



## TRAVEL AUTHORIZATION FORM

(This form must be approved in advance of any travel)

Employee Name: TWATHIRWA Fabien Date: 29/11/2023  
Title: Program Manager  
Travel to (location): Nyanza/Garagara Method of travel: By Road  
Departure date: 29/11/2023 Return date: 29/11/2023  
Reason for travel: Tree nursery establishment follow up  
Estimated cost of trip: Amount

Transport:

9000

Taxi:

Lodging:

8000

Meals:

Visa:

Other (describe):

TOTAL:

Budget code(s) to charge travel expenses: 17,000

Assistance needed with booking tickets / accommodations / other arrangements (yes / no; give details):

Additional comments:

Requested By	Finance Review	Executive Director *
Name: <u>TWATHIRWA Fabien</u>	Name: <u>HARERIMANA TASSON</u>	Name: <u>NGANZAMAHORO Elycarpe</u>
Title: <u>PM</u>	Title: <u>F.M</u>	Title: <u>ED</u>
Sign: <u>[Signature]</u>	Sign: <u>[Signature]</u>	Sign: <u>[Signature]</u>
Date: <u>29/11/2023</u>	Date: <u>29/11/2</u>	Date: <u>29/11/2023</u>





## Activity report form

Activity supervisor: NSANZAMAHARO Solyearp

Activity name: Tree nursery establishment follow up

Planned period: 29/11/2023

What are the outcomes?

Nursery well maintained, and seedling health

How many people do you estimate benefited from activity?

300 farmers (environmental)

### Challenges & Lessons Learned

The following table summarizes the challenges we have faced during the implementation period and the lesson learned/solution for each challenge

Challenge	Lessons learned/solutions
<u>Seedlings not health</u>	<u>train nursery technicians on nursery maintenance</u>

**Budget** (the detailed budget used must be in annex with the invoice)

Provide a summary of the expenditure during the implementation period compared to the original budget and expenditure to date. Explain any changes to the budget.

Activity	Planned Budget	expenditure incurred
<u>Tree nursery establishment follow up</u>	<u>17,000</u>	<u>17,000</u>

Comment:

Reported by

Names: IMAHURWA forbes

Title: EM

Date: 29/11/2023

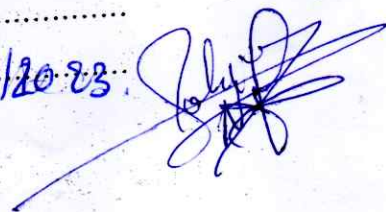


Approved by

Names: NSANZAMAHARO Solyearp

Title: EA

Date: 29/11/2023





## TRAVEL AUTHORIZATION FORM

(This form must be approved in advance of any travel)

Employee Name: Twahwa Fabien Date: 13/11/2023

Title: Program Manager

Travel to (location): ..... Method of travel: By Road

Departure date: 14/11/2023 Return date: 16/11/2023

Reason for travel: Environmental clubs members Coaching

Estimated cost of trip:

Amount

Transport:

27,000

Taxi:

Lodging:

Meals:

24,000

Visa:

Other (describe):

TOTAL:

Budget code(s) to charge travel expenses: 51,000

Assistance needed with booking tickets / accommodations / other arrangements (yes / no; give details):

Additional comments:

Field report attached

Requested By	Finance Review	Executive Director *
Name: Fabien <u>TWAHWA</u>	Name: <u>HABERIMANA</u>	Name: <u>Polycar</u>
Title: PM	Title: <u>Asson</u>	Title: <u>ENVIRONMENTAL CLUBS</u>
Sign: <u>[Signature]</u>	Sign: <u>[Signature]</u>	Sign: <u>[Signature]</u>
Date: <u>14/11/2023</u>	Date: <u>14/11/2023</u>	Date: <u>14/11/2023</u>



## Activity report form

Activity supervisor: NSA N ZANNA HORO Polycarpe

Activity name: Pigs maintenance

Planned period: 14/11/2023 to 16/11/2023

What are the outcomes?

- Environmental clubs members are skilled on how they can maintaining well their pigs.
- Increasing the mindset on pigs rearing.

How many people do you estimate benefited from activity?

250 environmental clubs members

### Challenges & Lessons Learned

The following table summarizes the challenges we have faced during the implementation period and the lesson learned/solution for each challenge

Challenge	Lessons learned/solutions
<u>Pig</u> <u>poor shelter</u>	<u>Coaching farmers how to improve</u>
<u>clean less of pigs</u>	<u>teaching farmers how they</u> <u>can clean well their pigs</u>

**Budget** (the detailed budget used must be in annex with the invoice)

Provide a summary of the expenditure during the implementation period compared to the original budget and expenditure to date. Explain any changes to the budget.

