Example of an Activity Based Budget (ABB), please note all the details below are for a demonstrative purpose only

					APRIL 2015 - MARCH 2016												
					2015									2016			

Activity 1.1 - Example, 30 May - 1 June visit to the UK for 10 people

Item	Unit	Cost per unit	No. of Units	Total	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	TOTAL
Airfares	Per visitor	300	10	£3,000		£3,000											£3,000
Visa costs	Per visitor	20	10	£200		£200											£200
Accomodation in the UK	Per visitor per night	75	30	£2,250			£2,250										£2,250
Meals	Per visitor per day	15	30	£450			£450										£450
Public Transport in the UK	Per visitor	5	10	£50			£50										£50
Co-funding from MFA																	
Transfer cost to and from local airport	Per person	30	10	£300		£150	£150										£300
Total				£5,950	£0	£3,200	£2,750	£0	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5,950
Total co-funding				£300	£0	£150	£150	£0	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£300
Total with co-funding				£6,250	£0	£3,350	£2,900	£0	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£6,250

Activity 1.2 - 1 day seminar on creating ABB, 10 people

Item	Unit	Cost per unit	No. of Units	Total	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	TOTAL
Venue	Per day	150	1	£150		£150											£150
Lecturer	Per day	100	1	£100		£100											£100
Refreshments (tea, coffee & water twice a day)	Per person	5	10	£50		£50											£50
Materials	Per person	3	10	£30		£30											£30
Total					£0	£330	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£330

Activity 1.3 -

Item	Unit	Cost per unit	No. of Units	Total	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	TOTAL
A clear breakdown of all costs				£0													£0
				£0													£0
				£0													£0
Total					£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	

Activity 2

Item	Unit	Cost per unit	No. of Units	Total	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	TOTAL
A clear breakdown of all cost				£0													£0
				£0													£0
				£0													£0
Total					£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	