

(This form must be approved in advance of any travel

Meals: Visa: Other (describe):	
Other (describe):	
Visa:	
Lodging: Meals:	8000
Taxi:	
Transport:	3000
Estimated cost of trip:	Amount
Departure date: 19/1/12	

Requested By

Name: Twattlawa Finance Review

Name: HAREA MANA

Name: ASAMA MANA

Title: Tasson

Title: Sign:

Date: 49 11/2023.

Date: 29/11/2023.

Date: 29/11/2023.

Activity report form Activity supervisor: ... NSAMLAMAHORO... Lolyearpe Activity name: Tree mursey eshablishment follow up Planned period: 29 11.11 20.23.... Aurent well maintined and seed line. What are the outcomes? How many people do you estimate benefited from activity? 30 farmers cenutron mental The following table summarizes the challenges we have faced during the Challenges & Lessons Learned implementation period and the lesson learned/solution for each challenge Lessons learned/solutions Challenge on mursery mountenance 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. expenditure incurred Planned Budget Activity 17,000 17,000 esterslishment follow up Approved by Names: .. NSAM2AMAHORO Rolyearp Reported by Names: Juntollura forties Title: & Title: M Date: 29 (11/20 23 (Date: 29. (M | 10.23...

Employee Name: Twalna Table Date: 13/11/2023
Title: Mornaper Travel to (location): Method of travel: By Road.
Departure date:
Reason for travel. Environmental clubs members Coaching
Estimated cost of trip: Amount
Transport: 27,000
Taxi:
Lodging:
Meals:
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 WA HIRWA	Name: HARERINANA	Name: Polycast	
Title: PM Sign:	Title: F.M	Title:	
4 4	Sign:	Sign:	1
Date: 14111 2023	Date: 14/11/2023	Date: ///	-

Activity report form Activity supervisor: NSAMZAMAHORO Roly corpe Activity name: Lig.S.... mountenauce.... Planned period: 14/11/2023 to 16/11/2023 - Environ & mental Chils members aresslailed on How they What are the outcomes? Com mon whe ning well their prigs. Increasing the windsel on pigs oreaning, How many people do you estimate benefited from activity? 200 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 Lessons learned/solutions Challenge Coaching formers Howto improve farmers how they 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. expenditure incurred Planned Budget Activity Environmental 51,000 51,000 profit from the profit dustrated to Mounimize profit from the profit author the Environmental Approved by Cly Es. Reported by Names: J.W.A.H.Rwn forbies Names: Poly carpe

Date: 16/1/2023

Employee Name: NSANLA MA	ito Ro Lely carte 13/11/2023
Title: E	GARA hod of travel: By road
Departure date: .13/11/2013 Return dat	e: 16/11/2013
Reason for travel Environmed	stal clubs members coaching
Estimated cost of trip:	Amount 36,000
Transport:	
Taxi: Lodging: Meals: Visa:	48,000 32,000
Other (describe): TOTAL:	
Budget code(s) to charge travel expenses: _	116,000
Assistance needed with booking tickets / acc details):	commodations /other arrangements (yes / no; give
Additional comments: Field	report attached

Requested By	Finance Review	Executive Director *	763
Name: Fabien	Name: Josson HAREREM MYA	Name: Poly Course	
Title: PM	Title: P-M	Title:	arc.
Sign:	Sign: Thur	Sign:	-
Date: 13/11/2023	Date: 13/11/2023	Date: 13 11 28 43	\$151

Employee Name: Fabien TWAHIRWA Date: 1	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 p	artners evaluation.
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 / accomdetails):	modations /other arrangements (yes / no; give
Additional comments:	
And the second second	

Requested By	Finance Review	Executive Director *
Name: Fabien	Name: HARERIMANA Jasson	Name: Polycarpe
Title: PM	Title: FM	Title: ED
Sign:	Sign:	Sign: ROHMENTAL CLUB
Date: 13/6/2023	Date: 13/6/2023	(ST SECOND AT
		Date: 13/6/2023

How many people do you estimate benefited from activity?

