

Activity-based budget template

Item	Cost per unit (GBP)	No. of units	Total (GBP)	Project cost by month (GBP)										Remarks/Description
				June 19	Jul 19	Aug 19	Sept 19	Oct 19	Nov 19	Dec 19	Jan 19	Feb 19	Mar 19	
UK HEIs Actual Budget (max: GBP 4000)														
e.g. Activity 1 – UK visit to Malaysia for Capacity Building Workshop (July 19)														
<i>Flight</i>	800	2	1600	1600			1600							
<i>Accommodation</i>	50	2	100		100			100						
....														
....														
Grand Total (GBP)														
Item	Cost per unit (MYR)	No. of units	Total (MYR)	Project cost by month (MYR)										Remarks/Description
				June 19	Jul 19	Aug 19	Sept 19	Oct 19	Nov 19	Dec 19	Jan 19	Feb 19	Mar 19	
Malaysia HEIs Actual Budget (max: MYR 20 000)														
e.g. Activity 2 – Workshop in Malaysia (Nov 19)														
<i>Kindly input the activity cost breakdown according to the Votes (e.g. Vote 21000, Vote 27000, Vote 29000 etc) for grants as stipulated by the Ministry of Education Malaysia</i>														
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.....														
Grand Total (MYR)														