Activity	Planned Budget	expenditure incurred
<u>Environmental clubs Coaching</u>	<u>51,000</u>	<u>51,000</u>

Comment:

regular follow up is needed for maximize  
profit from the pigs distributed to the environmental  
clubs.

Reported by

Names: J. W. A. H. R. W. N. F. A. I. E. N.

Title: P. 17

Date: 16/11/2023

Approved by

Names: Polycarpe

Title: E. A.

Date: 16/11/2023





## TRAVEL AUTHORIZATION FORM

(This form must be approved in advance of any travel)

Employee Name: NSANZA MAHORO Polycarpe Date: 13/11/2023  
Title: E.D.  
Travel to (location): Nyanga/BISAGARA Method of travel: By road  
Departure date: 13/11/2023 Return date: 16/11/2023  
Reason for travel: Environmental clubs members coaching




Estimated cost of trip: Amount  
36,000  
Transport:  
Taxi: 48,000  
Lodging: 32,000  
Meals:  
Visa:  
Other (describe):  
TOTAL:

Budget code(s) to charge travel expenses: 116,000

Assistance needed with booking tickets / accommodations / other arrangements (yes / no; give details):

Additional comments:

Field report attached

Requested By	Finance Review	Executive Director *
Name: Fabien	Name: <u>Josiah HAREMUNA</u>	Name: <u>Polycarpe</u>
Title: PM	Title: <u>P-M</u>	Title: <u>E.D.</u>
Sign: 	Sign: 	Sign: 
Date: <u>13/11/2023</u>	Date: <u>13/11/2023</u>	Date: <u>13/11/2023</u>





## Activity report form

Activity supervisor: Murenera Claudine

Activity name: Environmental clubs Coaching

Planned period: 13th - 16th Nov. 2023

What are the outcomes?

Increased environmental awareness  
Developed of eco-friendly habits  
Enhanced leadership skills among club members

How many people do you estimate benefited from activity?

### Challenges & Lessons Learned

The following table summarizes the challenges we have faced during the implementation period and the lesson learned/solution for each challenge

Challenge	Lessons learned/solutions
<u>Climate change issues</u> <u>(Unpredicted weather</u> <u>which affect the production in sugar time</u>	<u>Use different techniques</u> <u>like irrigation, planting</u>

**Budget** (the detailed budget used must be in annex with the invoice)

Provide a summary of the expenditure during the implementation period compared to the original budget and expenditure to date. Explain any changes to the budget.

Activity	Planned Budget	expenditure incurred
<u>Field Activities</u> <u>Monitoring</u>	<u>116,000</u>	<u>116,000</u>

Comment:

Reported by

Names: Polycarpe

Title: ED

Date: 16/11/2023

Approved by

Names: Murenera Claudine

Title: Director of Board

Date: 16/11/2023



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**TRAVEL AUTHORIZATION FORM**  
(This form must be approved in advance of any travel)

Employee Name: **Fabien TWAHIRWA** Date: **13/6/2023**

Title: **Program Manger**

Travel to (location): **Nyanza-Gisagara District** Method of travel: **By Road**

Departure date: **13/6/2023** Return date: **13/6/2023**

Reason for travel: **attending Gisagara district partners evaluation.**

Estimated cost of trip:	<u>Amount</u>
Transport:	9,000
Taxi:	
Lodging:	
Meals:	8,000
Visa:	
Other (describe):	
TOTAL:	

Budget code(s) to charge travel expenses: 17,000

Assistance needed with booking tickets / accommodations / other arrangements (yes / no; give details):

\_\_\_\_\_

Additional comments:

\_\_\_\_\_

Requested By	Finance Review	Executive Director *
Name: Fabien	Name: HARERIMANA Jasson	Name: Polycarpe
Title: PM	Title: FM	Title: ED
Sign: 	Sign: 	Sign: 
Date: 13/6/2023	Date: 13/6/2023	Date: 13/6/2023





## Activity report form

Activity supervisor: NSA NIZAMA HONORARY POLYCARPE

Activity name: Attending Giza game. Partner's evaluate

Planned period: 13/6/2023

**What are the outcomes?**

What are the outcomes?

GR is evaluated which shows Accountability and positive impact of its activities on target children.

Benefited from activity?

How many people do you estimate benefited from activity?

How many people do you estimate benefited from activity?  
 ..... people living on Myanmar sector.....

**Challenges & Lessons Learned**

..... summarizes the challenges we have faced

## Challenges & Lessons Learned

**Challenges & Lessons Learned**

The following table summarizes the challenges we have faced during the implementation period and the lesson learned/solution for each challenge

Challenges	Lesson learned/solutions
1. Lack of awareness among the community about the project.	1. Conduct awareness sessions in the community.
2. Limited resources for the project.	2. Seek external funding and resources.
3. Limited capacity of the community to manage the project.	3. Provide training and capacity building to the community.
4. Limited participation of the community in the project.	4. Engage the community in the project from the start.
5. Limited support from the government.	5. Engage the government in the project.

