

nployee Name: WAH Ku		
avel to (location):	20   GI SOLPOLIE Met	thod of travel: By Road
parture date: 40 1 120 8		
		10/1/2013
ason for travel:	y activities	Amount
Transport:		9000
Taxi:		
Lodging:		
Meals:	The second second	8000
Visa:		8000
011 (1 "		
Other (describe):		
Other (describe): TOTAL:  dget code(s) to charge travel existance needed with booking tick		
TOTAL:  dget code(s) to charge travel existance needed with booking tice details):  ditional comments:		
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TOTAL:  dget code(s) to charge travel existance needed with booking tice details):  ditional comments:	kets / accommodations /ot	her arrangements (yes / no;  Executive Director *
TOTAL:  dget code(s) to charge travel existance needed with booking tice details):  ditional comments:	kets / accommodations /ot	Executive Director* Name:
TOTAL:  dget code(s) to charge travel existance needed with booking tice details):  ditional comments:  Requested By  Name:a. W. H. H. R. L. L. L. Frakes	Finance Review Name:	Executive Director * Name:
TOTAL:  dget code(s) to charge travel existance needed with booking tice details):  ditional comments:  Requested By  Name:a.w.A.H.R.w.y	Finance Review	Executive Director*

	vity report fo	0 1
Activity supervisor:	AMZAMAHOR	eo Polycarpe
Activity name:	ry och whe	s. follow up
Planned period:	7093	
What are the outcomes?  Agre foreshy.	esol dif	ferent Sceollings
How many people do you		from activity?
Challenges & Lessons Lea The following table summimplementation period and	rned narizes the challer	ages we have faced during the solution for each challenge
Challenge	Lessons le	earned/solutions
The mursery mot	nell daile	sey mountainance.
Budget (the detailed budgether a summary of the compared to the original budgether bud	he expenditure du	nnex with the invoice) ring the implementation period ure to date. Explain any changes
to the budget.		expenditure incurred
nursery achorhes	Planned Budget  A7,000	My ODD.
Comment:  Hu murse y  man whow he	s restablish	1
Reported by		Approved by follow, up.
Names: IWAHIRWA FO	Names:	Poly coupe
Title:	Title:	
Date:1.2. 20.23.	Date:	92/1/2023
Signature:	Signatu	re:

(This form must be approved in advance of any travel

Date. 13	5/0/2023
Title: Program Manger	
Travel to (location): Nyanza-Gisagara District	Method of travel: By Road
Departure date: 13/6/2023 Return date: 13/6/2	2023
Reason for travel: attending Gisagara district pa	rtners evaluation.
Estimated cost of trip:	<u>Amount</u>
Transport:	9,000
Taxi:	
Lodging:	
Meals:	8,000
Visa:	3,233
Other (describe):	
TOTAL:	
Budget code(s) to charge travel expenses:	17,000
Assistance needed with booking tickets / accomm	iodations /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:	Sign:	Sign: ROHMENTAL CLUB
Date: 13/6/2023	Date: 13/6/2023	(3) (Sept.)
		Date: 13/6/2023

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## Activity report form

	SA-M. LAHUT. TTO ILO. ACHIEN PE
Activity name: Attur	SAMZAMANORO Polycarpe dino Grangaron dismet pour her's Eval
Named poriod: 13	16 1/2023
	upout of its each whee on Grapan
Challenges & Lessons I	mmarizes the challenges we have faced during the
Challenge	Lessons learned/solution for each challenge
Budget (the detailed bu	dget used must be in annex with the invoice)
Provide a summary o	dget used must be in annex with the invoice)  f the expenditure during the implementation period labudget and expenditure to date. Explain any changes to
Provide a summary of compared to the original the budget.  Activity	f the expenditure during the implementation period labudget and expenditure to date. Explain any changes to  Planned Budget expenditure incurred
Provide a summary of compared to the original the budget.  Activity	f the expenditure during the implementation period labudget and expenditure to date. Explain any changes to  Planned Budget expenditure incurred
Provide a summary of compared to the original the budget.  Activity  Comment:  Language C	Planned Budget expenditure incurred  At 1000  Mers world up with GLR were expended of the following with GLR were expended approved by
Provide a summary of compared to the original the budget.  Activity  Compared to the original the budget.  Comment:  Language of the control of the budget.	Planned Budget expenditure incurred  Approved by  The expenditure during the implementation period  Planned Budget expenditure incurred  Approved by
Provide a summary of compared to the original the budget.  Activity  Comment:  L. Small for for the for the contract of the co	Planned Budget expenditure incurred  Approved by  The expenditure during the implementation period  Planned Budget expenditure incurred  Approved by
Provide a summary of compared to the original the budget.  Activity  Comment:  Comment	Planned Budget expenditure incurred  At 17,000  Mers worlding with GLR were expended of Gull and Color of Gull and Approved by  Names: Poly Course

