

# Environmental clubs members project

# TRAVEL AUTHORIZATION FORM

mployee Name: NSANZAMAHORO Poly	carpe Date: 28/3/2023	
Title: EXECUTIVE DIRECTOR  Travel to (location): Nyanza-Gisāgara Di	strict Method of travel: By Roa	ad
Departure date: 28/3/2023 Return o	late: 29/3/2023	
Reason for travel: Follow up of field acti with field technician)	vities ( visit of nursery , visit of G	LR beneficiaries in their home, met
Estimated cost of trip:	Amount	
Transport: Taxi:	9,000	
Lodging:	16,000	
Meals: Visa:	8,000	
Other (describe): TOTAL:		
Budget code(s) to charge travel expense Assistance needed with booking tickets		
Additional comments:		
	E. Davison	Executive Director *
Requested By Name: Fabien	Name: Jussey	Name: Poly Course
Title: PM Sign:	Title: F. M	Title: Sign:
Date: 19/4/2023	Date: 19/4(208 3	Date: 1914 2013

	lu El .			
Ac	tivity 1	report for	m	
Activity supervisor:	Mure	reneza	Jandine	
Activity name:Fa	94			
Planned period:	282.20	9.12.1.202	LS	
What are the outcomes	?	d on	Tres planted M	aintenone
- forners t	rained	Pro du	ed led establi	islinest
How many people do yo	u estimat	e benefited fr	om activity?	
Challenges & Lessons L The following table sur implementation period ar	mmarizes	the challenge	s we have faced durin	g the
Challenge	IV	Lessons lear	ned/solutions	
Water for wing	ation	plantin	ip on the right	£
0009	sea son	hn	le	
Budget (the detailed bud	get used m	ust be in anne	ex with the invoice)	
Provide a summary of compared to the original to the budget.	the exper budget an	nditure during d expenditure	g the implementation p to date. Explain any ch	period anges
Activity	Planned E	Budget	expenditure incurred	
farmer home	33	, 000	53,000	
Comment:				

Reported by	Approved by
Names: Favaluv. wo. fabrer	Names: Poly carrie
Title:	Title:
Date: 29(.3/2023	Date:
Signature:	Signature:



### Environmental clubs members project

#### TRAVEL AUTHORIZATION FORM

Employee Name: Fabien TWAHIRWA	Date: 19/4/2023	
Title: <b>Program Manger</b> Travel to (location): <b>Nyanza-Giságara</b>	<b>District</b> Method of travel: By R	oad
Departure date: 20/4/2023 Return	n date: <b>20/4/2023</b>	
Reason for travel: Facilitate the Agrofo Sector -Gisagara District	prestry practices training to the E	Environmental clubs members at Nyanza
Estimated cost of trip:	Amoun	<u>t</u>
Transport: Taxi: Lodging:	9,000	
Meals: Visa:	8,000	
Other (describe): TOTAL:		
Budget code(s) to charge travel expens	ses:17,000	
Assistance needed with booking tickets		
Additional comments:		-
Requested By	Finance Review	Executive Director *
Name: Fabien	Name: Jassey	Name: Polycarte
Title: PM Sign:	Title: FM Sign:	Title:
Date: 19/4/2023	Date: 19141908 3	Date: 191 1023

Planned period: 20/4/202	of organ forastry practice travining
What are the outcomes?  4 1 Environ new well  on own for smy from	hice, they know the importance
Challenges & Lessons Learned The following table summarizes	e benefited from activity?
Challenge	Lessons learned/solutions
many formers are not ofwaire of Aproforcing practice and the Aproforcing practice and	Lo train all Environmental clubs chembers on agraforish
Budget (the detailed budget used m	aditure during the implementation period
to the budget.	d expenditure to date. Explain any changes
Activity Planned B	Budget expenditure incurred
facilitation of supporter 17	,000 fr 12,000 for
comment: The attenders were of a consporting and	take de cesión to practice in their
Reported by	Approved by land
Names: I.W.A. t. R.W.A. Fervey	Names: Poly coupe
Title:	Title:
Date:20 4 20.23	Date: 25 412023
Signature:	Signature:

Activity report form

Activity supervisor: NETALAMA HORO Paly compe



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Cochen Date:	
1 GI MI COURT Hathad	of travals By Board
	and the second s
	Amount
	1000
8	000
enses:	-, 500 fw.
enses:	tovo fur
enses:	
ets / accommodations /other	arrangements (yes / no;
ets / accommodations /other	Executive Director *
ets / accommodations /other	arrangements (yes / no;
ets / accommodations /other	Executive Director *
Finance Review Name:	Executive Director * Name:
Finance Review Name:	Executive Director * Name:
	Return date: ARL

		Activity	report fo	rm
	Activity supervisor: NSAMZAMAHORO Polycarpe			
	Activity name:	ursery 6	echly he	sfollow up
	Planned period:	10/1/20	23	
	What are the outcom	res?	d diff	creat Sceothings
	How many people do	/ A /A # V // 1 // A	e benefited f	from activity?
	Chanenges & Lessons	Learned		
	the following table s	Summarizes	the challenge on learned/so	es we have faced during the lution for each challenge
	Challenge	-		rned/solutions
	The mursery a	not well	chaily	Jellow-up on mountainance.
	Provide a summary of compared to the originate to the budget.	of the evnen	ditumo de l	ex with the invoice)  g the implementation period to date. Explain any changes
	Activity	Planned B	udget	evnon diture :
	nursery achirthe		- Got	expenditure incurred
	fo llow-up	17,0	000	17,000
	Comment:	ds est	a Slostre	I but not will
	ported by	7 (	App	roved by fellow, up.
	:	abres	Names:	Poly coupe
Title: . Date: .	10		Title:	
	7 60 09		Date:	92/5/2023
Signati	ure:	3	Signature:	
		14		

Employee Name: Fabien TWAHIRWA Date: 13/	6/2023
Title: Program Manger Travel to (location): Nyanza-Gisagara District N	Лethod of travel: Ву Road
Departure date: 13/6/2023 Return date: 13/6/20	023
Reason for travel: attending Gisagara district part	tners 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 / accomm details):	odations /other arrangements (yes / no; give
Additional comments:	

Requested By	Finance Review	Executive Director *
Name: Fabien	Name: HARERIMANA Jasson	Name: Polycarpe
Title: PM	Title: FM	Title: ED
Sign: Friday Lie	Sign:	Sign: JIRONMENTAL CLUBS
Date: 13/6/2023	Date: 13/6/2023	(3)
		Date: 13/6/2923

	AMILAMA HOILO. LO	lycorpe
Activity name: Attende	ling Grisorpoin	a Bismet pour ner's Evalu
Planned period:43	6. /2023	lycarpe un district pour hner's Evalu
8.11		ch who he on or superry
How many people do you	ngo.n.Myon. 200	gfector!
Challenges & Lessons Le	eathed	s we have faced during the
implementation period an	d the lesson learned/sol	ution for each challenge
Challenge	Lessons lea	rned/solutions
	anjaston linderjedjej	
		VENDERAL BUILDING
De Just (the detailed bud	get used must be in ann	ev with the invoice)
Provide a summary of compared to the original the budget.	the expenditure durin oudget and expenditure	g the implementation period to date. Explain any changes to
compared to the original the budget.  Activity	the expenditure during budget and expenditure Planned Budget	g the implementation period to date. Explain any changes to
Provide a summary of compared to the original the budget.	the expenditure during budget and expenditure.  Planned Budget	g the implementation period to date. Explain any changes to
Provide a summary of compared to the original the budget.  Activity  Fiscipaira dishort  four hours evaluation  Comment:  H. Small four four four four four four four four	Planned Budget  A 17,000  M.E.S	expenditure incurred  At More were explained and the GLR were explained and the control of the c
Provide a summary of compared to the original the budget.  Activity  Compared dishort four hour hours evaluation for the four hours and hours are ported by life.	Planned Budget  A 17,000  M.E.S	expenditure incurred  At Do
Provide a summary of compared to the original the budget.  Activity  Ciscipaira dishort  pour hours evaluation  Comment:	Planned Budget  A 17,000  Mars	expenditure incurred  At Do