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

implementation period and are	1 1 tions
Challenge	Lessons learned/solutions

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

Date:

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.

	Planned Budget	expenditure incurred
Essupeira distre poirturs evalua	17,000	12,000
pour hers evalue	le le c	with GLR were explouned
4 Small for	on the post hive by	uperchiaf GLR activities on
Reported by	A ₁	phone of GLR were exploured on perchaptes on Poly coupe
Names:	THE ALL W	FA
Title:	Date:	



Employee Name:	1 forbren Date:	19/12/20 83
Travel to (location):	h GN for anno Method	of travel: By Road
(1, 1)		
Departure date: 20 4.2 2	Return date:	12/2023
Peacen for travels		
Reason for travel: Estimated cost of trip:	Α	Amount
Estimated cost of trip.	_	
Transport:		18,000
Taxi:		
Lodging:		16,000
Meals:		20,000
Visa:		
Other (describe):		
TOTAL:		
Budget code(s) to charge travel exp	enses:	34,000
Assistance needed with booking tick give details):	ets / accommodations /other	arrangements (yes / no;
Additional comments:		
Requested By	Finance Review	Executive Director *
Name:	Name:	Name:A.SA.A.ZAMAHORO
a Tubua	Title: O JASSON	Lolycarbo.
Title:	7 10 26	Title:
Sign:	Sign:	Sign:
Date: 19/12/2023	Date: 19/12/1083	1011 1020 23
		Date:

		Activity	report f	Orm	
	Activity supervisor:	N8712	AMAHOR	on P.A.	
	Activity name:	e blown	61	muyeur pe	
	Planned period. 1	of b	ett.	Compour	
	m.	<i>Γ.</i> ν	ar De	center 2023	
,	What are the outcome	es?	1		
,	-1500 Brew	lee &	ed line	Loes our distributed	
	formers our	colog	cedlings	Loes our de stributed. our obestributed. ell maintent the description those seed.	
H	ow many people do	you estimate	e benefited	ell marhburn that	0.
C	hallenges & Lessons	Learned	LR. Gene	fleraunes	lings
11	ie iollowing table an		L L		
C	hallenge	and the lesso		for each challenge	
	1 1 1		Lessons les	arned/solutions	
-	Mon dialle	inge			
		0			
Buc	lget (the detailed bud	get used mu	st be in anne	y with the	
110	vide a silmman, of	41			
com	pared to the original budget	oudget and ex	xpenditure to	the implementation period date. Explain any changes to	
				Explain any changes to	
Act	ivity	Planned Bu	Idget		
Trea	e plantahm			expenditure incurred	
	Compain	34100	70	34,000	
For	ment:		0 1		
rece	Du Apreforestr	me unou c	lus fne	where were happy to will help	
Reporte	d by thene to	Periduas	In mail	milhor bis	
Names: 7.1	WAHIRWA Forby	eu Na	ames A	Shala to due	
Title:	. 19	Ti	tle: 2	SAMZAMAHORO Rolycan	k
Date: & &	112/2023	Da	ite: & a	1.01 1.0	
	Market		L'A	1.2/ 20.23	
	Hotel				



week to (tocation):	OLVIZOR GI SOLFOLIZO, Method of travel: By Road
Departure date: 10	2023. Return date: 10/5/2013
eason for travel:	very activities follow-up
stimated cost of trip:	
Transports	/ Amount
Transport:	9000
Taxi:	
Lodging: Meals:	
Meals: Visa:	8000
Other (describe):	
TOTAL:	
dget code(s) to charge trave	el expenses: 47, ovo for
dget code(s) to charge trave	el expenses:
dget code(s) to charge travesistance needed with booking details): ditional comments:	ng tickets / accommodations /other arrangements (yes / no;
dget code(s) to charge travesistance needed with booking details): ditional comments:	Finance Review Executive Director *
dget code(s) to charge traversistance needed with booking details): ditional comments: Requested By Name:	Finance Review Executive Director * Name:
dget code(s) to charge traversistance needed with booking details): ditional comments: Requested By Name:	Finance Review Executive Director* Name: Name: Name: Title: T.
dget code(s) to charge traversistance needed with booking details): ditional comments: Requested By Name:	Finance Review Executive Director* Name: Name: Name: Title: T.
dget code(s) to charge traversistance needed with booking details): ditional comments: Requested By Name:	Finance Review Executive Director* Name: N

