**Training Budget Request Form**

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| --- | --- | --- | --- |
| **Organization Name:** | ABC Industries Pvt. Ltd. | **Department:** | Human Resources |
| **Requested By:** | Sarah Ahmed (Training Coordinator) | **Date of Request:** | 13-Oct-2025 |
| **Training Title:** | Leadership and Team Building Workshop | **Training Provider:** | SkillUp Learning Institute |
| **Training Type:** | ☐ Internal ☐ External ☑ Online | | |

**Section 1: Training Details**

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| --- | --- | --- | --- |
| Training Objective | To enhance leadership and communication skills of middle management. | | |
| Duration | 3 Days | Proposed Dates | 5–7 November 2025 |
| **No. of Participants** | **15 Employees** | Target Audience | Supervisors & Team Leads |
| Location | Online (Zoom Platform) | | |

**Section 2: Estimated Training Costs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Expense Category** | **Description** | **Quantity** | **Unit Cost (PKR)** | **Total Cost (PKR)** |
| 1 | Registration Fees | Training enrollment | 15 | 8,000 | =D2\*E2 |
| 2 | Training Materials | Handouts, e-books | 15 | 1,000 | =D3\*E3 |
| 3 | Trainer Fee | 3-Day session | 1 | 60,000 | =D4\*E4 |
| 4 | Software/Platform | Zoom Premium Access | 1 | 10,000 | =D5\*E5 |
| 5 | Miscellaneous | Certificates, logistics | 1 | 5,000 | =D6\*E6 |

**Section 3: Budget Summary**

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| --- | --- | --- | --- |
| **Subtotal** | 200,000 | **Tax (15%)** | 30,000 |
| **Grand Total (PKR)** | **230,000** |  |  |

**Section 4: Funding Source**

|  |  |  |
| --- | --- | --- |
| **Funding Type** | **Department/Account Code** | **Amount Approved (if applicable)** |
| Departmental Training Budget | HR-TRN-2025 | 200,000 |
| Additional Funding (if required) | Central L&D Fund | 30,000 |

**Section 5: Justification / Remarks**

This training aligns with the organization’s 2025 leadership development plan and supports employee engagement, productivity, and retention objectives.

**Section 6: Approval Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Designation** | **Signature** | **Date** |
| Prepared By: Sarah Ahmed | Training Coordinator |  | 13-Oct-2025 |
| Reviewed By: Imran Malik | HR Manager |  |  |
| Approved By: Fatima Khan | Director HR |  |  |