



ADVANCE CLEAR VOUCHER

Requestor Name : Zin Zin Oo	Budget Type : Include Budget
Department Name:	Payment Type : Advance Clearing
Payment Date : 2024-10-22	Advance No : ADV-REN-2024-09-00050 ✓
Payment Voucher : AC-REN-2024-10-00027 ✓	Prepared By : REN S&M DH
No	Superior Approved : REN S&M DH
Payment Method : Cash/Bank	By
Payment Amount : 289000.0	Last Approved By : REN S&M DH ✓
Currency : MMK ✓	
Exchange Rate : 4,550.0	

No.	Description	Department	Request Amount	Remark
1	Advance clear for ASM TA charges Sep'24. PIC - San Naing Lin ADV 300,000/- , EXP 289,000/- , REF 11,000/-	Sales and Marketing Department(RE)	289,000.00	Advance clear

Expense Total	289,000.00 K
Advance Total	300,000.00 K
Refund	11,000.00 K ✓

Note: _____

<p>Superior Check By</p> <p>Name : <u>Ang Mye Thun</u> Name : _____</p> <p>NRC No : _____ NRC No : _____</p> <p>Date : <u>22.10.24</u> Date : _____</p> <p>Remark : _____ Remark : _____</p>	<p>F&A</p> <p>Name : <u>Mye Mye</u> Name : _____</p> <p>NRC No : _____ NRC No : _____</p> <p>Date : _____ Date : _____</p> <p>Remark : _____ Remark : _____</p>	<p>GM/AGM</p> <p>Name : <u>Phyo Thu</u> Name : _____</p> <p>NRC No : _____ NRC No : _____</p> <p>Date : <u>22.10.24</u> Date : _____</p> <p>Remark : _____ Remark : _____</p>
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2024.10.23 10/29
 2024.10.23
 2024.10.23
 23/10/2024
 Amintan

Zin Zin Oo



TRAVEL ADVANCE CLEAR FORM

8:00AM ~ 12:00 PM

Cash Advance	
Employee Name	Sin Aung Lin
Position Rank	RE BU, DSM
HR DIV. Dept	RE BU
Purpose	Branch visit and customers appointment.
Estimated Date of Travel	1 ~ 4.9.24
Total Day	4 days
Destination	Taungtha

Traveling Detail	
Approval Place	Taungtha ✓
Actual Date & Time of Travel	1 ~ 4.9.24
Total Day	4 days
HR Name	Hsu Aung Mye Win
HR Sign	Telegram Approved
HR Authorized Person Name	Thet Cho Win
HR Authorized Person	Telegram Approved

Advance Clear	
Actual Date & Time of Travel	1 ~ 4.9.24
Departure Date & Time	
Arrival Date & Time	
Total Day	4 days

Date	Description	Total Amount	
		Kyats	USD
1 ~ 4.9.24	TA charges for 4 days x 1 person x 15,000	60,000	✓
4.9.24	Taxi charges	10,000	✓
4.9.24	Taxi charges	7,000	✓
4.9.24	Car ticket	24,000	✓
Total Expense (Kyats/USD)		101,000	✓
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			

Job Report Status

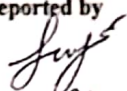
Authorization	Name	Position	Date	
Prepared By	Sin Bin Oo	Admin	22.10.24	
Approved By Dept Head	Aung Myat Thu	DM	22.10.24	
Approved By GM/AGM/COO	Phyo Thu	GM	22.10.24	
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACCO	22.10.24	
HR Check & Approved	Nyein Ei Ei Khin	HR	23.10.24	23/10/24
Cash Received				2mm

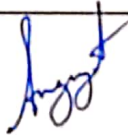
Remark

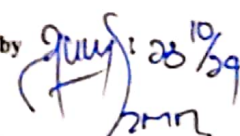
TRAVELLING REPORT

Date : 1.10.24

Report To	Ko Aung The	
Employee Name	San Nhing Lin	
Position	ASM	
Department	Sales & MKT.	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From To	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
1. 9. 2024	Tounggoo Tsp, Ko Myaw Zin lat Ko Nyein Chan Aung	
2. 9. 2024	Tounggoo Tsp, Daw Khin Than Win U Htan Htan, U Than Tint	
3. 9. 2024	Meet to customer, Yedastie Tsp	
4. 9. 2024	TGO Bs to MDY Br	

Reported by
 Sign : 
 Name : San Nhing Lin
 Position : ASM

Checked by 
 Sign :
 Name : Aung Myat The
 Position : Dh.

