



MAC
 No. 1947/B , Bo Gyoke Street, Yangon - Patheingyi Highway Road,
 Hlaing Thar Yar Township, Yangon,
 Yangon

Tax Reg. Number:

EXPENSE PAYMENT VOUCHER

Voucher Reference : MAC-PV-24050006
 Voucher Date : 2024-05-07
 Employee Name : Phyto Wai Oo
 Employee ID : MAC-EM-0085

Funds Account : Cash On Hand - MMK-MAC
 Voucher Status : posted
 Transaction Currency : Myanmar Kyat

Expense Reference #	Amount
MAC-XC-24050006	193,200.00

Payment Amount : 193,200.00

Remarks : DIRECT PAY, FOR PHYTO WAI OO , FOR MAY'24, FOR PAYMENT THE OT CHARGES FOR WAREHOUSE AND ODOO RUN, WHP-025, FOR MMK-193,200/-, MAC-XC-24050006.

Date : 7.5.2024

Name/NRC No : Phyo Wai Oo

Signature :

Cashier : Thi Thi Oo

Signature :

CASH CLAIM FORM

Date : 4.5.2024

BU/BR/Division : MAC

Department : Logistics

Issue Amount : 193,200 Ks Kyats/ USD

Budget include (or) Not :

Yes Budgeted Title and Amount :

No Reasons for :

Required For:

Payment the OT Charges For Warehouse and adoo run.

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး သေချာစွာစုံစမ်းစစ်ဆေးတွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။
(The amount requested must be properly calculated, checked and verified by respective authorized person)

(၂) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက၊ သက်ဆိုင်ရာ၊ တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည့် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်
(If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By

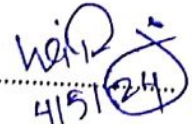
Checked By

Checked By

Approved By

Approved By


Requester


415124
Mgr/DH


Finance & Account


GM/AGM/COO


06/05/2024
AMH/Chairwoman

Phyo Wai Oo

Wai Phyo Han Su Su Thin

Seint Seint Thu

CMC/CEO/Chairwoman

OVERTIME REQUEST FORM

BU/BR/Div Name
Department
Reason for Overtime

MAC
Logistics
Ferry

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
27	11.4.24	Hlong Min Tun	2C	6:00 AM	8:00 AM	2	2400	Ferry
28	"	"	"	5:00 PM	6:30 PM	1:30	1800	"
29	18.4.24	"	"	6:00 AM	8:00 AM	2	2400	"
30	22.4.24	"	"	6:00 AM	8:00 AM	2	2400	"
31	"	"	"	5:00 PM	6:30 PM	1:30	1800	"
32	23.4.24	"	"	6:00 AM	8:00 AM	2	2400	"
33	"	"	"	5:00 PM	6:30 PM	1:30	1800	"
34	24.4.24	"	"	6:00 AM	8:00 AM	2	2400	"
35	"	"	"	5:00 PM	6:30 PM	1:30	1800	"
Total Hours						16 hr	19,200Ks	
Total Amount								

Prepared By

Knownledged By

Approved By

Check By HR

Name: HMT

Name: Wai Phyo Han

Name:

Name: Hlong Min Tun

05-CHL-HRM-FRM-020-0

OVERTIME REQUEST FORM

BU/BR/Div Name
Department
Reason for Overtime

MAC
Logistics
Ferry

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
28	25.4.24	Hlong Min Tun	2C	6:00 AM	8:00 AM	2	2400	Ferry
29	"	"	"	5:00 AM	6:30 PM	1:30	1800	"
30	26.4.24	"	"	6:00 AM	8:00 AM	2	2400	"
31	"	"	"	5:00 PM	6:30 PM	1:30	1800	"
32	27.4.24	"	"	8:00 AM	5:10 PM	8	9600	Special Duty
33	29.4.24	"	"	6:00 AM	8:00 AM	2	2400	Ferry
34	"	"	"	5:00 PM	6:30 PM	1:30	1800	"
35	30.4.24	"	"	6:00 AM	8:00 AM	2	2400	"
36	"	"	"	5:00 PM	6:30 PM	1:30	1800	"
Total Hours						22 hr	26,400Ks	
Total Amount								

Prepared By

Knownledged By

Approved By

Check By HR

Name: H.M.T

Name: Wai Phyo Han

Name:


Name: Hlong Min Tun

05-CHL-HRM-FRM-020-04

OVERTIME REQUEST FORM

BU/BR/DIV Name : MDC
 Department Name : Logistics
 Reason for Overtime : FE req.