Challenge	Lessons learned/solutions

**Budget** (the detailed budget used must be in annex with the invoice)

**Budget** (the detailed budget)

Provide a summary of the expenditure during the implementation period compared to the original budget and expenditure to date. Explain any changes to the budget.

Activity	Planned Budget	expenditure incurred
disapara distrit partners evaluate	17,000	17,000

**Comment:**

Comment:  
4. Small farmers working with GLR were explained to the Evaluator the positive impact of GLR activities on their life.

Approved by  
Poly course

**Reported by**

**Names:** ..... T.W.H. R.N. P. S. R. N. P. S. R. N.

**Title:** ..... *P. 10/11/12* .....

Date: .....

Approved by

Names: ..... Poly course

**Title:** ..... *Handwritten: H.N.*

Date: .....





## TRAVEL AUTHORIZATION FORM

(This form must be approved in advance of any travel)

Employee Name: TWAKIRWA Fabien Date: 19/12/2023  
Title: P.M  
Travel to (location): Algeria / Gaborone Method of travel: By Road  
Departure date: 20/12/2023 Return date: 21/12/2023

Reason for travel: .....

Estimated cost of trip:

Amount

Transport:

18,000

Taxi:

Lodging:

Meals:

Visa:

Other (describe):

TOTAL:

16,000

Budget code(s) to charge travel expenses: 34,000

Assistance needed with booking tickets / accommodations / other arrangements (yes / no; give details):  
.....

Additional comments:  
.....

Requested By	Finance Review	Executive Director *
Name: <u>TWAKIRWA Fabien</u>	Name: <u>HARERIMANA JASON</u>	Name: <u>ALANZAMATTORE</u>
Title: <u>P.M</u>	Title: <u>P.M</u>	Title: <u>Polycarpe</u>
Sign: <u>[Signature]</u>	Sign: <u>[Signature]</u>	Sign: <u>[Signature]</u>
Date: <u>19/12/2023</u>	Date: <u>19/12/2023</u>	Date: <u>19/12/2023</u>



## Activity report form

Activity supervisor: NSANZAMAHORO Polycarpe

Activity name: Tree plantation campaign

Planned period: 20th to 21st December 2023

What are the outcomes?

- 400 seedlings of tree parrots are distributed
- 1000 Greenwillow seedlings are distributed
- 1000 amandara seedlings are distributed

How many people do you estimate benefited from activity?

250 farmers GLR beneficiaries

### Challenges & Lessons Learned

The following table summarizes the challenges we have faced during the implementation period and the lesson learned/solution for each challenge

Challenge	Lessons learned/solutions
- Non challenge	

**Budget** (the detailed budget used must be in annex with the invoice)

Provide a summary of the expenditure during the implementation period compared to the original budget and expenditure to date. Explain any changes to the budget.

Activity	Planned Budget	expenditure incurred
tree plantation campaign	34,000	34,000

Comment:

farmers (Environmental club) members were happy to receive agroforestry trees for planting which will help them to generate income.

Reported by

Names: IRATIRWA Fabien

Title: PM

Date: 22/12/2023

Approved by

Names: NSANZAMAHORO Polycarpe

Title: ED

Date: 22/12/2023





## TRAVEL AUTHORIZATION FORM

(This form must be approved in advance of any travel)

Employee Name: Twahura Fokien Date: 10/5/2023  
 Title: P.M.  
 Travel to (location): Nyanza / Gisenyi Method of travel: By Road  
 Departure date: 10/5/2023 Return date: 10/5/2023  
 Reason for travel: Nursery activities follow-up  
 Estimated cost of trip: \_\_\_\_\_

Transport:

9000

Taxi:

Lodging:

Meals:

8000

Visa:

Other (describe):

TOTAL:

Budget code(s) to charge travel expenses: 12,000 frw.

Assistance needed with booking tickets / accommodations / other arrangements (yes / no; give details):

Additional comments:

Requested By	Finance Review	Executive Director*
Name: <u>Twahura Fokien</u>	Name: <u>J. M.</u>	Name: <u>Polycarpe</u>
Title: <u>P.M.</u>	Title: <u>P.M.</u>	Title: <u>P.M.</u>
Sign: <u>[Signature]</u>	Sign: <u>[Signature]</u>	Sign: <u>[Signature]</u>
Date: <u>10/5/2023</u>	Date: <u>10/5/2023</u>	Date: <u>10/5/2023</u>





## Activity report form

Activity supervisor: NSAMZAMAHORO Polycarpe  
 Activity name: Nursery activities follow up  
 Planned period: 12/15/2023

What are the outcomes?

