

ABC-OTS GRANT BUDGET ESTIMATE FORM

Round all budget amounts to the nearest \$100

A. PERSONNEL SERVICES (OVERTIME AND BENEFITS)

Overtime

	Classification/Position	Computation	Cost
1			
2			
3			
4			
5			
		SUBTOTAL	

Benefits

	Classification/Position	Computation	Cost
1			
2			
3			
4			
5			
		SUBTOTAL	
		TOTAL PERSONNEL SERVICES COST	

B. TRAVEL EXPENSES*

For one person to attend the one-day training**

	Description	Cost
1		
2		
3		
4		
5		
		TOTAL TRAVEL EXPENSES COST
		TOTAL BUDGET ESTIMATE (All categories – not to exceed \$30,000)

* Travel reimbursements must comply with the current State of CA travel rules and policy.
<https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>

** Training will be held on October 8, 2026, in Sacramento, CA between the hours of 10 a.m. and 3 p.m.