No.	Date	Name	Position Level	Time		Hours	Amount	Remarks
				From	To			
19.	11.4.24.	H. M. T	(9) Man.	6:00 am	8:00 am	2	2400	FE req
20.	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
21	18.4.24.	"	"	6:00 am	8:00 am	2	2400	"
22	22.4.24.	"	"	6:00 am	8:00 am	2	2400	"
23.	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
24.	23.4.24	"	"	6:00 am	8:00 am	2	2400	"
25	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
26.	24.4.24	"	"	6:00 am	8:00 am	2	2400	"
27	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
Total Hours						16hr	19200K	
Total Amount								


Requested by :  Approved by : _____ Approved by : _____ Checked by : _____
 Sign : _____ Name : Wiang Min Tan (Requestor) (DH) (GM/AGM/COO) (HR)

05-CHL-HRM-FRM-020-05

OVERTIME REQUEST FORM

BU/BR/DIV Name : MDC
 Department Name : Logistics
 Reason for Overtime : FE req.

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
28.	25.4.24	H. M. T	(9) Man.	6:00 am	8:00 am	2	2400	FE req
29.	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
30.	26.4.24	"	"	6:00 am	8:00 am	2	2400	"
31.	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
32	29.4.24	"	"	8:00 am	5:00 pm	8.	9600.	FE req
33.	29.4.24	"	"	6:00 am	8:00 am	2	2400	FE req
34.	"	"	"	5:00 pm	6:30 pm	1.30	1800	FE req
35	30.4.24	"	"	6:00 am	8:00 am	2	2400	"
36.	"	"	"	5:00 pm	6:30 pm	1.30	1800	"
Total Hours						22hr	26400K	
Total Amount								

Requested by :  Approved by : _____ Approved by : _____ Checked by : _____
 Sign : _____ Name : Wiang Min Tan (Requestor) (DH) (GM/AGM/COO) (HR)

05-CHL-HRM-FRM-020-05

OVERTIME REQUEST FORM

BU/BR/Div Name
Department
Reason for Overtime

MAC
Logistics
Ferry

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	1-21-24	Hkong Min Tin	PC	6:00 am	8:00 am	2	2400	Ferry
2	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
3	2-4-24	"	"	6:00 am	8:00 am	2	2400	"
4	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
5	3-4-24	"	"	6:00 am	8:00 am	2	2400	"
6	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
7	4-4-24	"	"	6:00 am	8:00 am	2	2400	"
8	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
9	5-4-24	"	"	6:00 am	8:00 am	2	2400	"
Total Hours						16 hr	19,200K	
Total Amount								

Prepared By
Name: H. M. T

Knownledged By
Name: Wai Physo Han

Approved By
(GM/AGM/COO)
Name:

Check By HR
Name: Han Physo Han

05-CHL-HRM-FRM-020-0



OVERTIME REQUEST FORM

BU/BR/Div Name
Department
Reason for Overtime

MAC
Logistics
Ferry

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
10	5-4-24	"	"	5:00 pm	6:30 pm	1:30	1800	Ferry
11	6-4-24	Hkong Min Tin	PC	6:00 am	8:00 am	2	2400	"
12	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
13	8-4-24	"	"	6:00 am	8:00 am	2	2400	"
14	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
15	9-4-24	"	"	6:00 am	8:00 am	2	2400	"
16	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
17	10-4-24	"	"	6:00 am	8:00 am	2	2400	"
18	"	"	"	5:00 pm	6:30 pm	1:30	1800	"
Total Hours						15 hr	18,600K	
Total Amount						30 Min		