Producing good different seedlings  
(Agroforestry trees)

How many people do you estimate benefited from activity?

350 Small farmers

### Challenges & Lessons Learned

The following table summarizes the challenges we have faced during the implementation period and the lesson learned/solution for each challenge

Challenge	Lessons learned/solutions
<u>The nursery not well maintained</u>	<u>daily follow-up on nursery maintenance</u>

**Budget** (the detailed budget used must be in annex with the invoice)

Provide a summary of the expenditure during the implementation period compared to the original budget and expenditure to date. Explain any changes to the budget.

Activity	Planned Budget	expenditure incurred
<u>nursery activities follow-up</u>	<u>17,000</u>	<u>17,000</u>

**Comment:**

The nursery is established but not well maintained, technician should make daily follow-up.

**Reported by**

Names: T. W. ATTILAN Fabien  
 Title: PM  
 Date: 12/17/2023  
 Signature: [Signature]

**Approved by**

Names: Polycarpe  
 Title: ED  
 Date: 12/17/2023  
 Signature: [Signature]





Environmental clubs members project

## TRAVEL AUTHORIZATION FORM

(This form must be approved in advance of any travel)

Employee Name: **Fabien TWAHIRWA** Date: 19/4/2023

Title: **Program Manger**

Travel to (location): **Nyanza-Gisagara District** Method of travel: By Road

Departure date: **20/4/2023** Return date: **20/4/2023**

Reason for travel: **Facilitate the Agroforestry practices training to the Environmental clubs members at Nyanza Sector -Gisagara District**

Estimated cost of trip:

Amount

Transport: 9,000

Taxi:

Lodging:

Meals: 8,000

Visa:

Other (describe):

TOTAL:

Budget code(s) to charge travel expenses: 17,000

Assistance needed with booking tickets / accommodations / other arrangements (yes / no; give details):

Additional comments:

Requested By	Finance Review	Executive Director *
Name: Fabien	Name: <i>Jasser</i>	Name: <i>Polycarpe</i>
Title: PM	Title: <i>FM</i>	Title:
Sign: <i>[Signature]</i>	Sign: <i>[Signature]</i>	Sign: <i>[Signature]</i>
Date: 19/4/2023	Date: <i>19/4/2023</i>	Date: <i>19/4/2023</i>





## Activity report form

Activity supervisor: NSIRAZAMATURO Polycarpe

Activity name: Facilitation of agroforestry practice training

Planned period: 20/4/2023

### What are the outcomes?

41 Environmental clubs leaders are trained on agroforestry practice, they know the importance to make agroforestry on their land.

How many people do you estimate benefited from activity?

110 small farmers

### Challenges & Lessons Learned

The following table summarizes the challenges we have faced during the implementation period and the lesson learned/solution for each challenge

Challenge	Lessons learned/solutions
<u>many farmers are not aware of agroforestry practice and the types of trees used.</u>	<u>to train all Environmental clubs members on agroforestry practice.</u>

**Budget** (the detailed budget used must be in annex with the invoice)

Provide a summary of the expenditure during the implementation period compared to the original budget and expenditure to date. Explain any changes to the budget.

Activity	Planned Budget	expenditure incurred
<u>facilitation of agroforestry practice</u>	<u>17,000 Fr</u>	<u>17,000 Fr</u>

### Comment:

the attendees were happy to know importance of agroforestry and take decision to practice in their land.

Reported by

Names: Iwankura Fabien

Title: P.M

Date: 20/4/2023

Signature: [Signature]

Approved by

Names: Polycarpe

Title: ED

Date: 20/4/2023

Signature: [Signature]





Environmental clubs members project

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## TRAVEL AUTHORIZATION FORM

(This form must be approved in advance of any travel)

Employee Name: **Fabien TWAHIRWA** Date: 06/2/2023

Title: **Program Manger**

Travel to (location): **Nyanza-Gisagara District** Method of travel: By Road

Departure date: **6/2/2023** Return date: **6/2/2023**

Reason for travel: **site for nursery Identification & visit of GLR beneficiaries grouped in the Environmental clubs at Nyanza Sector -Gisagara District**

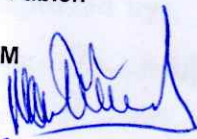


Estimated cost of trip:

	Amount
Transport:	
Taxi:	9,000
Lodging:	
Meals:	
Visa:	8,000
Other (describe):	
TOTAL:	

Budget code(s) to charge travel expenses: \_\_\_\_\_ **17,000** \_\_\_\_\_

Assistance needed with booking tickets / accommodations /other arrangements (yes / no; give details):  
\_\_\_\_\_  
\_\_\_\_\_

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested By	Finance Review	Executive Director *
Name: Fabien	Name: <b>Jarison</b>	Name: <b>Poly coup</b>
Title: PM	Title: <b>F-M</b>	Title: <b>Z</b>
Sign: 	Sign: 	Sign: 
Date: <b>6/2/2023</b>	Date: <b>6/2/2023</b>	Date: <b>6/2/2023</b>





## Activity report form

Activity supervisor: MSA N Z A M A H U R O Polycarpe

Activity name: site identification for nursery.

