

# Budget Template

## What

A tool to keep track of what you need to do this work and how much it costs.

## Why

Keeping track of costs helps keep you on track. A budget gives transparency into the cost of doing this work.

## How

Use this template as a guide. Remove whatever is not applicable for you and add new rows as needed.

what

why

HOW

We are here to help! [Reach out if you have any challenges or questions.](#)

# Budget Template

**Project name**

**Date**

Expense	Description	Units	Cost per unit	Total cost
<b>Human Resources</b>				
Researcher				
Interpreter				
Translator				
Driver				
<b>Travel and lodging</b>				
Travel				
Lodging				
Car/van rental				
Bus fare				
Driver allowance				
Fuel				
<b>Research technology equipment</b>				
Mobile phones				
Modem				
Internet connection/mobile phones bills				

# Budget Template

Expense	Description	Units	Cost per unit	Total cost
<b>Human Resources</b>				
Researcher				
Interpreter				
Translator				
Driver				
<b>Travel and lodging</b>				
Travel				
Lodging				
Car/van rental				
Bus fare				
Driver allowance				
Fuel				
<b>Research technology equipment</b>				
Mobile phones				
Modem				
Internet connection/mobile phones bills				
Digital camera				
Laptop				

# Budget Template

Expense	Description	Units	Cost per unit	Total cost
<b>Research technology equipment (cont'd.)</b>				
Anti-virus software				
Toner for printer				
Colour printer				
<b>Research materials</b>				
Refreshments/meals				
Meeting room rental				
Photocopies				
Papers, markers, pens, flip charts				
<b>Honorariums and gifts</b>				
Participant honorariums				
Gifts for community leaders				
Certificates				
<b>Publication and dissemination</b>				
Printing Methodology guide				
Printing and binding of reports				



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