Employee Name: Twalson falo	en Date: 13/11/2023
Title: Morrager  Travel to (location): Method of tr	avel: By Road
Departure date: 14 (11) 2023 Return date:	
Reason for travel Environmental C	clubs members coaching
Estimated cost of trip:	Amount
Transport:	27,000
Taxi:	
Lodging:	24,000
Meals:	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Visa:	
Other (describe):	
TOTAL:	
Budget code(s) to charge travel expenses:	51,000
Assistance needed with booking tickets / accommoda details):	ations /other arrangements (yes / no; give
uetais).	
Additional comments: Field repor	+ orttached

Requested By	Finance Review	Executive Director *
Name: Fabien TWAHILWA	Name: HARERINATA	Name: Polyconte
Title: PM Sign:	Title: Passer	Title:
	Sign.	Sign:
Date: 14/11/2023	Date: 14/11/2023	Date: / 4/11/2623

Activity report form

			F		
	Activity supervisor:	871124	NUA STORO	Laly carpe	
	Activity name: Li.g.				
	Planned period:	11/202	3 40 20	C. M. 2023.	
				pressibilled on How they	1
	How many people do you	estimate.	ollChy	L.S Members	L
	Challenges & Lessons Le	<b>arned</b> marizes th	e challenges	we have faced during the	
	Challenge			ned/solutions	- 10 ₹/
	- 2001 Shelter cleanless of	/ 100	Coachi Rigs she	up formers Howto improve	E
	Creatificas of	pres	cou che	Sun well their pips	4
	Budget (the detailed budg	et used mu	12	/ 0	
				the implementation period date. Explain any changes to	
	Activity	Planned E	Budget	expenditure incurred	
	En vi ronnental Cluss Coording	1		51,000	
			177.07	recoled for mouninize	e had
Name	s: IWAHIRWA fo	ibres	Names:	oly carps	
Title:	P. M.		Title: 2		
Date:	16/1/2023		Date:	(11.1.2.02.3	