Planned period: 6/2/2023

What are the outcomes?

the site where the nursery will be established is identified

How many people do you estimate benefited from activity?

350 environmental club beneficiaries

### Challenges & Lessons Learned

The following table summarizes the challenges we have faced during the implementation period and the lesson learned/solution for each challenge

Challenge	Lessons learned/solutions
<u>site not appropriate for nursery establishment</u>	<u>Select good site</u>

**Budget** (the detailed budget used must be in annex with the invoice)

Provide a summary of the expenditure during the implementation period compared to the original budget and expenditure to date. Explain any changes to the budget.

Activity	Planned Budget	expenditure incurred
<u>site identification for nursery</u>	<u>17,000</u>	<u>17,000</u>

Comment:

this activity is well conducted

Reported by

Names: P. W. A. H. R. W. A. F. A. H. O.

Title: P. M.

Date: 6/2/2023

Signature: [Signature]

Approved by

Names: Polycarpe

Title: ED

Date: 6/2/2023

Signature: [Signature]





Environmental clubs members project

## TRAVEL AUTHORIZATION FORM

(This form must be approved in advance of any travel)

Employee Name: **NSANZAMAHORO Polycarpe** Date: 28/3/2023

Title: **EXECUTIVE DIRECTOR**

Travel to (location): **Nyanza-Gisagara District** Method of travel: By Road

Departure date: **28/3/2023** Return date: **29/3/2023**

Reason for travel: **Follow up of field activities ( visit of nursery , visit of GLR beneficiaries in their home, met with field technician)**


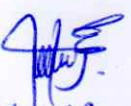

Estimated cost of trip:

	Amount
Transport:	
Taxi:	9,000
Lodging:	
Meals:	16,000
Visa:	8,000
Other (describe):	
TOTAL:	

Budget code(s) to charge travel expenses: \_\_\_\_\_ **33,000** \_\_\_\_\_

Assistance needed with booking tickets / accommodations / other arrangements (yes / no; give details): \_\_\_\_\_

Additional comments: \_\_\_\_\_

Requested By	Finance Review	Executive Director *
Name: Fabien	Name: <i>Jasson</i>	Name: <i>Polycarpe</i>
Title: PM	Title: <i>F.M</i>	Title: <i>ED</i>
Sign: 	Sign: 	Sign: 
Date: 19/4/2023	Date: <i>19/4/2023</i>	Date: <i>19/4/2023</i>





## Activity report form

Activity supervisor: ..... Mureneza Claudine

Activity name: ..... Farmers home visit

Planned period: ..... 28.2.29.12.2023

What are the outcomes?

- Farmers Coached on Tree Planted Maintenance
- Farmers Trained on Seed bed establishment for Vegetable Production

How many people do you estimate benefited from activity?

..... 12 farmers

### Challenges & Lessons Learned

The following table summarizes the challenges we have faced during the implementation period and the lesson learned/solution for each challenge

Challenge	Lessons learned/solutions
Water for Irrigation during dry Season	planting on the right time

**Budget** (the detailed budget used must be in annex with the invoice)

Provide a summary of the expenditure during the implementation period compared to the original budget and expenditure to date. Explain any changes to the budget.

Activity	Planned Budget	expenditure incurred
farmer home visit	33,000	33,000

**Comment:**

**Reported by**

Names: ..... Fwambwa Fabien

Title: ..... P.M

Date: ..... 29.12.2023

Signature: ..... 

**Approved by**

Names: ..... Polycarpe

Title: ..... ED

Date: ..... 29.12.2023

Signature: ..... 





