

# Multi-Year Department Expense Planning Form

## Department Information

### Department Name

Enter department name

### Manager

Enter manager name

### Fiscal Years Covered

e.g., 2024 - 2027

## Expense Planning Table

Expense Category	Year 1 (Amount)	Year 2 (Amount)	Year 3 (Amount)	Year 4 (Amount)	Notes
Personnel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Notes
Equipment & Supplies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Notes
Travel & Training	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Notes
Maintenance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Notes
Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Notes
<strong>Total</strong>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

## Additional Comments

Enter any additional information or planning considerations here

## Important Notes:

- Ensure all projected expenses are based on realistic estimates and historical data.
- Document any assumptions made for multi-year projections in the notes section.
- Review and adjust plans annually to reflect changes in priorities and funding.
- Collaboration with finance personnel is recommended for accuracy and completeness.
- Keep a record of approved and actual expenses for future planning reference.