Employee Name: Twith HARWAR Towns to Date: 29 1 23  Firste: Joe Rham Manager Fravel to (location): Name and Array establishment for the Same for travel: By Road  Departure date: 19 1 1 283. Return date: 29 1 20 23  Season for travel: Trass Manager for travel: Stimated cost of trip:  Transport: 9000  Taxi: Lodging: Meals: 8000  Total: does code(s) to charge travel expenses: 15 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Francisco de la constantina della constantina de	approved iii advance of any travel	
Peparture date:	Title: Name:	RWA Forbich Date 29/11/200	
Return date:	Travel to (location): Num	souper Date: 21/1/11/073	
Return date:	to (tocation): M.M.	Method of travel: Purpose	
Reason for travel: Tree Man Scry establishment fills with stimated cost of trip:  Amount  Transport: 9000  Taxi: Lodging: Meals: Visa: Other (describe): TOTAL:  diget code(s) to charge travel expenses: distance needed with booking tickets / accommodations / other arrangements (yes / no;  distinated comments:  Requested By Name: The Atlanta Fabra Name: HAREAL MANA Name: ASAM2AMA MONTH Comments  Title: This on Title: Loggar Proposition of the sign: Sign: Sign: Sign: Sign: July 12023.  Date: 29 M 2	Departure date: 19/1/12	282 By Road	
Requested By  Re		Return date: 49/11/2023	
Transport:  Taxi: Lodging: Meals: Visa: Other (describe): TOTAL:  dget code(s) to charge travel expenses: de details):  Requested By Name: Two Hills of the finance Review Name: Two Hills of the finance Review Name: The finance Review Name: Aspect of the finance Review Sign: Sign: Date: 29 M 2023. Date: 29 M 2	leason for travel:	nur sery expalliofment 011	
Transport:  Taxi: Lodging: Meals: Visa: Other (describe): TOTAL:  diget code(s) to charge travel expenses: e details):  ditional comments:  Requested By Name: Twattlawa Falue Name: The Attlawa Falue Title: Sign: Sign: Date: 29 M 2023. Date: 29 M 2	stimated cost of trip:	January Jeway	
Taxi: Lodging: Meals: Visa: Other (describe): TOTAL:  dget code(s) to charge travel expenses: e details):  Sign:  Requested By Name: And Hawa Fabra Sign: Sign:  Date: 29 M 2023.  Date: 29 M 2023.  Sign:  S	Transport:	Amount /	
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Lodging: Meals: Visa: Other (describe): TOTAL:  dget code(s) to charge travel expenses:  istance needed with booking tickets / accommodations /other arrangements (yes / no;  ditional comments:  Requested By Name: In A HIRWA Fabra Name: If AR. E.A. (MANA Name: INSAN 2 A MA. HOLD  Title: I A Sign: Sign: Date: 29 M 2  Sign: S	Taxi:		
Meals: Visa: Other (describe): TOTAL:  dget code(s) to charge travel expenses:  istance needed with booking tickets / accommodations /other arrangements (yes / no;  de details):  Requested By  Name: Finance Review  Name: Finance Review  Title:  Title:  Title:  Sign:  Date: 29 M 2  Sign:  Sign:  Date: 29 M 2  Sign:  Sign:  Sign:  Date: 29 M 2			
Other (describe): TOTAL:  dget code(s) to charge travel expenses:  distance needed with booking tickets / accommodations /other arrangements (yes / no;  ditional comments:    Requested By		8000	
TOTAL:  dget code(s) to charge travel expenses:  distance needed with booking tickets / accommodations /other arrangements (yes / no;  ditional comments:  Requested By  Name: Twattana Fahrana  Name: HARLER MANNA Name: ASANZAMA MODEL  Sign:  Date: 29 11/2023.  Date: 29 11/2023.  Date: 29 11/2023.  Date: 29 11/2023.  Sign: S	Visa:	8000	
TOTAL:  dget code(s) to charge travel expenses:  distance needed with booking tickets / accommodations /other arrangements (yes / no;  ditional comments:  Requested By  Name: Twattana Fahrana  Name: HARLER MANNA Name: ASANZAMA MODEL  Sign:  Date: 29 11/2023.  Date: 29 11/2023.  Date: 29 11/2023.  Date: 29 11/2023.  Sign: S	Other (describe)		
Requested By Name: Twattaway Foliacy Title: TASSON Sign:  Date: 29/11/2023. Date: 29/11/20	TOTAL:		
Requested By  Name: Twattlewa Fancy  Title: January  Sign:  Date: 29 11/2023. Date: 24 11/2023.			
Requested By  Name: Twattlewa Fahren  Title: James Jam			
Requested By  Name: Twattlewa Fancy  Title: January  Sign:  Date: 29 11/2023. Date: 24 11/2023.			
Requested By  Name: Twattalway Finance Review  Name: HAREA MANA Name: ASAN 2 AMA HOLO  Title: TASSON  Sign:	dget code(s) to charge travel e	expenses: 17,000	
Requested By  Name: Twattalway Finance Review  Name: HAREA MANA Name: ASAN 2 AMA HOLO  Title: TASSON  Sign:	dget code(s) to charge travel e	expenses:	
Requested By  Name: Twattlawa Finance Review  Name: HAREA MANA  Name: ASAMA MANA  Title: JASSON  Sign:  Date: 29 11/2023.  Date: 29 11/2023.  Date: 24 11/2023.	dget code(s) to charge travel e	expenses:	
Requested By  Name: Twattlawa Finance Review  Name: HAREA MANA  Name: ASAMA HOLO  Title: TASSON  Sign:  Date: 29 11/2023.  Date: 29 11/2023.  Date: 24 11/2023.	dget code(s) to charge travel e	expenses:	
Name: Twattania Paper  Name: HARER MANA  Name: MANA  N	dget code(s) to charge travel esistance needed with booking to details):	expenses:	
Name: Twattania Patrick  Title: TASSON  Sign: Si	dget code(s) to charge travel esistance needed with booking to details):	expenses:	
Name: Twattania Patrick  Title: TASSON  Sign: Si	dget code(s) to charge travel esistance needed with booking to details):	expenses:	
Title: TASSON  Sign: Sign: Date: 29 11/2023. Date: 29 11/2023. Date: 29 11/2023.	dget code(s) to charge travel esistance needed with booking to e details):	expenses:	
Title: TASSON  Sign: Sign: Sign: Date: 29/11/2 Sign: S	dget code(s) to charge travel esistance needed with booking to details):  ditional comments:	tickets / accommodations /other arrangements (yes / no;	
Sign: Title: Loly con be son MENTAL of Sign: Sig	dget code(s) to charge travel esistance needed with booking to details):  ditional comments:	Finance Review  Finance Review  Finance Review	
Date: 29/11/2023.   Date: 29/11/2   Sign:	dget code(s) to charge travel esistance needed with booking the details):  ditional comments:  Requested By  Name: Ful AHIRWA-Fahre	Finance Review Executive Director*  Name:	
Date: 29/11/2023. Date: 29/11/2 Sign:	dget code(s) to charge travel esistance needed with booking to edetails):  ditional comments:  Requested By  Name: Twattawa Fahrel  Title:	Finance Review  Finance Review  Name: HARERIMANA Name:ASAMA.HOLO  Title:	
21/11/1623. Date: 29/11/2	dget code(s) to charge travel esistance needed with booking to edetails):  ditional comments:  Requested By  Name: Twattawa Fahrel  Title:	Finance Review  Finance Review  Name: HARERIMANA Name:ASAMA.HOLO  Title: TASSON  Title: Loly car be an asama.	TAL C
Sur La Solt Marie La Solt Mari	Requested By Name: For Att Consider the Author of the Constant	Finance Review  Finance Review  Name: HARER MANA  Title: TASSON  Sign:  Executive Director*  Name: ASAN 2 A MA HOLO  Title: Loly on personnen	TAL C
	dget code(s) to charge travel esistance needed with booking to details):  ditional comments:  Requested By  Name: INAHIRWA-Fabre  Title:	Finance Review  Name: HARER MANA Name: ASAN 2 AMA HOLO  Title: TASSON  Sign:	TALC