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Environmental clubs members project

**TRAVEL AUTHORIZATION FORM***(This form must be approved in advance of any travel)*Employee Name: **Fabien TWAHIRWA** Date: 28/3/2023Title: **Program Manger**Travel to (location): **Nyanza-Gisagara District** Method of travel: By RoadDeparture date: **28/3/2023** Return date: **28/3/2023**Reason for travel: **Follow up of field activities to the Environmental clubs members at Nyanza Sector -Gisagara District**

Estimated cost of trip:	Amount
Transport:	9,000
Taxi:	
Lodging:	
Meals:	8,000
Visa:	
Other (describe):	
TOTAL:	

Budget code(s) to charge travel expenses: 17,000Assistance needed with booking tickets / accommodations /other arrangements (yes / no; give details):  

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Additional comments: 

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Requested By	Finance Review	Executive Director *
Name: Fabien	Name: <i>Jasson</i>	Name: <i>Poly coupe</i>
Title: PM	Title: <i>F.M</i>	Title: <i>Ed</i>
Sign:	Sign:	Sign:
Date: <i>28/3/2023</i>	Date: <i>28/3/2023</i>	Date: <i>28/3/2023</i>





## Activity report form

Activity supervisor: NSAMZAMAHORA Polycarpe

Activity name: follow up of field activities

Planned period: 28/3/2023

What are the outcomes?

The activities of nursery establishment are well on going and the Environmental clubs are formed  
20 teams of Environmental clubs are on place

How many people do you estimate benefited from activity?

30 small farmers

### Challenges & Lessons Learned

The following table summarizes the challenges we have faced during the implementation period and the lesson learned/solution for each challenge

Challenge	Lessons learned/solutions
<u>all small farmers in Nyanga are not aware of environmental clubs formation</u>	<u>Preparation of awareness campaign on environmental clubs formation</u>

**Budget** (the detailed budget used must be in annex with the invoice)

Provide a summary of the expenditure during the implementation period compared to the original budget and expenditure to date. Explain any changes to the budget.

Activity	Planned Budget	expenditure incurred
<u>follow up of field activities</u>	<u>17,000</u>	<u>17,000</u>

**Comment:**

The field activities are on going well and environmental clubs are well operational

**Reported by**

Names: TWATHIRWA Fabien

Title: P.M

Date: 28/3/2023

Signature: [Signature]

**Approved by**

Names: Polycarpe

Title: Ed

Date: 28/3/2023

Signature: [Signature]



## TRAVEL AUTHORIZATION FORM

(This form must be approved in advance of any travel)

Employee Name: **Fabien TWAHIRWA** Date: 1/11/2023

Title: **Program Manger**

Travel to (location): **Nyanza** Method of travel: **By Road**

Departure date: **1/11/2023** Return date: **1/11/2023**




Reason for travel: **visit of kitchen garden installed by beneficiaries after training and pigs distributed to the environmental clubs.**

Estimated cost of trip:	Amount
Transport:	9,000
Taxi:	
Lodging:	
Meals:	8,000
Visa:	
Other (describe):	
TOTAL:	

Budget code(s) to charge travel expenses: \_\_\_\_\_ **17,000** \_\_\_\_\_

Assistance needed with booking tickets / accommodations / other arrangements (yes / no; give details):  
\_\_\_\_\_

Additional comments:  
\_\_\_\_\_

Requested By	Finance Review	Executive Director *
Name: <b>Fabien</b>	Name: <b>HARERIMANA</b> <b>Jasson</b>	Name: <b>Polycarpe</b>
Title: <b>PM</b>	Title: <b>F-M</b>	Title: <b>ED</b>
Sign: 	Sign: 	Sign: 
Date: <b>11/11/2023</b>	Date: <b>01/11/2023</b>	Date: <b>11/11/2023</b>



23

# TRAVEL AUTHORIZATION FORM

(This form must be approved in advance of any travel)

Employee Name: **Fabien TWAHIRWA** Date: 13/11/2023

Title: **Program Manger**

Travel to (location): **Nyanza** Method of travel: **By Road**

Departure date: **13/11/2023** Return date: **13/11/2023**

Reason for travel: **attending Gisagara JADF economic commission meeting**

Estimated cost of trip:	<u>Amount</u>
Transport:	9,000
Taxi:	
Lodging:	
Meals:	8,000
Visa:	
Other (describe):	
TOTAL:	



Budget code(s) to charge travel expenses: \_\_\_\_\_ **17,000** \_\_\_\_\_

Assistance needed with booking tickets / accommodations / other arrangements (yes / no; give details):

\_\_\_\_\_

Additional comments:

\_\_\_\_\_

Requested By	Finance Review	Executive Director *
Name: Fabien	Name: <b>HARERIMANA</b>	Name: <b>Polycarpe</b>
Title: PM	Title: <b>Asson</b>	Title: <b>ED</b>
Sign: 	Sign: <b>Financial Manager</b>	Sign: 
Date: 13/8/2023	Date: <b>13/11/2023</b>	Date: <b>13/11/2023</b>







## TRAVEL AUTHORIZATION FORM

(This form must be approved in advance of any travel)

Employee Name: ALSA NZAMAHORO Polycarp Date: 04/5/2023  
Title: ED  
Travel to (location): Nyanza / Gitega Method of travel: By Road  
Departure date: 04/5/2023 Return date: 06/5/2023  
Reason for travel: Field visit / vsl / a kitchen garden  
Estimated cost of trip: Amount  
Transport: 27,000  
Taxi:  
Lodging: 32,000  
Meals: 40,000  
Visa:  
Other (describe):  
TOTAL:

Budget code(s) to charge travel expenses: 99,000

Assistance needed with booking tickets / accommodations / other arrangements (yes / no; give details):  
.....