Employee Name: Twalnama Fala	e.M Date:
Title: Mornaper Travel to (location): Method of tra	avel: By Road
Departure date: 14 (11\2023. Return date:	111.1202.3
Reason for travel Environmental C	lubs 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 / accommodate details):	tions /other arrangements (yes / no; give
Additional comments: Field report	- orttached

Requested By	Finance Review	Executive Director *
Name: Fabien WAHIRWA	Name: HARERIAMA	Name: Polycash
Title: PM Sign:	Title: Passer	Title:
4 4	Sign:	Sign:
Date: 14/11/2023	Date: 14/11/2013	Date: / 4/11/2013

### Activity report form

Increasing the windsel on pigs rearing,

Con montal clubs members aressibilled on How they

Activity supervisor: NSAMZAMA HORO Roly carpe

Planned period: 14/11/2023 to 16/11/8023.

How many people do you estimate benefited from activity?

Activity name: Lig.S. mountenance.....

What are the outcomes?

Challenge 1		Lessons learned/solutions	
- Loor She	lter	- Coaching formers	How to in
cleanle	ss of hip	eigs shallters.	s how
	115	con clean well +	10
andret (the detail	led budget use		( )
daget (the detai	ied budget use	l must be in annex with the invoice)	
rovide a summ	ary of the ex	penditure during the implementa	tion period
	A CONTROL MANAGEMENT SAN	and expenditure to date. Explain any	
ie budget.	8	ara on portarion to date. Emplain any	orianges to
Activity	Plant	ed Budget evnenditure incu	urrad
Activity	0	ed Budget expenditure incu	urred
En int m h nach	tal		nrred
Paral munacu	0		nrred
En vironmen Cluss Cos	tal 5.	1,000 51,000	
En vi ronnen Cluss Cos	tal 5.	1,000 51,000	
En vi ronnen Cluss Cos	tal 5.	1,000 51,000	
En vi ronnen Cluss Cos	tal 5.	1,000 51,000	
En w ro n men Cluss Coo Comment:re ou now ported by	Ludige 5	1,000 S1,000  1,000 S1,000  1,000 Approved by Ch	
En w ro n men Cluss Cos Comment:  The out not ported by	Ludige 5	2,000 S1,000  Dub IS needed for Approved by	
En vi ronnen Cluss Cos	Ludige 5	1,000 S1,000  1,000 S1,000  1,000 Approved by Ch	
Environment:  Comment:  Co	l follou nour forbier	1,000 S1,000  2 up. 15 needed for page 5 distributed hot of Approved by  Names: Polycoupe  Title: 21	
Environment:  Cluss Coo  Comment:  profit  ported by  TWAHIR	l follou nour forbier	1,000 S1,000  Dub IS needed for Approved by Chronical Rolly Carpe	

Employee Name: NSAN2	MA HORO	lely carte 13	M/2023
Title: F	GISAGARA Method of trave	By road	
110	CUITI UULC. meter terreten de	in the land of the control of the co	
Reason for travel. Enviro	rmental c	lubs members	coaching
Estimated cost of trip:		Amount	0
Transport:	-	36,000	
Taxi:			
Lodging:		48,000	
Meals:		32,000	
Visa:			
Other (describe):			
TOTAL:			
Budget code(s) to charge travel expen	nses: 11	6,000	
Assistance needed with booking ticke details):	ts / accommodation	s /other arrangements (y	es / no; give
Additional comments:	d report	attached	

Name: Fabien  Name: Jossen Wallelemmyn Name: Poly Count  Title: PM  Sign: Sign: Sign:	Requested By	Finance Review	Execu	tive Director *
Sign:	Name: Fabien	Name: Josson HALEREI	Mame:	Polycom
	I I I I I I I I I I I I I I I I I I I	Title: P-M	Title:	agniment A
	211.	Sign: Www	Sign:	all
		Date: 13/11/2023	Date:	13/11/20 TAS