Approved by 
 Sign :
 Name : Zaco Min Myat
 Position : ACOO

(DH/AGM/GM)

(COO)

02-CHL-HRM-FRM-064-00

Mandalar Minn Express



Booking Ref# 4509-6873

From: တောင်ငူ

Destination: မန္တလေး

Route: တောင်ငူ-အာ-ရန်-လယ်ဝေး-ကျောက်တော် (သပြေကုန်း)-ကျောက်တော် (မြို့ပ)-မန္တလေး [ပွဲတံတံ+ရပ်ကြက်ထောက်စာ+ရဲစခန်းထောက်စာယူရန်]

Gate: Not available

Departure Time: Sep 04, 8:00 AM

Check-In Time: Sep 04, 7:30 AM

Arrival Sep 04, 3:00 PM
Time(EST):

Bus No:

Booking Date: Sep 03, 2024

Status: CONFIRMED

Traveller: San Naing Lin

09799533699

San Naing Lin

09799533699

Contact No: 09799533699

Passengers: 1

Seats: 17 (WINDOWSEAT)

Special Request: ကန်ရိုးရွာနားစီးမည်
ကန်ရိုးရွာနားစီးမည်

Total:

24 000 MMK



TRAVEL ADVANCE CLEAR FORM 8:00AM ~ 12:00PM

Cash Advance		Estimated Date of Travel	12 ~ 18.9.24
Employee Name	San Nang Lin	Total Day	7 days
Position Rank	ASM	Destination	Nepung
BU/BR DIV. Dept	RE BU	Purpose: Battery Presentation to Installer and branch visit.	
Travelling Permit			
Arrival Place	Nepung U.		
Actual Date & Time of Travel	12 ~ 18.9.24		
Total Day	7 days		
HR Name	Stuace Lee Home		
HR Sign	<i>[Signature]</i>		
BOH Authorized Person Name	Thu Thu Htay		
BOH Authorized Person	For <i>[Signature]</i>		

Advance Clear		Total Day	7 days
Actual Date & Time of Travel	12 ~ 18.9.24	Arrival Date & Time	
Departure Date & Time			
Date	Description	Total Amount	
		Kyats	USD
12 ~ 18.9.24	TA charges for 1 person x 7 day x 15,000/-	105,000/-	
19.9.24	Car ticket to MYA & NYU	22,000/-	
18.9.24	Car ticket to NYU & MYA	25,000/-	
19.9.24	Taxi charges	18,000/-	
Total Expense (Kyats/USD)		170,000/-	
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Zin Zin Oo	Admin.	22.10.24	<i>[Signature]</i>
Approved By Dept Head	Aung Myat Thu	OH.	22.10.24	<i>[Signature]</i>
Approved By GM/AGM/COO	Phyo Thu	GM.	22.10.24	<i>[Signature]</i>
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACCO	22.10.24	<i>[Signature]</i>
HR Check & Approved	Nyein Eie Khing	HR	23.10.24	<i>[Signature]</i>
Cash Received				<i>[Signature]</i>

Remark

မန္တလေး

Van, Saloon, Wish, Hiace
အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး

မန္တလေး ⇨ ပုဂံ - ညောင်ဦး

06602

ဦး San Naing Lin	လိုက်ပါမည့်ရက်စွဲ 18. 4. 2024	ခရီးစဉ် MYU TO JADU
ခုံနံပါတ် 1	ယာဉ်အမှတ်	သင့်ငွေ 25000/- ✓

ယာဉ်ထွက်ချိန်(:)နာရီတိတိ

နံနက် / ညနေ

ရောင်းပြီးလက်မှတ် ငွေပြန်မအမ်းပါ။

မန္တလေး: ချေးချိအနီး၊ 23(c), 89x90 ကြား၊ သီရိမန္တလားကားကွင်း၊ အပြင်ဘက်တိုက်တန်း၊ အခန်း(၈)၊ 09441010969 , 09445557372, 09445557375 (78)လမ်း၊ (မန္တလေး-ရန်ကုန်လမ်း)(117)လမ်း၊ ကျွဲဆည်ကန်မီးပျိုင့်(115)လမ်းအနီး၊ 09250675007