Additional comments:  
.....

Requested By	Finance Review	Executive Director *
Name: <u>Fw A. N. A. Fw A. N. A. Fw A. N. A.</u>	Name: <u>Josson</u>	Name: <u>Polycarp</u>
Title: <u>ED</u>	Title: <u>ED</u>	Title: <u>ED</u>
Sign: <u>[Signature]</u>	Sign: <u>[Signature]</u>	Sign: <u>[Signature]</u>
Date: <u>4/5/2023</u>	Date: <u>4/5/2023</u>	Date: <u>4/5/2023</u>







## TRAVEL AUTHORIZATION FORM

(This form must be approved in advance of any travel)

Employee Name: TWAHIRWA Fabien Date: 04/5/2023  
 Title: P.M  
 Travel to (location): Nyanza / Gicumbi Method of travel: By Road  
 Departure date: 05/5/2023 Return date: 06/5/2023  
 Reason for travel: Field visit / Vols & kitchen garden  
 Estimated cost of trip: Amount

Transport:

18,000

Taxi:

Lodging:

16,000

Meals:

Visa:

Other (describe):

TOTAL:

Budget code(s) to charge travel expenses: 34,000 frs

Assistance needed with booking tickets / accommodations / other arrangements (yes / no; give details):  
 .....

Additional comments:

Requested By	Finance Review	Executive Director *
Name: <u>TWAHIRWA</u>	Name: <u>Joselyne</u>	Name: <u>Polycarpe</u>
Title: <u>Fabien</u>	Title: <u>P.M</u>	Title: <u>RD</u>
Sign: <u>[Signature]</u>	Sign: <u>[Signature]</u>	Sign: <u>[Signature]</u>
Date: <u>5/5/2023</u>	Date: <u>5/5/2023</u>	Date: <u>5/5/2023</u>





## Activity report form

Activity supervisor: MSHAMZAMAHORO Polycarpe

Activity name: Field visit & kitchen garden

Planned period: 4th to 5th / May 2023

What are the outcomes?

Environmental clubs members are visited & discussed on saving and land use; each member is going to have kitchen garden on their home

How many people do you estimate benefited from activity?

300 small farmers

### Challenges & Lessons Learned

The following table summarizes the challenges we have faced during the implementation period and the lesson learned/solution for each challenge

Challenge	Lessons learned/solutions
<u>Some farmers are not knowing the importance of saving and land use</u>	<u>Organize the training on saving and land use</u>

**Budget** (the detailed budget used must be in annex with the invoice)

Provide a summary of the expenditure during the implementation period compared to the original budget and expenditure to date. Explain any changes to the budget.

Activity	Planned Budget	expenditure incurred
<u>Discussion on Vols &amp; kitchen garden</u>	<u>341,000</u>	<u>341,000</u>

**Comment:**

the environmental clubs members are requested to serve with target

**Reported by**

Names: IWAHWA Fabien

Title: P.M

Date: 8/5/2023

Signature: [Signature]

**Approved by**

Names: Polycarpe

Title: FD

Date: 8/5/2023

Signature: [Signature]





## TRAVEL AUTHORIZATION FORM

*(This form must be approved in advance of any travel)*

Employee Name: **NSANZAMAHORO POLYCARPE**

Date: 23/5/2023

Title: **Executive Director**

Travel to (location): **Nyanza-Gisagara District** Method of travel: **By Road**

Departure date: **22/5/2023** Return date: **24/5/2023**


Reason for travel: **Facilitating environmental Clubs business leadership training & meet with potential partners.**

Estimated cost of trip:	Amount
Transport:	27,000
Taxi:	
Lodging:	32,000
Meals:	40,000
Visa:	
Other (describe):	
TOTAL:	

Budget code(s) to charge travel expenses: 99,000

Assistance needed with booking tickets / accommodations / other arrangements (yes / no; give details):

Additional comments:

Requested By	Finance Review	Executive Director *
Name: <b>Fabien</b>	Name: <b>HARERIMANA Jasson</b>	Name: <b>Polycarpe</b>
Title: <b>PM</b>	Title: <b>Financial Manger</b>	Title: <b>ED</b>
Sign: 	Sign: 	Sign: 
Date: <b>22/5/2023</b>	Date: <b>23/5/2023</b>	Date: <b>23/5/2023</b>





