

**EXPENSE CLAIM VOUCHER**

Number	: COP-PV-24110032
Date	: 2024-11-19
Payment Subtype	: claim
To	: Moe Thazin-2 [COP-EM-0131]

Account	Currency	Status
Cash On Hand - MMK-COP	Myanmar Kyat	posted

**Memo**

Cash Claim For Security OT (Replacement ) CE-5 BU MMK-64,000/-Issue By Ei Ei Naling .

Purchase	Reference	Account Reference	Amount
Remarks:		Subtotal:	64,000.00
		Payment Amount:	64,000.00

Date : 19.11.2024 Name/NRC No : 3/Bath Na (N) Signature : [Signature]  
292856  
Nang K Khie Lynn



CASH CLAIM FORM

Date : 11-Nov-24

BU/BR/Division : CE-5

Department : Administration

Issue Amount : 64000 Kyats/ USD

Budget include (or) Not :

Yes  Budgeted Title and Amount : Security OT, 64,000 ✓  
No  Reasons for :

Required For:  
Security OT ( Replacement ) CE-5.BU. ✓  
မှတ်ချက်:  
(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံး သေချာစွာစစ်ဆေးတွက်ချက်ပြီးထားသော 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: [Signature] 11/11/24  
Checked By: [Signature]  
Checked By: [Signature] 11/11/24  
Approved By: [Signature]  
Approved By: [Signature] 11/18/24  
Requester: ei ei naht  
Mgr/DH: The Mann  
Finance & Account: Ten Zae Hlang  
GM/AGM/COO: Aung The Win  
CMC/CEO/Chairwoman: [Signature]





# OVERTIME REQUEST FORM

BU/BR/DIV Name : CE2BU  
 Department Name : Security  
 Reason for Overtime :

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	24.10.24	Min Min Htay		17:00	07:00	14:00	80000/	အလုပ်:
2.	26.10.24	Thai Zin Aung		07:00	17:00	10:00	80000/	OT
3.	27.10.24	Aung Kyaw Mjit		07:00	17:00	10:00	80000/	~
4.	28.10.24	Mjit Zaw Oo		17:00	07:00	14:00	80000/	~
5.	29.10.24	Win Naing Tun		17:00	07:00	~	80000/	~
6.	30.10.24	Min Min Htay		17:00	07:00	~	80000/	~
7.	31.10.24	~		17:00	07:00	~	80000/	~
8.	31.10.24	Win Naing Tun		17:00	07:00	~	80000/	
							Total Hours	640000/
							Total Amount	

Requested by  
 Sign :   
 Name : Win Naing Tun  
 (Requestor)

Approved by  
  
 (DH)  
 U Aung Ko

Approved by  
  
 (GM/AGM/COO)

Checked by  
  
 (HR)  
 et et naing

05-CHL-HRM-FRM-020-05