**Training expenditure Report**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |  |  |
| **Budget Line** | **Details/Item** | **No. of Units** | **Unit Size** | **Unit Cost** | **In $** | **No. of days** | **Total cost(Kshs)** | **In $** |
| **1** | **FOOD** | **0** | **0** | **0** |  |  | **0** |  |
| **1.1** | **Participant's Food** |  |  |  |  |  |  |  |
| 1.1.1 | Lunch | 23 | 1 plate | 200 | $2.00 | 4 | 18400 | $184 |
| 1.1.2 | Ten Oclock tea | 23 | 1 cup and a bite | 100 | $1.00 | 4 | 9200 | $92 |
| 1.1.3 | drinking water | 46 | 500mls | 30 | $0.30 | 4 | 5520 | $55.2 |
| 1.1.4 | 4 Oclock soda | 23 | 300mls | 35 | $0.35 | 4 | 3220 | $32.2 |
| **1.2** | **Facilitator's food** | **0** | **0** | **0** | **$0.00** | **0** |  |  |
| 1.2.1 | Lunch | 2 | 1 plate | 200 | $2.00 | 4 | 1600 | $16 |
| 1.2.2 | Ten Oclock tea | 2 | 1 cup and a bite | 100 | $1.00 | 4 | 800 | $8 |
| 1.2.3 | drinking water | 6 | 500mls | 30 | $0.30 | 4 | 720 | $7.2 |
| 1.2.4 | 4 Oclock soda | 2 | 300mls | 35 | $0.35 | 4 | 280 | $2.8 |
|  | **Sub-Total** |  |  |  |  |  | **39740** | $397.4 |
| **3** | **VENUE COSTS** | 0 | 0 | 0 |  |  | 0 |  |
| 3.1 | Hiring Conference Hall and chairs | 1 | Hall | 1500 | $15 | 4 | 6,000 | $60 |
|  | **Sub-Total** |  |  |  |  |  | **6,000** | $60 |
| **4** | **TRANSPORT** |  |  |  |  |  |  |  |
| **4.2** | Staff local transport | **2** | **Kshs.** | **500** | **$5** | **4** | **6,000** | $60 |
|  | **Sub-Total** |  |  |  |  |  | **6,000** | $60 |
| 5 | **STATIONERY** | 0 | 0 |  |  | 0 | 0 |  |
| 5.1 | Flip Chart | 1 | Pc | 500 | $5 | 1 | 500 | $5 |
| 5.2 | Felt pens | 5 | Pcs | 80 | $0.80 | 1 | 400 | $4 |
| 5.3 | Name Tags | 23 | Pcs | 30 | $0.30 | 1 | 690 | $6.9 |
| 5.4 | Note books | 23 | Pcs | 30 | $0.30 | 1 | 690 | $6.9 |
| 5.5 | masking Tape | 1 |  | 60 | $0.60 | 1 | 60 | $0.6 |
| 5.6 | Pens | 23 | Pcs | 20 | $0.20 | 1 | 460 | $4.6 |
|  | **Sub-Total** |  |  |  |  |  | **2,800** | $28 |
| **6** | **FACILITATION FEES** | **0** | **0** | **0** |  | **0** | **0** |  |
| **6.1** | **Facilitator** | **1** | **Kshs.** | **6000** | **$60** | **4** | **24,000** | $240 |
| **6.2** | **Assisting staff** | **1** | **Kshs.** | **3000** | **$30** | **4** | **12,000** | $120 |
|  | **Sub Total** |  |  |  |  |  | **36,000** | $360 |
|  | **Grand Total** |  |  |  |  |  | **90540** | **$905.4** |

Thanks to 100MHL for making this possible!