Preliminary Budget

|  |  |
| --- | --- |
| Team: |  |
|  |
| **Project Expense:** | **€** | **Remarks:** |
| Team building | …. | Costs for activity (dinner with team) |
| Printing | …. | Poster for end presentation |
| Catering | …. | Providing catering for client meeting |
| Unforeseen | …. |  |
|  |  |  |
| **Total Budget:** | **€ 150,00** |  |

Date:………………………………………

Approved by project mentor:

……………………………………………….

|  |  |  |
| --- | --- | --- |
| **Transportation Expense:** | **€** | **Remarks:** |
| Travel expenses client | …. | Meeting client, forth and back x 2 |
| Travel expenses other | …. |  |
|  |  |  |
| **Total Budget:** | **€ …..** |  |

Date:………………………………………

Approved by client:

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