Activ	ity report fo	rm
Activity supervisor: NST	HN ZAMAHOR	o Polycarpe
Activity name:	y ochwhes	sfollow up
Planned period:	120 23	
What are the outcomes? Looducing Agreforshy	good diff	creat Sceotlings
How many people do you es3 Do Small for	timate benefited f	from activity?
Challenges & Lessons Learn	ed	
The following table summar implementation period and th	rizes the challenge	es we have faced during the plution for each challenge
Challenge	The same of the sa	rned/solutions
The mursery not u	ell daily	fellow-up on maintenance.
to the budget.	expenditure durin	ex with the invoice) g the implementation period to date. Explain any changes
	ned Budget	expenditure incurred
nursery activities	17,000	17,000
Comment:	rechnician	should be make daily proved by follow, up.
A THE PARTY OF THE	Names:	Poly course
Title: M	Title:	Ed
Date:1.2	Date:	92/5/2023
Signature:	Signature:	



TRAVEL AUTHORIZATION FORM

T	ravel to (location): Nyanza-	Gisagara District Meth	od of travel: By	Road	
D	eparture date: 20/4/2023	Return date: 20/4/2 0	23		
Re Se	eason for travel: Facilitate t ector -Gisagara District	ne Agroforestry practice	s training to the	Environmental clubs members	at Nyanza
Es	stimated cost of trip:	Larrings Longott	Amour	<u>nt</u>	
	Transport:		9,000		
	Taxi:		•		
	Lodging:				
	Meals:		8,000		
	Visa:				
	Other (describe):				
Bu	TOTAL: udget code(s) to charge trave	el expenses:	17,000		
As	idget code(s) to charge trave			gements (yes / no; give details)	
As	idget code(s) to charge traves sistance needed with booking ditional comments:	ng tickets / accommodat	ions /other arran	gements (yes / no; give details)	
As	idget code(s) to charge trave	ng tickets / accommodat	ions /other arran		

Activity supervisor: NETALA	MA HORO Roly compe
Activity name: For alliku hom.	of agroforshy practice trouining
Planned period: 20. 4	3/ 0 /
what are the outcomes? 4. 2. Environ Mulubul on or foresty free comments.	bice they know the importance by on their land
How many people do you estimate	e benefited from activity?
Challenges & Lessons Learned	ructiv.j
The following table summarizes timplementation period and the lesson	the challenges we have faced during the on learned/solution for each challenge
Challenge	Lessons learned/solutions
Budget (the detailed budget used more a summary of the expense	Lo brewn aflenn no hwent of clubs and members on agree for shap be the chice. The work of the contraction period despenditure to date. Explain any changes
Activity Planned B	Budget expenditure incurred
and beginning the state of the	4,000 An
the ottenders wer	take de cesson to practice in their
Reported by	Pale cesion for preiche in their
Names: I.W. A. t. Run. Feebrey	Names: Poly Coupe
Title:	Title:
Date:20 4 20.23	
Signature:	Date:

Activity report form



TRAVEL AUTHORIZATION FORM

Employee Name: Fabien TWA	HIRWA Date: 06/2/2023	
Title: Program Manger		
Travel to (location): Nyanza-G	lisagara Diataian and a	
(season). Nyunza-o	iisagara District Method of trav	vel: By Road
Departure date: 6/2/2023	Return date: 6/2/2023	
Reason for travel: site for nurs at Nyanza Sector -Gisagara Dis	sery Identification & visit of GLR strict	beneficiaries grouped in the Environmental clubs
Estimated cost of trip:	Country of the Haller	The transport of the state of t
	tentale Lenings	Amount
Transport:		0.000
Taxi:		9,000
Lodging:		
Meals:		
Visa:		8,000
Other (describe):		
TOTAL:		
	tickets / accommodations /othe	r arrangements (yes / no; give details):
Additional comments:	AL LESSON A	
Requested By	Finance Review	Executive Direct
Name: Fabien	Name: Jusson	Executive Director *
Title: PM		Name: Poly couls
Sign:	Title: F - M	Title: THOMENTAL CLASS
Sign.	1 1	ALL ALL ON THE STATE OF THE STA
Date: 6/2/2023	Sign:	Sign:
A Service of the serv	Date: 6/2/2023	Date: 6 ANZO GI

	ectated tehote to	
Activity supervisor:	N87-N24 MA HUR	o Poly carbo
Activity supervisor:	2 dentheaps	1
Planned period:	12/2023	
What are the outcomes the sik with is a din hore	rère the murs	ery will be established
The following table sur	earned mmarizes the challenge	es we have faced during the plution for each challenge
Challenge	Lessons lear	rned/solutions
for nursery shares		good pite
Provide a summary of compared to the budget.	the expenditure during	ex with the invoice) g the implementation period to date. Explain any changes
Activity	Planned Budget	expenditure incurred
for markey	77,000	17,000
Comment: This of	ch'why is we	11 Conducted
Reported by		roved by
Names: Twith he Revit. Go		Polycoupe
Title:	Title:	
Date:		61212023
Signature:	Signature:	





TRAVEL AUTHORIZATION FORM

Departure date: 28/3/2023	-Gisagara District Method of tr Return date: 29/3/2023	
vith field technician)	of field activities (visit of nurser	y , visit of GLR beneficiaries in their home
stimated cost of trip:	Locarde Late	Amount
Transport:		cledition to have then
Taxi:		9,000
Lodging:		man learned tacks from
Meals:		16,000
Visa:		8,000
Other (describe):		
Other (describe): TOTAL: dget code(s) to charge trave	l expenses:33,0	
Other (describe): TOTAL: dget code(s) to charge trave		oooer arrangements (yes / no; give details):
Other (describe): TOTAL: dget code(s) to charge trave sistance needed with booking litional comments: Requested By	g tickets / accommodations /oth	er arrangements (yes / no; give details):
Other (describe): TOTAL: dget code(s) to charge trave sistance needed with booking	Finance Review	er arrangements (yes / no; give details): Executive Director *
Other (describe): TOTAL: dget code(s) to charge trave istance needed with booking itional comments: Requested By	g tickets / accommodations /oth	er arrangements (yes / no; give details):

Activity report form
Activity supervisor: Murereneza claudine
Activity name: Fourmers home Visit
Planned period:
What are the outcomes? Farmers coached on free planted Maintenance - farmers trained on Seed ted establishment for Vegetable froduction How many people do you estimate benefited from activity?
for Ve petable fro duction 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
Water for irrigation planting on the right
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 hong 33,000 33,000
Comment:
Reported by Names: Paraly was fabre Names: Poly Course
Names: Twalnews, fabre Names: Poly Carpe Title: Title: Title:
Date: 29(3.12023 Date: 29.13.12023)
Signature: Signature:



TRAVEL AUTHORIZATION FORM

itle: Program Manger ravel to (location): Nyanza-C	Gisagara District Method of trave	el: By Road
eparture date: 28/3/2023	Return date: 28/3/2023	
eason for travel: Follow up c istrict	of field activities to the Environme	ental clubs members at Nyanza Sector -Gi
stimated cost of trip:	Locality Science L.	<u>Amount</u>
Transport:		9,000
Taxi:		
Lodging:		
Meals:		8,000
Visa:		medical control of the control
Other (describe):		
TOTAL: dget code(s) to charge trave	el expenses:17,00	
TOTAL: dget code(s) to charge traves sistance needed with booking		r arrangements (yes / no; give details):
TOTAL: dget code(s) to charge trave sistance needed with bookin ditional comments: Requested By	rickets / accommodations /othe	
TOTAL: dget code(s) to charge trave sistance needed with bookin ditional comments:	ng tickets / accommodations /othe	r arrangements (yes / no; give details):
TOTAL: dget code(s) to charge trave sistance needed with bookin ditional comments: Requested By	rickets / accommodations /othe	r arrangements (yes / no; give details): Executive Director *

Activity report form Activity supervisor: MSAMZAMAHORO Polycourpe Planned period: 28/3/2023 what are the outcomes?