Activity name	Tre muser	eshortlishment follow
	29/11/2023	e con c
What are the outo		hned and seedly
	do you estimate benefi	
Challenges & Less The following tab	sons Learned le summarizes the cha	llenges we have faced during ed/solution for each challenge
Challenge	Lesso	ns learned/solutions
Sedlings	not bree	in mursery technicion
shealk!	- ou	nursing mounteners
Provide a summa compared to the or	ry of the expenditure	n annex with the invoice) during the implementation p iture to date. Explain any chang
he budget.	The second secon	
Activity	Planned Budget	expenditure incurred
Activity	12,000	10 ~~-
<u> </u>	12,000	
Activity The markey	12,000	



	ary travel
Employee Name: JW AHLRWA	Forken Date: 19/12/2023
Travel to (location): Alabarase	1 Calena
(	GN SOLGOLOG Method of travel: By Road
Departure date: 20 12 12 22	
1,2,00	Return date: 21/12/2092
Reason for travel:	· I is m bellering
Estimated cost of trip:	*
	Amount
Transport:	.18,000
554	.710100
Taxi:	
Lodging:	* ·
Meals:	
Visa:	16,000
	E.F
Other (describe):	
TOTAL:	
Budget code(s) to charge travel expens	es: 34,000
Assistance needed with booking tickets give details):	/ accommodations /other arrangements (yes / no;
Additional	
Additional comments:	
Requested By	
111	nance Review Executive Director *
Name:	me: (HUI) BI) IIV BAIA
a talkin	TACCO NI Walle HOFF WARROND
Sign:	le: Plant Lelycarte
Sign:	The state of the s
Date: 14/24/2	Sign:
Date: 19/1 8/2022   Dat	e: 19/12/7082
	Date: 15/12/ 20 23
	Date. 10 May 20