Prepared By
Name: H. M. T

Knownledged By
Name: Wai Physo Han

Approved By
(GM/AGM/COO)
Name:


Check By HR
Name: Han Physo Han

05-CHL-HRM-FRM-020-04

OVERTIME REQUEST FORM

BU/BR/DIV Name : MDC
 Department Name : Logistics
 Reason for Overtime : Ferry

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	1.4.24	Wing Mn Ten	①. Man	6:00. Am.	8:00. Am.	2	2400	Ferry
2.	"	"	"	5:00. pm.	6:30. pm.	1.30	1800	"
3.	8.4.24	"	"	6:00. Am.	8:00. Am.	2	2400	"
4.	"	"	"	5:00. pm.	6:30. pm.	1.30	1800	"
5.	3.4.24	"	"	6:00. Am.	8:00. Am.	2	2400	"
6.	"	"	"	5:00. pm.	6:30. pm.	1.30	1800	"
7.	4.4.24	"	"	6:00. Am.	8:00. Am.	2	2400	"
8.	"	"	"	5:00. pm.	6:30. pm.	1.30	1800	"
9.	5.4.24	"	"	6:00. Am.	8:00. Am.	2	2400	"
Total Hours						16hr	19200B	
Total Amount								


Requested by: 
 Name: Wing Mn Ten. (Requestor)
 Approved by: _____ (DH)
 Approved by: _____ (GM/AGM/COO)
 Checked by: _____ (HR)

05-CHL-HRM-FRM-020-05

OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC
 Department Name : Logistics
 Reason for Overtime : Ferry

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
10.	5.4.24	H. M. T	①. Man	5:00. pm.	6:30. pm.	1.30	1800	Ferry
11.	6.4.24	"	"	6:00. pm.	8:00. Am.	2	2400	"
12.	"	"	"	5:00. pm.	6:30. pm.	1.30	1800	"
13.	8.4.24	"	"	6:00. Am.	8:00. Am.	2	2400	"
14.	"	"	"	5:00. pm.	6:30. pm.	1.30	1800	"
15.	9.4.24	"	"	6:00. Am.	8:00. Am.	2	2400	"
16.	"	"	"	5:00. pm.	6:30. pm.	1.30	1800	"
17.	10.4.24	"	"	6:00. Am.	8:00. Am.	2	2400	"
18.	"	"	"	5:00. pm.	6:30. pm.	1.30	1800	"
Total Hours						15Hr	18600K5	
Total Amount						30Min		

Requested by: 
 Name: H. M. T. (Requestor)
 Approved by: _____ (DH)
 Approved by: _____ (GM/AGM/COO)
 Checked by: _____ (HR)

05-CHL-HRM-FRM-020-05

OVERTIME REQUEST FORM

BU/BR/Div Name
Department
Reason for Overtime

: MAC
: Logistics
: up to 4. 1 submission / day of 2 days

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	17.4.24	Theet Saw Htue	2C	11:00AM	3:00PM	5:30	8600	22954788
2	19.4.24	"	"	1:00PM	4:00PM	3	3600	22954788
3	24.4.24	"	"	7:00AM	8:00AM	1	1200	GM 8:00
4	24.4.24	"	"	3:00PM	4:00PM	1	1200	"
5	27.4.24	"	"	8:00AM	3:00PM	8	9600	PO-002-001 P/B
6	19.4.24	Aung Myo Thu	"	11:00PM	4:00PM	3:	3600	22954788
7	27.4.24	"	"	8:00AM	3:00PM	8	9600	PO-002-001 P/B
8	27.4.24	Khaing Win	2B	8:00AM	3:00PM	8	9600	"
9	27.4.24	Tin Htay	1C	8:00AM	6:30PM	9:30	11400	"
Total Hours						47 hr	56,400K	
Total Amount								

Prepared By

Knownledged By

Approved By

Check By HR

Name: Khaing Win

Name: Wai Phyo Han

Name:

Name: Hmaw Phyu
05-CHL-HRM-FRM-020-C



OVERTIME REQUEST FORM

BU/BR/Div Name
Department
Reason for Overtime

: MAC
: Logistics
: odoo run

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	7.5.2024	Phyu Phyu Win	4A	8:00AM	4:00PM	7:30	9000	odoo
2	"	Htet Phoo Wai	4A	8:00AM	5:00PM	8	9600	"
3	"	Ei Thinzar Nyein	3A	9:00AM	4:00PM	6:30	7800	"
4	"	Phyo Wai Oo	2C	9:00AM	4:00PM	6:30	7800	"
5	"	Aye Zor Chi Ko	"	8:00AM	5:00PM	8	9600	"
6	"	Sae Myat Thandar	"	8:00AM	5:00PM	8	9600	"
		Aung						
Total Hours						44 hr 30 Min	53,400K	
Total Amount								

Prepared By

Knownledged By

Approved By

Check By HR?

Name: Phyo Wai Oo

Name: Wai Phyo Han

Name:

Name: Hmaw Phyu



OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC

Department Name : Logistics

Reason for Overtime : ဝန်ထမ်း ၁၀၈/၈၆၆၀၆၅၅၅၅၅၅၅၅၅၅

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	17.4.24	Thet Zaw Htoo	Delivery mr	11:00AM	5:00pm	5:30	6600	ဝန်ထမ်း ၁၀၈/၈၆၆၀၆၅၅၅၅၅၅၅၅၅၅
2	19.4.24	"	"	1:00pm	4:00pm	3	3600	ဝန်ထမ်း ၁၀၈/၈၆၆၀၆၅၅၅၅၅၅၅၅၅၅
3	24.4.24	"	"	7:00 Am	8:00Am	1	1200	GM Feast
4	24.4.24	"	"	5:00pm	6:00pm	1	1200	"
5	27.4.24	"	"	8:00 Am	5:00pm	8	9600	ဝန်ထမ်း ၁၀၈/၈၆၆၀၆၅၅၅၅၅၅၅၅၅၅
6	19.4.24	Aung Mye Thu	warehouse Helper	1:00pm	4:00pm	3	3600	ဝန်ထမ်း ၁၀၈/၈၆၆၀၆၅၅၅၅၅၅၅၅၅၅
7	27.4.24	Aung Mye Thu	warehouse Helper	8:00 Am	5:00pm	8	9600	ဝန်ထမ်း ၁၀၈/၈၆၆၀၆၅၅၅၅၅၅၅၅၅၅
8	27.4.24	Kheung Win	"	8:00 Am	5:00pm	8	9600	"
9	27.4.24	Tin Htay	"	8:00 Am	6:30pm	9:30	11400	"
Total Hours						47hr	56400k	
Total Amount								

Requested by

Approved by

Approved by

Checked by

Sign :

Name :

[Signature]
K.W
(Requestor)

(DH)

(GM/AGM/COO)

(HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : MAC

Department Name : Logistics

Reason for Overtime : odoo system

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	1.5.24	Phyu ² win	4A	8:00AM	4:00PM	7:30	9000ks	odoo
2.	"	Htet ² phrasai	4A	8:00AM	5:00pm	8:00	9600ks	"
3.	"	Ei Thizar Nyein	3A	9:00AM	4:00pm	6:30	7800ks	"
4.	"	Phyochari On	2C	9:00AM	4:00PM	6:30	7800ks	"
5.	"	Aye zaxchi ko	"	8:00AM	5:00PM	8:00	9600ks	"
6.	"	Soe Myat Thant	"	8:00AM	5:00pm	8:00	9600ks	"
		Aung						
Total Hours						44hrs	53,400ks	
Total Amount						30min		

Requested by

Approved by

Approved by

Checked by

Sign :

Name :

[Signature]
Aye zaxchi ko
(Requestor)

(DH)

(GM/AGM/COO)

(HR)

05-CHL-HRM-FRM-020-05