## TRAVEL AUTHORIZATION FORM

*(This form must be approved in advance of any travel)*

Employee Name: **Harerimana Jason** Date: **23/5/2023**

Title: **FINANCE MANAGER**

Travel to (location): **Nyanza-Gisagara District** Method of travel: **By Road**

Departure date: **23/5/2023** Return date: **23/5/2023**




Reason for travel: **Train environmental Clubs leaders on business leadership & meet with**  
Estimated cost of trip:

	<u>Amount</u>
Transport:	9,000
Taxi:	
Lodging:	
Meals:	
Visa:	8,000
Other (describe):	
TOTAL:	

Budget code(s) to charge travel expenses: \_\_\_\_\_ **17,000** \_\_\_\_\_

Assistance needed with booking tickets / accommodations / other arrangements (yes / no; give details):

Additional comments:

Requested By	Finance Review	Executive Director *
Name: <b>Fabien</b>	Name: <b>HARERIMANA Jasson</b>	Name: <b>Polycarpe</b>
Title: <b>PM</b>	Title: <b>Financial Manger</b>	Title: <b>ED</b>
Sign: 	Sign: 	Sign: 
Date: <b>22/05/2023</b>	Date: <b>23/5/2023</b>	Date: <b>23/5/2023</b>







## TRAVEL AUTHORIZATION FORM

*(This form must be approved in advance of any travel)*

Employee Name: **TWAHIRWA Fabien** Date: 23/5/2023

Title: **PROGRAM MANAGER**

Travel to (location): **Nyanza-Gisagara District** Method of travel: By Road

Departure date: **23/5/2023** Return date: **24/5/2023**




Reason for travel: **Train environmental Clubs leaders on business leadership & meet with**  
Estimated cost of trip:

	<u>Amount</u>
Transport:	18,000
Taxi:	
Lodging:	
Meals:	
Visa:	16,000
Other (describe):	
TOTAL:	

Budget code(s) to charge travel expenses: 34,000

Assistance needed with booking tickets / accommodations / other arrangements (yes / no; give details):

Additional comments:

Requested By	Finance Review	Executive Director *
Name: Fabien	Name: HARERIMANA Jasson	Name: Polycarpe
Title: PM	Title: Financial Manger	Title: ED
Sign: 	Sign: 	Sign: 
Date: 22/5/2023	Date: 23/5/2023	Date: 23/5/2023







## TRAVEL AUTHORIZATION FORM

(This form must be approved in advance of any travel)

Employee Name: Polycarpe Date: 19.12.2023  
Title: ED  
Travel to (location): Gisagara Nyanza Method of travel: By Road  
Departure date: 19.12.2023 Return date: 21.12.2023

Reason for travel: .....

Estimated cost of trip:

Amount

Transport:

27,000

Taxi:

32,000

Lodging:

Meals:

24,000

Visa:


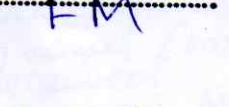

Other (describe):

TOTAL:

Budget code(s) to charge travel expenses: 83,000

Assistance needed with booking tickets / accommodations / other arrangements (yes / no; give details):

Additional comments:

Requested By	Finance Review	Executive Director *
Name: <u>Fabien</u>	Name: <u>Hassimawa</u>	Name: <u>Polycarpe</u>
Title: <u>PM</u>	Title: <u>Tarson</u>	Title: <u>FM</u>
Sign: 	Sign: 	Sign: 
Date: <u>19.12.2023</u>	Date: <u>19.12.2023</u>	Date: <u>19.12.2023</u>





## Activity report form

Activity supervisor: ..... Murrenza Claudine

Activity name: ..... Tree plantation Campaign

Planned period: ..... 19.12.2023 - 21.12.2023

What are the outcomes?

Agroforestry tree seedlings distributed (400 tree tomatoes, 150 Avocados, 1500 Grevillea, and farmers advised on tree seedling maintenance

How many people do you estimate benefited from activity?

..... 250

### Challenges & Lessons Learned

The following table summarizes the challenges we have faced during the implementation period and the lesson learned/solution for each challenge

Challenge	Lessons learned/solutions
Farmers informed us about insects which attack the Tree tomatoes	Advise on using the Insecticide

**Budget** (the detailed budget used must be in annex with the invoice)

Provide a summary of the expenditure during the implementation period compared to the original budget and expenditure to date. Explain any changes to the budget.

Activity	Planned Budget	expenditure incurred
Tree planting Campaign	83,000	83,000

Comment:

The farmers (environmental club members) were happy and committed to maintain well seedlings received

Reported by

Names: ..... Polycarpe

Title: ..... Ed

Date: ..... 22.12.2023

Approved by

Names: ..... Murrenza Claudine

Title: ..... Board of Director

Date: ..... 23.12.2023