Mursey establishment are well on point of the of Mursey establishment are formed of the order of Environmental clubs are on place How many people do you estimate benefited from activity? 3.00 8mall 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 Lessons learned/solutions Challenge Nyongo and not aware compoun of awar news formation. 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 expenditure incurred to the budget. Planned Budget Activity 17,000 environmental chiti are burll sperminal Approved by Reported by Names: Loly course Names: TWAHIRWA Faking Signature: Signature:

itic

imployee Name: Fabien TWA	HIRWA Date:1/11/2023	
Title: Program Manger Travel to (location): Nyanza	Method of travel: By Road	
Departure date: 1/11/2023 R	eturn date: 1/11/2023	
Reason for travel: visit of kitc	hen garden installed by beneficiaries a	fter training and pigs
Estimated cost of trip:	Ame	<u>ount</u>
Transport:	9,0	000
Taxi:		
Lodging: Meals:	8,	000
Visa:		
Other (describe):		
	vel expenses:17,000_	
Budget code(s) to charge trav Assistance needed with book details): Additional comments:	ring tickets / accommodations /other and	
Budget code(s) to charge trav Assistance needed with book details): Additional comments:	Finance Review	Executive Director *
Budget code(s) to charge trav Assistance needed with book details): Additional comments:	Finance Review Name: #ARER MANA	
Budget code(s) to charge trav Assistance needed with book details): Additional comments:	Finance Review	Executive Director *
Assistance needed with book details): Additional comments: Requested By Name: Fabien	Finance Review Name: HARERIMANA	Executive Director * Name: Polycarte

(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 Metho	d of travel: By Road	
Departure date: 13/11/2023 Return da	ate: 13/11/2023	
Reason for travel: attending Gisagara J	ADF economic commission meeti	ng
Estimated cost of trip:	Amount	
Transport:	9,000	
Taxi: Lodging: Meals: Visa: Other (describe): TOTAL:	8,000	
Budget code(s) to charge travel expens	es: 17,000	
Assistance needed with booking tickets details): Additional comments:	s / accommodations /other arrang	ements (yes / no; give
Requested By	Finance Review	Executive Director *
Name: Fabien	Name: HARRIMANA	Name: Polycoupe

Sign: 13/1/1023

Date:

Date: 13/8/2023

Sign:

Date:



Employee Name:	AHORO Loly Corporte:	out 1 20 2.3 of travel: By Road
Departure date: 04 72083	Return date:	[T]20.23.
Reason for travel: Field Winstender Estimated cost of trip:		Amount Ogrades
Transport:		87,000
Taxi:		
Lodging:		32,000
Meals:		
Visa:	-	40,000
Other (describe):		
TOTAL:		
Budget code(s) to charge travel expension Assistance needed with booking ticked give details):		
Additional comments:	•••••••••••••••••••••••••••••••••••••••	
Requested By	Finance Review	Executive Director *
Name: Tw. A-1: 1. P faha	Name:	Name: Polls. Col. Mag
Title:	Title:	Title:



Employee Name: TwA HIRWA	Rahen Date:	04/5/2023
T:1 - 1 1/ NO		
Travel to (location):	Groupours. Method o	of travel: By Road
	Return date:o.c.	[1023
Departure date: 01 1023		
Reason for travel: Freld W: Estimated cost of trip:	it fysts x Ktcl	mount O
Transport:		18,000
Taxi:		
Lodging:		16,000
Meals:	The state of the s	
Visa:		
Other (describe):		
TOTAL:		
Budget code(s) to charge travel expension Assistance needed with booking tick give details):	-	arrangements (yes / no;
Additional comments:		
Requested By	Finance Review	Executive Director *
Name:	Name:	Name:
Title: Faben. Sign:	Title:	Title:
Date: 1112	Phate: 5/ 5/2023	Sign: 075 2023

