



# CASH ADVANCE CLEAR FORM

Date : 27.7.24

BU/BR/Division : Renewable Energy

Department : Service

Advance Issue : 300,000 Kyats/.....USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 <sup>st</sup> Time Advance	<u>13.6.24</u>	<u>89983</u>		<u>300,000</u>	Cash Advance TA
2	2 <sup>nd</sup> Time Advance					Charges Clear MW
3	3 <sup>rd</sup> Time Advance					Solar System Installation
Total Advance					<u>300,000</u>	Myeik- U San Maung
Total Actual					<u>260,000</u>	
Balance Refund/Additional					<u>40,000</u>	

Request By

Ei Thwe Phyo  
Requester

Checked By

Aung Ko Ko Oo  
Mgr/DH

Checked By

Nway Nway  
Finance & Account

Approved By

Phyto Thu  
GM/AGM/COO

Approved By

CMC  
04-CFD-CAS-FRM-002-03

Nyein Ei 2 Khany  
8/8/24

Nyein Ei 2 Khany  
12/8/24





TRAVEL ADVANCE CLAIM FORM

No. of days: \_\_\_\_\_  
 Date of departure: 20.6.24 to 20.7.24  
 To: Singapore & 17th Ave. Project Distribution  
 From: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Project: \_\_\_\_\_  
 Approved by: \_\_\_\_\_  
 Date: \_\_\_\_\_

Date	Description	Total amount	
		US\$	SGD
20.6.24 to 20.7.24	TA charges for 1 month 1 person		840.00
20.7.24	Other charges		
Total Expense (US\$ per month)			
Total Advance (US\$ per month)			
Balance Returned (US\$ per month)			

All Requested				
No.	Name	Position	Date	Signature

# TRAVELLING REPORT

 Date : 27.7.24

Report To	Aung Ky Ro Co	
Employee Name	Aung Phan Kyaw	
Position	STDP	
Department	Service	
Business	Re BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	20.6.24	20.7.24
Total Days	1 month	
Trip Information	1. From <u>Yangon</u> To <u>Myeik</u>	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling	IMW Solar System Installation & Myeik Sites Inspection.	
Travel Date	Activities	Remark
	The daily job reports are attached below.	

Reported by  
 Sign : [Signature]  
 Name : Aung Phan Kyaw  
 Position : STDP

Checked by  
 Sign : [Signature]  
 Name : U Aung Ro Ro Co.  
 Position : ADH

Approved by  
 Sign : [Signature]  
 Name : U Aye Man Htoon.  
 Position :

(DH/AGM/GM)

(COO)

05-CIL-IIRM-FRM-064-01

[Signature]  
 9/8/2024

No.	Date	Status	Job Types/Number
1	20.6.24	Attend	Went to Myeik from Yangon HO.
2	21.6.24	Attend	Went to 1MW job site. I learned about the On grid solar system from Ko Khin Maung Htwe.
3	22.6.24	Holiday	I learned about the On grid solar system from Ko Khin Maung Htwe. Installed communications cable.
4	23.6.24	Holiday	Prepared water motor and pressure tank for spraying water on solar panels.
5	24.6.24	Attend	Cleaned panel room. I learned about on grid solar system.
6	25.6.24	Attend	Cleared the grass under the solar plant. Solar cable trucking is covered with silicon.
7	26.6.24	Attend	Cleared the grass under the solar plant. -Solar cable trucking is covered with silicon.
8	27.6.24	Attend	AC cable and pipes were made to install cctv and lighting for panel room.
9	28.6.24	Attend	Two lamps ,cctv cable and cctv were installed in the panel room.
10	29.6.24	Attend	Test running cctv and lighting at the panel room.
11	30.6.24	Holiday	Cleaned panel room. I learned about power factor.
12	1.7.24	Attend	Cleared the grass under the solar plant. I learned about generator and setting.
13	2.7.24	Attend	Cleared. the grass under the solar plant. Prepared water motor and pressure tank for solar plant. Checked the panel room and inverter.
14	3.7.24	Attend	Installed water motor and pressure tank for solar plant. Cleaned panel room and checked 100Kw on grid inverter .Checked and collected tools list.
15	4.7.24	Attend	Comeback to Myeik branch for 10kw site installation. Bought needed accessories for 10Kw site.
16	5.7.24	Attend	Installed Matador Lectro 10KW hybrid inverter 1pcs, 51.2V 200Ah classic battery 2pcs, AC& DC panel box, battery panel box & battery breaker & battery cable. Installed bus bar & bus bar box for battery.
17	6.7.24	Holiday	Installed DC&AC input output cable inverter to breaker. Installed battery cable bus box to battery and battery breaker.
18	7.7.24	Holiday	Installed rail road & L feet for solar panel 16pcs.
19	8.7.24	Attend	Installed Matador Lectro 550W solar panel 16 pcs. Installed solar cable and cable pipe solar panel to DC breaker.
20	9.7.24	Attend	Installed earthing system and cable pipe. Installed solar cable & MC4 connector and testing load.
21	10.7.24	Attend	Connected wifi and testing load at 10Kw site and job site finished
22	11.7.24	Attend	Checked inverter setting at 10Kw site. Checked and counted accessories list at Myeik branch.
23	12.7.24	Attend	Went to 500KW on grid site with Ko Khin Maung Htwe and Learned about site system. Checked stock list at Myeik branch.
24	13.7.24	Attend	Checked stock list and counted accessories at Myeik branch.
25	14.7.24		Cleaned instock room.
26	15.7.24	Attend	Checked and counted accessories list to transfer Yangon Ho.

	16.7.24	Attend	Paper box 5pcs, Cable coil 2pcs, Cable drum 1pcs and earth rod 7pcs sent to Sinmin bus station to transfer Yangon HO.
28	17.7.24	Attend	At the Myeik office made morning exercise and attended meetings. Cleaned accessories room and checked accessories list with Myeik branch admin.
29	18.7.24	Attend	Four paper boxes were delivered from Sinmin bus station to gold buyer bus station.
30	19.7.24	Holiday	Went to 10KW site and checked inverter setting and wire connection.
31	20.7.24	Holiday	Cleaned accessories room.

Aung Than Kyaw  
20.6.24~20.7.24

  
9/8/2024.

IMW maintenance and MKK market standy by exchange.

## TAXI CHARGES FORM

C/BR/DIV Name : RE

Department Name : Service

No.	Date	Name	Description	Departure Time	Routes		Cost	Remark
					From	To		
1.	20.6.24	Aung Phan Kyaw	1MW Solar System install & Inspection in Myeik Gates.	4:00 am	Bogyoke	Yangon Airport	20,000/-	Lots of Tools & Package.
<b>Total Taxi Charges</b>							20,000/-	

**Requested by**

Sign : [Signature]  
 Name : E. Phwe Phyo  
 Dept. : Service  
 (Requestor)

**Acknowledged by**

Sign : [Signature]  
 Name : Mahjean E. Khin  
 Dept. : HR  
 (HR/Admin)

**Acknowledged by**

Sign : [Signature]  
 Name : U Aung Ro Ro Oo  
 Dept. : Service  
 (DH)

**Approved by**

Sign : [Signature]  
 Name : U Phyo The  
 Dept. : GM  
 (ABOH/BOH/AGM/GM)

**Acknowledged by**

Sign : [Signature]  
 Name : U Kyaw Kyaw Win  
 Dept. : GA  
 (HO-GA)