ညောင်ဦး: ညောင်ဦးချေးမြောက်ဘက်တိုက်တန်း၊ 09250675006 , 09256572775 09942121521, 0612460769

စာခန့်

HELLO

အဆင့်မြင့် ခရီးသည်ပို့ဆောင်ရေး

မြင်းခြံမြို့

မန္တလေးမြို့တွင်း၊ ၂၇လမ်း၊ ၈၈x၈၉ကြား၊
အိမ်တော်ရာဘုရားမြောက်ဘက်

မန္တလေး (ချမ်းမြေ့ပြည်ကားကြီးဝင်း)
(ကျွဲဆည်ကန်)

Ph:09-262008887
Ph:09-762008887
Ph:09-962008887
Ph:066-22245

Ph:09-262008881
Ph:09-762008881
Ph:09-962008881

Ph:09-262008882
Ph:09-762008882
Ph:09-962008882

လှောင်ရင်း
Ph:09-262008886
Ph:09-762008886

အမည်
Name of passenger

လှိုင်စန်းလှိုင်စန်း

ရက်စွဲ/အချိန်
Date of Time

၁၇.၇.၇၄ (၈:30AM)

ခုံအမှတ်
Seat No.

၁၄

သင့်ငွေ
Fare

၈၇၀၀၀၀၀

○ ခရီးသည်တစ်ဦးလျှင် လက်ဆွဲအိတ်(၁)လုံးသာ

တာဝန်ခံလက်မှတ်၊

TRAVELLING REPORT

Date : 1.10.24

Report To	Ko Phyo Thu	
Employee Name	San Maing Lin	
Position	ASM	
Department	Sales & MKT.	
Business	Renewable Energy	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From ... Mandalay ... To ... Nyaung U ...	
	2. From ... To ...	
	3. From ... To ...	
Purpose For Travelling		
Travel Date	Activities	Remark
12. 9. 2024	MDY TO NYU Br	
13. 9. 2024	Installer event show	
16. 9. 2024	NYU Top, Ko Zabu Kyaw Ko Myo, Ko Wln Ko	
17. 9. 2024	Kyaukpadaung Top Customer appointment	
18. 9. 2024	NYU Br to MDY Br	

Reported by

Sign : *[Signature]*
Name : San Maing Lin
Position : ASM

Checked by

Sign : *[Signature]*
Name : Aung Mgat Thu
Position : Dh.

(DH/AGM/GM)

Approved by

Sign : *[Signature]*
Name : Zaco Min Mgat
Position : ACOO

(COO)

02-CHL-HRM-FRM-064-00

TRAVELLING REPORT

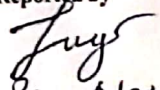
Date : 1.....10.....24.....


Report To	Aung Myat Thu	
Employee Name	San Naing Lin	
Position	ASM	
Department	S. & MKT.	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. FromTCO.....ToMDY.....	
	2. FromTo	
	3. FromTo	
Purpose For Travelling		
Travel Date	Activities	Remark
5.9.24.	MDY Tsp. customer contact. handover. by Tint Lwin Co.	
6.9.24.	Hertz, Solar, Pyae Phy. electronic, handover process.	
7.9.24.	AZ electronic, PPA electronic and. APP electronic. handover. process.	
9.9.24.	B Place Sem. 6kW system. Appointment.	
10.9.24.	Hertz solar Myanmar. appointment.	
11.9.24.	Prospect followup and. handover process.	
12.10.24.		

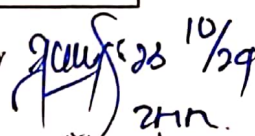
Reported by

Checked by

Approved by

Sign : 
 Name : San Naing Lin.
 Position : ASM.

Sign : 
 Name : Aung Myat Thu.
 Position : DH.

Sign : 
 Name : Zau Min Myat.
 Position : ACOU

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01

TRAVELLING REPORT

Date : 1.10.24.....

