



TRAVEL AUTHORIZATION FORM

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

Employee Name: SWATHURA EMBEN Date: 10/5/2023
Title: P.M.
Travel to (location): NYANZA / GISEN Method of travel: By Road
Departure date: 10/5/2023 Return date: 10/15/2023
Reason for travel: Nursery activities follow-up
Estimated cost of trip: _____ Amount

Transport: 9000

Taxi:

Lodging:

Meals:

Visa:

Other (describe):

TOTAL:

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

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

Additional comments:

Requested By	Finance Review	Executive Director *
Name: <u>SWATHURA EMBEN</u>	Name: <u>Josiah</u>	Name: <u>Polycarpe</u>
Title: <u>P.M.</u>	Title: <u>P.M.</u>	Title: <u>ED</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: 10/5/2023

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
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. A. H. N. A. F. A. B. I. E. S.

Title: P. M.

Date: 12/17/2023

Signature: [Signature]

Approved by

Names: Polycarpe

Title: F. D.

Date: 12/17/2023

Signature: [Signature]

7

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



8

Activity supervisor: NSA/12AMA/HORO Polycarpe

Activity name: Attending Gissigama District partners evaluate

Planned period: 13/6/2023

What are the outcomes?

What are the outcomes?

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

How many people do you estimate benefited from activity?

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

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

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
Issaigara district barriers evaluate	17,000	17,000

Comment:

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

Reported by *[Signature]* **Approved by** *[Signature]*

Reported by

Names: TW HUBER fabien

Title: P.M.T. 1

Date:

Approved by _____

Names: Poly Comp

Title: 

Date:

TRAVEL AUTHORIZATION FORM

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

Employee Name: Twalawa 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:

Visa:

Other (describe):

TOTAL:

24,000

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>TWALAWA</u>	Name: <u>HARERINANA</u>	Name: <u>Polyca</u>
Title: PM	Title: <u>Manager</u>	Title: <u>Program Manager</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 NIZAMA 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>poor pig shelter</u>	<u>Coaching farmers how to improve pig 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

Approved by

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

Names: Polycarpe

Title: P. 17

Title: EA

Date: 16/11/2023

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/Orugara 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:

Transport:

Amount

9000

Taxi:

Lodging:

Meals:

Visa:

Other (describe):

TOTAL:

8000

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</u>	Name: <u>ASAZAMAHORO</u>
Title: <u>P.M.</u>	Title: <u>JASSON</u>	Title: <u>Elycarpe</u>
Sign: <u>[Signature]</u>	Sign: <u>P.M.</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 healthy

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
Seedlings not healthy	train nursery technicians 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
Tree nursery establishment follow up	17,000	17,000

Comment:

Reported by

Names: ... WATUBWA Felix

Title: ... E.M

Date: ... 29/11/2023

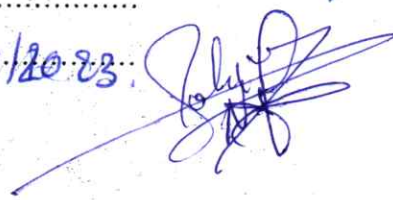


Approved by

Names: ... NSANZAMAHARO Polycarp

Title: ... E.A

Date: ... 29/11/2023





TRAVEL AUTHORIZATION FORM

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

Employee Name: TW AHLEWA FOLKEN Date: 19/12/2023
Title: P.M.
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>TW AHLEWA FOLKEN</u>	Name: <u>HARERIMANA JASON</u>	Name: <u>ALCANIZAMAHORO</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 Polycarp

Activity name: Tree plantation campaign

Planned period: 20th to 22nd December 2023

What are the outcomes?

- 400 seedlings of tree for mangoes are distributed
- 1000 Br. W. seedlings are distributed
- 100 avocados 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 diversify their income.

Reported by

Names: IRAHARA Fabien

Title: PM

Date: 22/12/2023

Approved by

Names: NSANZAMAHORO Polycarp

Title: EA

Date: 22/12/2023



TRAVEL AUTHORIZATION FORM

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

Employee Name: TWAHURA 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 x kitchen garden
 Estimated cost of trip: Amount

Transport: 18,000
 Taxi:
 Lodging:
 Meals: 16,000
 Visa:
 Other (describe):
 TOTAL:

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

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

Additional comments:

Requested By	Finance Review	Executive Director *
Name: <u>TWAHURA</u>	Name: <u>Dassier</u>	Name: <u>Polycarpe</u>
Title: <u>Fabien</u>	Title: <u>P.M</u>	Title: <u>730</u>
Sign: <u>[Signature]</u>	Sign: <u>[Signature]</u>	Sign: <u>[Signature]</u>
Date: <u>05/5/2023</u>	Date: <u>07/5/2023</u>	Date: <u>07/5/2023</u>



Activity report form

Activity supervisor: NSAM ZANGLATO RO 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 members 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
Some farmers are not knowing the importance of saving and land use	Organize the training on saving and land use

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
Discussion on Vols & kitchen garden	34,000	34,000

Comment:
the environmental clubs members are requested to serve with target

Reported by

Names: ISAHARA Fabien
 Title: P.M
 Date: 8/5/2023
 Signature: [Signature]

Approved by

Names: Polycarpe
 Title: FD
 Date: 27/5/2023
 Signature: [Signature]

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/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>Josson 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 right 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: Poly coupe

Title: ED

Date: 16/Nov. 2023

Approved by

Names: Murenera Claudine

Title: Director of board

Date: 16/11/2023