



TRAVEL ADVANCE CLEAR FORM

Cash Advance		Nay Win Myint		80.8.24 to 80.9.24	
Employee Name	Cho Zin Thet	Estimated Date of Travel	81.8.24 to 11.9.24		
Position Rank	STOP	Total Day	12 days	1 month	
BU/BR/DIV. Dept	REBU	Destination			
Purpose	Installation & Inspection in MDY				
Travelling Permit					
Arrival Place	MDY				
Actual Date & Time of Travel	80.8.24 to 80.9.24	(81.8.24 to 11.9.24)			
Total Day	1 month	12 days			
HR Name	Ayein Htwe				
HR Sign					
BOH/Authorized Person Name	Aung Myint Myat				
BOH/Authorized Person					
Advance Clear					
Actual Date & Time of Travel	80.8.24 to 80.9.24	(81.8.24 to 11.9.24)	Total Day	1 month / 12 days	
Departure Date & Time	80.8.24	Arrival Date & Time			
Date	Description	Total Amount			
		Kyats	USD		
80.8.24 to 80.9.24	TA Charges (1 month x 240,000) 1 person Nay Win Myint	240,000		✓	
81.8.24 to 11.9.24	TA Charges (12 days x 15,000) 1 person Cho Zin Thet	180,000		✓	
	Bus Ticket (Cho Zin Thet)	30,000		✓	
	Taxi Charges (Cho Zin Thet)	35,000		✓	
	Taxi Charges (Nay Win Myint for Installation & New Site in Gkw Site)	65,000		✓	
Total Expense (Kyats/USD)		545,000		✓	
Cash Advance (Kyats/USD)		480,000		✓	
Balance Refund/Additional (Kyats/USD)		65,000		✓	
Job Report Status					
Authorization	Name	Position	Date	Sign	
Prepared By	E. Khwe Phyo	Admin	23.10.24	[Signature]	
Approved By Dept Head	Aung Ko Ko Co	ADH	23.10.24	[Signature]	
Approved By GM/AGM/COO	Phyo Thu	AGM	23.10.24	[Signature]	
Acknowledged by related Superior for Job Report	Aung Hein Win	GM	23.10.24	[Signature]	
HR Check & Approved	Nyein E E Khaing	HR	23.10.24	[Signature]	
Cash Received					
Remark					

04-CFD-CAS-FRM-006-02

MDY BR မှာ အလုပ်လုပ်နေပြီး မှာ BR ကို ချုပ်ဆိုပေးရန် Customer ကို
BR မှ အလုပ်လုပ်ပေးရန် ချုပ်ဆိုပေးရန် Taxi charges မှာ
၉၆



No.589-592,Bo Aung Kyaw Street,Yangon- Patheingyi Highway, Hlaing Thar Yar Township, Yangon, Myanmar.

Print Date : 11-Oct-2024

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	2024-09-11	Renewable Energy	Service	Cho Zin Thet	Come Back YGN HO For Examination	16:00	UMG Mandalay Branch	Mandalay Highway	10,000	10,000	GA Manager Approved	Solar system installation and inspection for MDY customer
2	2024-09-12	Renewable Energy	Service	Cho Zin Thet	Come Back YGN HO For Examination	06:00	Aungmyingalar Highway	Bogyoke	20,000	20,000	GA Manager Approved	Solar system installation and inspection for MDY customer

Requisition Date 10/21/2024
Requestion Name Ei Thwe Phyto
Holding Business Renewable Energy
Department Service
HR Acknowledge Nyein Ei Ei Khaing
Total Charges 65,000.00

