

Simple Workplace Expense Budget

Project / Department

Budget Period

e.g. Q1 2024

Expense Breakdown

Expense Category	Description	Estimated Cost	Notes
<div>e.g. Office Supplies</div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>
<div></div>	<div></div>	<div></div>	<div></div>
		Total	

Approvals

Prepared By

Approved By