

COMPANY NAME

HR TRAINING BUDGET

Date:

Address:

Authorised Person:

Contact Number:

Period:

Expenses	Budgeted	Actual	Difference
Employee Induction	1,500	1,200	300
Soft Skills Training	1,500	1,800	-300
Training Equipment	3,500	5,000	-1,500
Training Stationery	1,500	1,000	500
Trainer Salary	3,000	1,500	1,500
Tool Training for HR	1,500	1,000	500
Vendor Trainer salary	1,500	1,000	500
Video based training	1,500	2,000	-500
Web based Training	1,500	2,000	-500
Resource Management Training	3,500	3,000	500
SLD Training	2,000	3,500	-1,500
TOTAL	22,500	22,500	-500