



CASH CLAIM FORM

PCL-PV-2024-10-0024

Date: 9.10.2024
 BU/BR/Division: RL BR
 Department: Service
 Issue Amount: 250000 Kyats / USD

Budget include (or) Not :

Yes Budgeted Title and Amount :
 No Reasons for :

Total - 250000 mmk.

Required For:

Payment for travelling exp, Go to Mine Young Service Job. Hotel chgs 3 night - 120000/- Bus ticket - 70000 mmk, TA 3 days - 60000/-

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

May

Requester

May Min Hlaing

Checked By

Theint

Mgr/DH

Theint Win
Lwin Htan

Checked By

Theint

Finance & Account

May Thee
Khaat

Approved By

Mr

GM/AGM/COO

May Win
Aung

Approved By

CMC/CEO/Chairwoman

04-CFD-CAS-FRM-005-03



GENERAL EXPENSE CLAIM FORM

DIV/ BR Name : TLBR

Department Name : Service

No.	Date	Name	Description	Amount	Remark
①	30.9.24	Htay Min Hlaing	Mine Young Job site Bus	35000	၀၀၀၀၀၀၀၀၀၀
②	၇.10.24	"	" Ticket	35000	(TCL to MY) (MY to TCL)
Total Amount				70000/-	

Requested by
 Sign : *[Signature]*
 Name : Htay Min Hlaing
 (Requester)

Approved by
[Signature]
 Name : Theint
 (Department Head)

Checked by
[Signature]
 Name : May Thu Khant
 (Related FNA/Corp FNA)
 (In-class)

Approved by
[Signature]
 Name : Nay Win Aung
 (OM/AGM/GM/BOH/ABOH)

Approved by
[Signature]
 Name : Paing Soe Lynn
 (ACOO/COO/MD/VCN)

04-CFD-TSU-FRM-001-00

70000



TRAVEL ADVANCE CLEAR FORM

Cash Advance		Employee Name	Htay Min Hlaing	Estimated Date of Travel	(30.9.24 ~ 2.10.24)
Position Rank	BU/BR/DIV. Dept	Total Day	MCDP	Destination	
Purpose	Traveling Permit	Actual Date & Time of Travel	TCL to Mine Young		
Actual Date & Time of Travel	Total Day	HR Name	U Aik Choo, mine young job site		
HR Name	HR Sign	BOH/Authorized Person Name	TCL to Mine Young (30.9.24)		
BOH/Authorized Person Name	BOH/Authorized Person	BOH/Authorized Person	3 days		
BOH/Authorized Person	BOH/Authorized Person	BOH/Authorized Person	Theint Loon? Htoo		
BOH/Authorized Person	BOH/Authorized Person	BOH/Authorized Person	Theint		
BOH/Authorized Person	BOH/Authorized Person	BOH/Authorized Person	Nay Win Aung		
BOH/Authorized Person	BOH/Authorized Person	BOH/Authorized Person	He		

Advance Clear		Total Day	Total Amount
Actual Date & Time of Travel	Description	Arrival Date & Time	Kyats / USD
30.9.24	Go to Mine Young, Bus Ticket (TCL to MY)		35000
2.10.24	Come Back (Mine Young to TCL)		35000
	Hostel chgs		120000
	TA for 3 days		60000
			250000

Total Expense (Kyats/USD)
 Cash Advance (Kyats/USD)
 Balance Refund/Additional (Kyats/USD)

Report Status	Name	Position	Date	Sign
Authorized By	Htay Min Hlaing	MCDF	10.10.24	[Signature]
Approved By Dept. Head	Nay Win Aung	ABOH	10.10.24	
Approved By GM/AGM/COO	Paing Soe Lynn	COO	10.10.24	
Approved by related Superior	Nay Win Aung	ABOH	10.10.24	
Approved & Approved	Theint LL Htoo	HR	10.10.24	Theint