	Antivity	omant fam		
	Activity 1	eport for	m	
Activity supervise	or: N. 879. N. 2.A	MAHORO	Solycarp	
Activity name:	Tree plant	by Alm	mler 2023	
Planned period:	100° FD	WI Dece	mler 2023	
How many people  Challenges & Less The following table	Cot of form for the cot of of the cot of the	be challenges	we have faced during the	 Seed
	iod and the lesso	n learned/sol	ution for each challenge	
Challenge *		Lessons lear	rned/solutions	
- Mon de	allenge			
	0			
				-
				_]
Budget (the detailed	d budget used mu	ist be in anne	x with the invoice)	
the budget.	ginal budget and	expenditure to	the implementation perio date. Explain any changes t	id to
Activity	Planned E	Budget	expenditure incurred	7
Tree plantakm	3410	no	34,000	1
Comment:				
Formers Cank	in non me whal.	clube me	enters were lappy	h
receive Aprefo	restry mees	for blow	nhuy whoch hill	e h
Reported by Henry	to Jerudua	orte Moul	white which will	
ies: TwAttiRWA.	Partien	Names /	Vernia many - a B	) 1
e PM		miai.	MSANIZAMAHORO E	seyo
		Title:2	<u>Ŋ</u>	0
= 22/12/202	3	Date: 9 9	11912 22/11	7



	Employee Name:	A Paken Dat	e: 04/5/2023
	Travel to (location):	2a Caragona. Meth	nod of travel: By Road
	Departure date: 0 102		6/5/2023
	Reason for travel: Field V Estimated cost of trip:	vsit / Ysls x K	Amount Jourden
	Transport:		18,000
	Taxi: Lodging:		11 -
	Meals:	THE RESERVE OF THE RE	16,000
	Visa:		
	Other (describe):		
	TOTAL:		-
	Budget code(s) to charge travel ex		
2	Assistance needed with booking tigive details):	ckets / accommodations /oth	ner arrangements (yes / no;
-	Additional comments:		
	Requested By	Finance Review	Executive Director *
	Name:	Name:	Name:
	Title: Fashen.	Title: 1	- A
	Sign:	Sign:	Sign:
	Date:	18 Date: 57 7700 2	Sign:

Activity supervisor:	SAN 2 A!	19Alto 20	polycu pe	
Activity name: held	d. wash	·V	* Kitchen garden	
Planned period:4th.	to 5th	May 20	0.2.3	
What are the outcomes?  Show to have have the how many people do you challenges & Lessons Less	udlub.g h.ch.en u estimate	benefited fro	each members of grave on their Horace	
	nmarizes th		we have faced during the ution for each challenge	
Challenge		Lessons learned/solutions		
	forming no get used mu the expen	ast be in anne	x with the invoice)  to date. Explain any changes	
Activity	Planned B	udget	expenditure incurred	
x laitchen parale	4. 3	4,000	341000	
Comment:  The environment  To Solvie will	rental	clubs a	numbers are requested	
Reported by	1		proved by	
Names: IWAHIRWA FO	usveb		Polycarpe	
Title: M. M.	2	Title:		
Date: 8 [ 1 20 23		Date:	87572023	
Signature:	_	Signature:		

Activity report form

Employee Name: NSANZA MAIT	oro lely carte 13/M/2023
Title:	
Departure date: .13/11/2013 Return date: .	16/11/8623
Reason for travel Environment	al clubs members coaching
Estimated cost of trip:  Transport:	Amount 36,000
Taxi: Lodging: Meals:	48,000 32,000
Visa: Other (describe): TOTAL:	
Budget code(s) to charge travel expenses:	116,000
Assistance needed with booking tickets / accordetails):	mmodations /other arrangements (yes / no; give
Additional comments: Field re	port attached

Requested By	Finance Review	Executi	Executive Director *	
Name: Fabien	Name: Josson Walker	Name:	Poly confre	
Title: PM	Title: P-M	Title:	J. Jung Nim	ENTAL
Sign:	Sign: Thur	Sign:	Cold	
Date: 13 (M/20)	23 Date: Polm/2023	Date:	12/11/2000	15.

Activity report form Activity supervisor: Mure re ne 2a Claudine Activity name: .... Inviron mental clubs Coaching Planned period: 13th 16th Nov. 2023 What are the outcomes? increased environmental amanness Developped of econfriently habits onone 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 Lessons learned/solutions Challenge Climate charge 1884 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 116,00 M6,000 Comment: Approved by Reported by Names: Murereneza Claudine Names: ... to by course. Title: .....

John

M

Date: .../ 6 (11.1.202) ?