Activity supervisor: Mure reneza Clauding Activity name: ... Inviron mental clubs Coaching Planned period: 13th - 16th Nov. 2023 What are the outcomes? increased environmental aucuness Developped of e confriently, habits En trailed header thip & kills a none 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 Climate charge 1845 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. Planned Budget expenditure incurred Activity 16,000 16,00 Comment: Reported by Approved by Names: Murerenera Claudine Names: ... foly course. Title: Dreuts of board Title: 

Activity report form



## TRAVEL AUTHORIZATION FORM

	ferbich Date:	29/11/2092
Employee Name:	TUBICA Date:	& T1\(\)\\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
Title: Proproum Manager Travel to (location): Myangan G	n Soupra Method o	f travel: By Road
Departure date: 19/11/2023.	Return date: 29	
Reason for travel: Tree Mui Se	ry establishment for	mount
Estimated cost of trip:	_	
Transport:	9	000
	Annual Property	
Taxi:		
Lodging:	. 8	000
Meals:		
Visa:		
Other (describe):		
TOTAL:		
Budget code(s) to charge travel expe		
give details):	its / decemmend to the control of	
Additional comments:		1.
	Figure Devices	Executive Director *
Requested By	Finance Review	
Name: . I w AHI Rus A. Raticy	Name: JAR.E.R. MANA TASSON	2
Title: D	Title:	Title: Loly car Pt RONMENTAL
Sign:	Siza.	63 7 0 1
A HOLLY LOON	Sign:	Sign:
Date: 29/11/2023.	Date: 29 M 2	Date: 29/11/2023
211.11		Date: A9 // 1 2025

Activity report form Activity supervisor: MSANZAMAHORO Lolyearpe Activity name: Tree mursey establishment follow up Planned period: 29/11/2023 What are the outcomes? Autery well maintined and seedling How many people do you estimate benefited from activity? 300 farmers centronmental 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 brewn mursery technicion 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 The mursely 17,000 17,000. esters wishness follow up Comment: Reported by Approved by Names: ... Twattlura forher Names: NSA-M2AMAHORO Rolycorpe Title: A Title: .... 8.4.... Date: .... 29 (M 10.83... Date: 24 (11/20 23.



Employee Name: TWAYLIEU Title: PM	A Forben Date	19/12/2083
Travel to (location):	non Golfangana Metho	d of travel: By Road
Departure date: 20 14 20 2	Return date:	1
Reason for travel: Estimated cost of trip:		
Estimated cost of trip:	b	Amount
Transport:		18,000
Taxi:		
Lodging:		- 4 <u>.</u>
Meals:		16,000
Visa:		
Other (describe):		
TOTAL:		
Budget code(s) to charge travel exp	penses:	34,000
Assistance needed with booking tick		
give details):	Total Total	arrangements (yes / no;
Additional comments:		
Requested By	Finance Review	Executive Director *
Name: fw Att flow A	Name:	
Title: P. Agrabing	Title: JASSON	Polyconto
Sign:	7 10 21	Title:
Alania II	Sign:	Sign.
Date: 19/19/2023	Date: 19/12/12/82	Sign:
	11111100	- 14/19/20192

	ctivity report f	orm	
Activity supervisor:	1879NZAMAHOR	or Indiana	
Activity name: Tree	blanka bon	much	
Planned period: 20	the to Ext to	center 2023	
How many people do you Challenges & Lessons L	Les Seedlings  clos Seedlings  rebilized to un  ou estimate benefited  ers GLR Len  earned		dling
implementation period ar	nd the lesson learned/	ges we have faced during the solution for each challenge	
Challenge		earned/solutions	
- Mon dralle	nge		
Budget (the detailed budg	get used must be in an	nex with the invoice)	
Provide a summary of	the expenditure duri	nex with the invoice)  ng the implementation period to date. Explain any changes to expenditure incurred	
Provide a summary of compared to the original behavior he budget.	the expenditure duri	ng the implementation period to date. Explain any changes to	