Taxi Claim Charges Details


#	Date	Employee N...	Departure TI...	Start Locatio...	End Locatio...	Claim Amou...	Allowed Am...	GA Feedback...	Rental Purp...	Remark
1	09/27/2024	Nay Win M...	08:30	MDY Branch	U Maw Sein (63/B) St	7,000.00	7,000.00		To install 6kW solar system	Car fuel charges empty in MDY BR.
2	09/27/2024	Nay Win M...	10:30	U Maw Sein (63/B) St	Kaung Myat Electric sale & Service Group (Between 38*39,between 83*84	14,000.00	14,000.00		To buy necessary material for 6kW site	Car was not bring to site.
3	09/27/2024	Nay Win	12:00	Kaung Myat Electric sale & Service Group (Between 38*39,between 83*84	U Maw Sein (63/B) St	16,000.00	16,000.00		To buy necessary material for 6kW site	Car was not bring to site.
4	09/28/2024	Nay Win M...	07:30	MDY Industrial Zone	U Maw Sein (63/B) St	7,000.00	7,000.00		To install 6kW solar system	Car fuel charges empty in MDY BR.Holiday
5	09/28/2024	Nay Win M...	17:30	U Maw Sein (63/B) St	MDY Industrial Zone	7,000.00	7,000.00		To install 6kW solar system	Car fuel charges empty in MDY BR.Holiday
6	09/29/2024	Nay Win M...	07:30	MDY Industrial Zone	U Maw Sein (63/B) St	7,000.00	7,000.00		To install 6kW solar system	Car fuel charges empty in MDY BR.Holiday
7	09/29/2024	Nay Win M...	17:30	U Maw Sein (63/B) St	MDY Industrial Zone	7,000.00	7,000.00		To install 6kW solar system	Car fuel charges empty in MDY BR.Holiday

[Add a line](#)

Send message Log note Schedule activity


0 Following 1


October 22, 2024


Maung Maung Htwe(2) - now
 • State: Related HR → GA(GM/AGM)

October 21, 2024


Phyo Thu - now
 • State: Related Manager → Related HR


Phyo Thu - now
 • State: Submit → Related Manager


Zin Zin Oo - now
 • State: Draft → Submit



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

Print Date : 22-Oct-2024

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

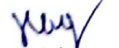
No	Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	Status	Remark
1	2024-09-27	Renewable Energy	Service	Nay Win Myint(2)	To buy necessary material for 6kW site	10:30	U Maw Sein (63/B) St	Kaung Myat Electric sale & Service Group (Between 38*39,between83*84	14,000	14,000	GA Manager Approved	Car was not bring to site.
2	2024-09-27	Renewable Energy	Administration	Nay Win	To buy necessary material for 6kW site	12:00	Kaung Myat Electric sale & Service Group (Between 38*39,between83*84	U Maw Sein (63/B) St	16,000	16,000	GA Manager Approved	Car was not bring to site.
3	2024-09-27	Renewable Energy	Service	Nay Win Myint(2)	To install 6kW solar system	08:30	MDY Branch	U Maw Sein (63/B) St	7,000	7,000	GA Manager Approved	Car fuel charges empty in MDY BR.
4	2024-09-28	Renewable Energy	Service	Nay Win Myint(2)	To install 6kW solar system	07:30	MDY Industrial Zone	U Maw Sein (63/B) St	7,000	7,000	GA Manager Approved	Car fuel charges empty in MDY BR,Holiday
5	2024-09-28	Renewable Energy	Service	Nay Win Myint(2)	To install 6kW solar system	17:30	U Maw Sein (63/B) St	MDY Industrial Zone	7,000	7,000	GA Manager Approved	Car fuel charges empty in MDY BR,Holiday
6	2024-09-29	Renewable Energy	Service	Nay Win Myint(2)	To install 6kW solar system	07:30	MDY Industrial Zone	U Maw Sein (63/B) St	7,000	7,000	GA Manager Approved	Car fuel charges empty in MDY BR,Holiday
7	2024-09-29	Renewable Energy	Service	Nay Win Myint(2)	To install 6kW solar system	17:30	U Maw Sein (63/B) St	MDY Industrial Zone	7,000	7,000	GA Manager Approved	Car fuel charges empty in MDY BR,Holiday
											GA	Lots of tools

TRAVELLING REPORT

Date : 6.9.24

Report To		
Employee Name	Nay Win Myint, Cho Zin Thee	
Position	Helper, STDP	
Department	RE	
Business	BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	8.8.24	20.9.24
Total Days	1 month 12 days	
Trip Information	1. From MDY To MDY	
	2. From MDY To YEN	
	3. From To	
Purpose For Travelling	Installation & Inspection on MDY.	
Travel Date	Activities	Remark
	Daily report attached from print.	

