







GENERAL EXPENSE CLAIM FORM



BU/BR/DIV Name : PG BU

Department Name : Spare Parts Department

No.	Date	PIC Name	Description	Category (Customer (Or) Operation)	Cost (MMK)	Remark
1	25-7-2025	Kaung Khant KO	HPN to MWD မှ (ပဝန်ဆောင်ခ) (အခကြေးငွေ)	Operation	30000 Ks	
			Taxi charges (HO to Aung Mingalar)	Operation	25000 Ks	
			Taxi charges Aung Mingalar to HO	Operation	25000 Ks	
					7	
Total General Expense					80000 Ks	

Requested by:  Sign:  Name: Kaung Khant KO (Requester)
 Approved by:  Sign:  Name: Aye Thandon Soe (Department Head)
 Checked by: Sign: Name: (Finance & Account)
 Approved by: Sign: Name: (OM/AGM/GM)
 Approved by: Sign: Name: (ACOO/COO/MD/VCMD)

Print Date : 28-Jul-2025

Taxi (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	2025-07-24	Power Generator	Spare Parts	Aye Thandar Soe	Office Car Not Free	18:00	Aungmingalar highway	South loat yae	25,000	25,000	GA Manager Approved	Return from HPA-AN Branch by Exprss is Arrive 6:00 PM So Taxi Used = 25000 ks



No.589-592,Bo Aung Kyaw Street,Yangon-Pathein High Way Road,Hlaing Thar Yar Township, Yangon, Myanmar.

Print Date : 28-Jul-2025

Taxi (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	2025-07-14	Power Generator	Spare Parts	Aye Thandar Soe	Office Car Not Free	07:00	HO	Aungmingalar Highway	25,000	25,000	GA Manager Approved	Go To HPA-AN Branch by Exprss 9:00 AM CAR So Taxi Used = 25000 ks