



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:	<u>Amount</u>
Transport:	9,000
Taxi:	
Lodging:	16,000
Meals:	8,000
Visa:	
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>Poly Carpe</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: 28.2.2023/12/2023

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: Ewalduswa fabien

Title: P.M

Date: 29/3/2023

Signature: [Signature]

Approved by

Names: Polycarpe

Title: [Signature]

Date: 29/3/2023

Signature: [Signature]



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:	<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: <i>Jansen</i>	Name: <i>Polycarp</i>
Title: PM	Title: <i>FM</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: Nsamenang A. Itoro 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: T. W. A. R. U. N. Fabien
Title: P. M.
Date: 20/4/2023
Signature: [Signature]

Approved by

Names: Polycarpe
Title: ED
Date: 20/4/2023
Signature: [Signature]



TRAVEL AUTHORIZATION FORM

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

Employee Name: TWATHURU Eubien Date: 10/5/2023
Title: P.M
Travel to (location): NYANZA / GISEN 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: Amount

Transport:

9000

Taxi:

Lodging:

Meals:

8000

Visa:

Other (describe):

TOTAL:

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

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

Additional comments:

Requested By	Finance Review	Executive Director *
Name: <u>TWATHURU Eubien</u>	Name: <u>Josson</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: NSAM ZAMAHORO Polycarpe

Activity name: Nursery activities follow up

Planned period: 12/5/2023

What are the outcomes?

Producing good different seedlings.
(Agroforestry trees)

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
The nursery not well maintained	daily follow-up on nursery maintenance.

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
nursery activities follow-up	17,000	17,000

Comment:

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

Reported by

Names: J. W. ATTANAH Fabien

Title: P.M.

Date: 12/17/2023


Signature: 

Approved by

Names: Polycarpe

Title: ZD

Date: 12/17/2023

Signature: 

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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



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Planned period: 13/6/2023

What are the outcomes?

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

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

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

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

Activity	Planned Budget	expenditure incurred
sisapora district partners evaluate	17,000	17,000

Comment: 4 small farmers working with GHR were explained to the evaluator the positive impact of GHR activities on their life.

Reported by: _____ Approved by: _____

Approved by

Names: Polycarp

Title: Ed

Date:

TRAVEL AUTHORIZATION FORM

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

Employee Name: Iwalewa 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>IWAHIREWA</u>	Name: <u>HABERIMANA</u>	Name: <u>Polycon</u>
Title: PM	Title: <u>Manager</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 Z A M A H O R O Poly carpe

Activity name: Rigs 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>poor pig shelter</u>	<u>Coaching farmers how to improve pigs shelters</u>
<u>clean less of pigs</u>	<u>teaching farmers how they 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. B. I. E. N.

Title: P. N.

Date: 16/11/2023

Approved by

Names: Poly carpe

Title: EA

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): Nyangira/GISAGARA 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
Transport: 36,000
Taxi: 48,000
Lodging: 32,000
Meals: 32,000
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: Polycompe

Title: ED

Date: 16/Nov. 2023

Approved by

Names: Murenera Claudine

Title: Director of board

Date: 16/11/2023



TRAVEL AUTHORIZATION FORM

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

Employee Name: TWAHIRWA Fabien Date: 29/11/2023
Title: Program Manager
Travel to (location): Nyanza/Gasanga 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>TWAHIRWA Fabien</u>	Name: <u>HARERIMANA TASSON</u>	Name: <u>NSANZAMA HORO</u>
Title: <u>P.M.</u>	Title: <u>F.M.</u>	Title: <u>Ecologist</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 Polycarp
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 technician 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:

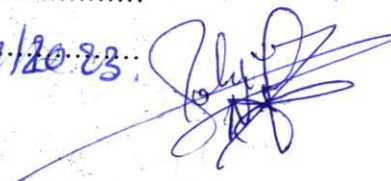
Reported by

Names: IMAHURA Isidore
Title: EM
Date: 29/11/2023



Approved by

Names: NSANZAMAHARO Polycarp
Title: EA
Date: 29/11/2023





TRAVEL AUTHORIZATION FORM

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

Employee Name: TWAHREWA Fokien Date: 19/12/2023
Title: PM
Travel to (location): Nyagaza / Gitega Method of travel: By Road
Departure date: 20/12/2023 Return date: 21/12/2023

Reason for travel:

Estimated cost of trip:

Transport:

Amount
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>TWAHREWA Fokien</u>	Name: <u>HARERIMANA JASON</u>	Name: <u>ALAN ZAMAHORO</u>
Title: <u>PM</u>	Title: <u>PM</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 for mangoes are distributed
- 1000 Grevillea seedlings are distributed
- 150 avocado 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 clubs) members were happy to receive agroforestry trees for planting which will help them to generate income.

Reported by

Names: IRAZWA Fabien

Title: PM

Date: 22/12/2023

Approved by

Names: NSANZAMAHORO Polycarpe

Title: ED

Date: 22/12/2023