Activity	y report fo	rm
Activity supervisor: ASHM.	2 AMAHOR	o polyende
Activity supervisor: ASHM. Activity name: Field wi	n't V	* Kitchen garden
Planned period: 4th to S	M/ May	20.2.3
What are the outcomes?	V	rs erre visited kolvens each members of
Challenges & Lessons Learned The following table summarized implementation period and the le	s the challenge	from activity?
Challenge	Lessons lea	rned/solutions
Provide a summary of the expression to the budget.	must be in ann	ex with the invoice)
Activity	l Budget	expenditure incurred
Arsculling on Ushs x lackchen paraly.	34,000	341000
Comment		members are requested
Names: I.W.A.H. RWA. For byen		Polycarpe
Title: M	Title:	
Date: 8/5/2023		\$7572023
Signature:	Signature: .	



TRAVEL AUTHORIZATION FORM	
(This form must be ap)	proved in advance of any travel
mployee Name: NSANZAMAHORO POLYCAR	PPE Date: 23/5/2023
Fitle: Executive Director	Mathod of travel: By Road
Travel to (location): Nyanza-Gisagara District	; Method of travel. By Nood
Departure date: 22/5/2023 Return date: 24/5	5/2023
Reason for travel: Facilitating environment	al Clubs business leadership training & meet with
Estimated cost of trip:	Amount
Estimated dost of tarp	
Transport:	27,000
Taxi:	
Lodging:	32,000
Meals:	40,000
Visa:	
Other (describe):	
TOTAL:	
Budget code(s) to charge travel expenses:	99,000
	commodations /other arrangements (yes / no; give

Requested By	Finance Review	Executive Director *
Name: Fabien	Name: HARERIMANA Jasson Title: Financial Manger	Name: Polycarpe
Title: PM	Chin	Title: ED
Sign:	Sign:	(2)
Date: 22/5/2023	Date: 23/5/2023	Sigh: AVANZA - GISA: Date: 23/5/2023



	Jason Date: 23/5/2023	
: FINANCE MANAGER		
er to (location): Nyanza-Gi	sagara District Method of travel: B	y Road
arture date: 23/5/2023 Ret	curn date: 23/5/2023	
on for travel: Train enviror	nmental Clubs leaders on business lea	dership & most with
mated cost of trip:	Amo	unt
Transport:	9,00	00
Taxi:		
Lodging:		
Meals:		
Visa:	8,00	00
Other (describe):		
TOTAL:		
tance needed with booking	expenses:17,000 tickets / accommodations /other arra	ngements (yes / no; give
		ngements (yes / no; give
stance needed with booking ils): tional comments: Requested By		
stance needed with booking ils): tional comments:	tickets / accommodations /other arrai	Executive Director *
stance needed with booking ils): tional comments: Requested By	tickets / accommodations /other arrai	Executive Director * Name: Polycarpe
stance needed with booking ils): tional comments: Requested By Name: Fabien Title: PM	Finance Review Name: HARERIMANA Jasson Title: Financial Manger	Executive Director *
stance needed with booking ils): tional comments: Requested By Name: Fabien Title: PM	Finance Review Name: HARERIMANA Jasson Title: Financial Manger	Executive Director * Name: Polycarpe Title: ED
stance needed with booking ils): tional comments: Requested By Name: Fabien Title: PM	Finance Review Name: HARERIMANA Jasson Title: Financial Manger	Executive Director * Name: Polycarpe
stance needed with booking ils): tional comments: Requested By Name: Fabien Title: PM	Finance Review Name: HARERIMANA Jasson Title: Financial Manger	Executive Director * Name: Polycarpe Title: ED



