.
- Any budget revisions must be approved by the granting agency in advance.
- Regular financial reports should be submitted as per grant agreement.
- Unspent funds must be returned or reallocated according to grantor policy.
- Ensure compliance with both organizational and donor financial guidelines.