

Monthly Event Budget Form

Month & Year: _____

Department/Team: _____

Planned Events This Month: _____

Projected Budget

Event Name	Budget Allocated	Actual Expense	Balance
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____

Expense Categories (Check All That Apply)

- Venue Rental
- Catering
- Travel & Accommodation
- Equipment & Rentals
- Speaker Fees
- Event Promotion
- Miscellaneous

Approval & Notes

Budget Submitted By: _____ Date: _____

Approved By: _____ Date: _____