	TRAVEL AUTHORIZATION (This form must be approved in advance)	FORM
Employee Name: Ti		e of any travel
employee Name: IV	AHIRWA Fabien Date: 23/5/2023	
Title: PROGRAM MA	NAGER	
Travel to (location):	Nyanza-Gisagara District Method of trave	ol. Bu Barat
		ен. ву коад
Departure date: 23/	/2023 Return date: 24/5/2023	
Reason for travel: Tra	in environmental Clubs Issue	
Estimated cost of trip	in environmental Clubs leaders on busines	ss leadership & meet with
		Amount
Transport:		18,000
		20,000
Taxi:		
Lodging:		
Meals:		16,000
Visa:		
Other (describ	e):	
TOTAL:		
Budget code(s) to cha	ge travel expenses:34,000	0
Assistance needed wit details):	booking tickets / accommodations /other	arrangements (yes / no; give
Requested By	Finance Review	
Name: Fabien	Name: HARERIMANA Jass	Executive Director *
Title: PM	Title: Financial Manger	Name: Polycarpe
Sign:	Sign:	Title: ED

Requested By	Finance Review	Executive Director *
Name: Fabien Title: PM	Name: HARERIMANA Jasson Title: Financial Manger	Name: Polycarpe
Sign: Michael	Sign:	Title: ED Sign: ROWMENTAL C.
Date: 22/5/2023	Date: 23/5/2023	200
		Date: 23/5/2023 ZA - G1565



	Caspe Date:	<u></u>
le :	- DOLLO ALBONIO Mathed	of Americal D. D. I
iver to (tocacion)	apana Njanza Method	of travel: By Road
parture date: 19.12.20	Return date:	12.2023
ason for travel:	· · · · · · · · · · · · · · · · · · ·	
imated cost of trip:		<u>Amount</u>
Transport:	dis Lectronic	27,000
	an and the bound had now being	
Taxi: Lodging:		32,000
Meals:		24.000
Visa:		21.000
Other (describe):		
TOTAL:		
Light Than		83,000
GOT COdo/c) to charge travel		
lget code(s) to charge travel ϵ	expenses:	33,000
	cickets / accommodations /other	
istance needed with booking t		
istance needed with booking t e details):		
istance needed with booking to details):		
istance needed with booking t e details):		arrangements (yes / no;
istance needed with booking to details):	Finance Review Name:	arrangements (yes / no;
istance needed with booking to details): litional comments: Requested By Name:	Finance Review Name:	arrangements (yes / no; Executive Director *
istance needed with booking to details): litional comments: Requested By Name:	Finance Review Name:	Executive Director * Name:
istance needed with booking to details): litional comments: Requested By Name:	Finance Review Name: Journal Tous on	Executive Director *

	Activity re		
Activity supervisor	Tureren	eza l	Laudine
Activity name:			
Planned period:			
What are the outco	mes? tree leed oloes 15	linos all sol Grevi	stributed (400 tree to Hear and farner up maintinance
How many people o	lo you estimate		
The following table	summarizes th	ne challenges n learned/solu	we have faced during the tion for each challenge
Challenge		Lessons lear	ned/solutions
farmers in	frmed insects	Advis	haide the
Tree tomo	loes	8 ***	
Budget (the detailed	l budget used m	ast be in anne	x with the invoice)
Provide a summar compared to the original the budget.	y of the expen ginal budget and	diture during expenditure to	the implementation period date. Explain any changes to
Activity	Planned	Budget	expenditure incurred
Tree planting	8	3,000	83,000

	0-	0:	
Tree planting.	83,000	83,000	
Campaign			
Comment:	1 car manta	I clubs members inted to maintain we voved by	
The fouriers.	Life and Comm	uted to maintain 100	Po
Con fly	of locewed	mineral property and the second second	V
Reported by	Appi	oved by	
Names: Poly coupe	Names:	v.neremezo. Claudine	
Title:	Title:	and of brector	4
Date:29 12 2.02.3	Date:9	3.4.22.023	
	STATE AND RESERVED TO SERVE	1	