|  |  |  |
| --- | --- | --- |
| **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 | 27 | 1 plate | 200 | $2.00  | 4 | 21600 | $216  |
| 1.1.2 | Ten Oclock tea | 27 | 1 cup and a bite | 100 | $1.00  | 4 | 10800 | $108 |
| 1.1.3 | drinking water | 27 | 500mls | 30 | $0.30  | 4 | 3240 | $32.4  |
| 1.1.4 | 4 Oclock soda | 27 | 300mls | 35 | $0.35  | 4 | 3780 | $37.8  |
| **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** |  |  |  |  |  | **42820** | $428.2  |
| **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 | 27 | Pcs | 30 | $0.30  | 1 | 810 | $8.4  |
| 5.4 | Note books | 27 | Pcs | 30 | $0.30  | 1 | 810 | $8.4 |
| 5.5 | masking Tape | 1 |   | 60 | $0.60  | 1 | 60 | $0.6  |
| 5.6 | Pens | 27 | Pcs | 20 | $0.20  | 1 | 540 | $5.6  |
|  | **Sub-Total** |  |  |  |  |  | **3,120** | $31.2  |
| **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** |   |   |   |   |   | **90820** | **$908.2**  |

Thank you for making this possible!