Report To	Aung Myat Thu	
Employee Name	San Nang Lin	
Position	ASMI	
Department	B & MKT	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From NYU To MOY	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
19.9.24.	To meet customer. AK power.	
20.9.24.	Ko Kyi soe Hlaing followup	
23.9.24.	To meet customer Ko Wai Hylan	
24.9.24.	Lin Appointment.	
25.9.24.	Bolaz Tech, Harzuli, Ma Myint Myint Maw.	
26.9.24.	Daw Yapar Thant, San Wai Tun.	
27.9.24.	UKhaing Kyaw Oo.	
28.9.24.	Ko Aung Myat Kyaw < PV appointment >	
29.9.24.	Bolaz Tech < cable follow up >	
30.9.24.	U Maw Sein & kW dealings process.	
	To meet customer Smart Myanmar Electronic Appointment.	
	To meet U Maw Sein and Smart Myanmar prospect followup.	

Reported by
 Sign : *[Signature]*
 Name : San Nang Lin.
 Position : ASMI.

Checked by
 Sign : *[Signature]*
 Name : Aung Myat Thu
 Position : DTI

Approved by
 Sign : *[Signature]*
 Name : Zaw Min Myat.
 Position : ACOO

(DI/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01



TRAVEL ADVANCE CLEAR FORM

8:00 AM ~ 17:00 PM

Cash Advance		Employee Name	San Aung Lin.	Estimated Date of Travel	6 ~ 11.9.24 to 19 ~ 30.9.24
		Position Rank	ASM	Total Day	19 days
		HR/HR/DIV, Dept	BE BU	Destination	Mandalay
		Purpose	Branch visit and handover process		
Travelling Permit					
Arrival Place		Mandalay			
Actual Date & Time of Travel		8 ~ 11.9.24 to 19 ~ 30.9.24			
Total Day		19 days			
HR Name		Me Me Kyaw			
HR Sign		Telegram Approved			
BOH Authorized Person Name		Aung Myat The			
BOH Authorized Person		Telegram Approved			
Advance Clear					
Actual Date & Time of Travel		8 ~ 11.9.24 to 19 ~ 30.9.24		Total Day	19 days
Departure Date & Time				Arrival Date & Time	
Date	Description			Total Amount	
				Kyats	USD
8.9.24					
to 19-30.9.24	TA charges for 1 person x 19 days x 15,000			285,000	
18.9.24	Taxi charges			18,000	
				180,000	
Total Expense (Kyats/USD)				285,000	
Cash Advance (Kyats/USD)					
Balance Refund/Additional (Kyats/USD)					
Job Report Status					
Authorization	Name	Position	Date		
Prepared By	Zin Zin Oo	Admin	22.10.24		
Approved By Dept Head	Aung Myat The	DH	22.10.24		
Approved By GM/AGM/COO	Phyo The	GM	22.10.24		
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	22.10.24		
HR Check & Approved	Nyain Ei Ei Khin	HR	23.10.24		
Cash Received					
Remark					

Handwritten signature/initials

Tax (Bus,Motorcycle,3-wheel etc...) Charges Form

No	Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	State	Remark
1	2024-09-04	Renewable Energy	Sales & Marketing	San Naing Lin	Go to Mandalay from Taungoo branch for handover process.	03:30	Mandalay Bus Station	Mandalay Industrial Yard	12,000	10,000	GA Manager Approved	
2	2024-09-04	Renewable Energy	Sales & Marketing	San Naing Lin	Go to Mandalay from Taungoo branch for handover process.	07:00	Taungoo BR		7,000	7,000	GA Manager Approved	
3	2024-09-12	Renewable Energy	Sales & Marketing	San Naing Lin	Go to Nyaung U branch for battery presentation to installer.	06:00	Nyaung U Bus Station	Nyaung U Branch	8,000	8,000	GA Manager Approved	
4	2024-09-12	Renewable Energy	Sales & Marketing	San Naing Lin	Go to Nyaung U branch for battery presentation to installer.	06:30	Mandalay Industrial Yard	Mandalay Bus Station	12,000	10,000	GA Manager Approved	
5	2024-09-18	Renewable Energy	Sales & Marketing	San Naing Lin	Go back Mandalay from Nyaung.	06:00	Mandalay Bustation	Mandalay Industrial Yard	12,000	10,000	GA Manager Approved	
6	2024-09-18	Renewable Energy	Sales & Marketing	San Naing Lin	Go back Mandalay from Nyaung.	08:00	Nyaung U Branch	Nyaung U Bus Station	8,000	8,000	GA Manager Approved	