Reported by

 Sign : 
 Name : Nay Win Myint
 Position : Mechanic - Helper

Checked by

 Sign : 
 Name : Aung Ko Ko Oo
 Position : DH

(DH/AGM/GM)

Approved by

 Sign : 
 Name : U Aye Mya Htoon
 Position :

(COO)

05-CHL-HRM-FRM-064-01

No.	Date	Status	Job Types/Number
1	31.8.24	Attend	At MWB, measured the load in each room at Hotel, Club Coffee and Bee Shop. Write the load form of them. Went to Mandalay Office for checking the battery returned from Hertz. Checked 200Ah (display) 1pc and 200Ah (classic) 1pc. We found 200Ah (display) battery is scratched on the surface. We found 200Ah (classic) battery is not complete all accessories
2	1.9.24	Holiday	
3	2.9.24	Attend	Went to customer U Htein Win for the inspection of battery. Checked the battery settings, battery version and memory info. We upgraded 200Ah (classic) battery version 2.41 to version 2.55 but battery but battery voltage and soc% are not equal. Although Battery voltage is full battery soc is not full. So, Remain capacity is set 200000. It is OK.
4	3.9.24	Attend	Went to customer U Kan Htoo for the inspection of battery. This battery problem is each battery are not equal SOC%. Checked the battery settings, version and memory info. We upgraded 5pcs of 200Ah (classic) battery from version 2.41 to 2.55 and from 3 to 3.5C. Charging the battery and test run load. It is OK.
5	4.9.24	Attend	Went to customer U Kyaw Maw Htet site for the inspection of battery alarm. Checked the battery settings, memory info, version and inverter settings. No error alarm. Checked the battery wire connections. We upgraded 2pcs of 200Ah (classic) battery from version 2.41 to 2.55 and 3 to 3.55C. Charged the battery and test run load. It is OK.
6	5.9.24	Attend	Make morning exercises. Make 5S in Mandalay branch. Go to mdy waterboom
7	6.9.24	Attend	Make morning exercises. Make 5S in Mandalay branch. Attended daily meeting with Sales member. Cleaned the battery and inverter in MDY Showroom. Learning home wiring system from YouTube
8	7.9.24	Attend	Make morning exercises. Make 5S in Mandalay branch. Attended daily meeting with Sales member. Cleaned the battery and inverter in MDY Showroom. Searching the 300Ah battery accessories. It does not found. Prepared 6pcs of the 6KW off grid inverter to send Yangon. Received the 5KW hybrid inverter 1pc returned from Mother Home. Packing and prepared 5KW hybrid inverter to send Yangon.
9	8.9.24	Holiday	
10	9.9.24	Attend	Make morning exercises. Cleaned the battery and inverter in MDY Showroom. Cleaned and placed the battery, inverter and other equipment at room 30. Cleaned and placed the battery and other equipment at industrial park.
11	10.9.24	Attend	Make morning exercises. Make 5S in Mandalay branch. Attended daily meeting with Sales member. Cleaned the battery and inverter in MDY Showroom. Learning home wiring system from YouTube.
12	11.9.24	Attend	Make morning exercises. Make 5S in Mandalay branch. Attended daily meeting with Sales member. Cleaned the battery and inverter in MDY Showroom. Learning the possible of solution that the inverter is not charged the battery with grid. (Travelling from Mandalay to Yangon.)