



MAC  
No. 1947/B , Bo Gyoke Street, Yangon - Pathein High Way Road,  
Hlaing Thar Yar Township, Yangon.  
Yongon

Tax Reg. Number:

### EXPENSE PAYMENT VOUCHER

Voucher Reference : MAC-PV-24050009  
Voucher Date : 2024-05-09  
Employee Name : Mya KayKhaing  
Employee ID : MAC-EM-0087

Funds Account : Cash On Hand - MMK-MAC  
Voucher Status : posted  
Transaction Currency : Myanmar Kyat

Expense Reference #	Amount
MAC-XC-24050009	231,200.00

Payment Amount	: 231,200.00
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Remarks : DIRECT PAY ,FOR MAY'24, FOR MYA KAY KHAING, FOR OVERTIME CHARGES FOR SECURITIES AND DRIVER OF APR'24, FOR MMK-231,200/-, FOR HR DEPT.

Date : 9.5.2024

Name/NRC No : Mya Kay Khaing

Signature :

Cashier : Thi Thi Oo

Signature :

Date:

UMG

CASH CLAIM FORM

Date : 3.5.2024

BU/BR/Division : MAC

Department : Administration

Issue Amount : 23,200/- Kyats/ USD

Budget include (or) Not : ၂၆၁၆၂ သုံးသောင်းတစ်ထောင် နှစ်ရာ့၂၀ ပမာဏ

Yes  Budgeted Title and Amount :  
No  Reasons for :

Required For:

Overtime charges for securities and driver of Apr 24.

မှတ်ချက်။

- (၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံး 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 သတ်ဆိုင်ရာ တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်။  
(If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By

*Mya Kay Khang*  
Requester

Checked By

*Horn Puant Phyu*  
Mgr/DH

Checked By

*Su Su Thin*  
Finance & Account

Approved By

*Saint Saint Thu*  
GM/AGM/COO

Approved By

CMC/CEO/Chairwoman

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04-CFD-CAS-FRM-005-03

# OVERTIME REQUEST FORM

DIV Name : Ug Mo Lin  
 Department Name : H.R. O.A  
 Reason for Overtime : G.M KPI Ferry

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
	6.4.24	Ug Mo Lin	Driver	5:00pm	6:00pm	1hr	1200/-	G.M ferry
	8.4.24	"	"	5:00pm	7:00pm	2hr	2400/-	K.P.I
	9.4.24	"	"	5:00pm	6:00pm	1hr	1200/-	G.M ferry
	11.4.24	"	"	5:00pm	6:00pm	1hr	1200/-	K.P.I
	29.4.24	"	"	5:00pm	6:00pm	1hr	1200/-	G.M ferry

Total Hours	6hr	7,200/-
Total Amount		

Requested by  
 Sign : [Signature]  
 Name : Ug Mo Lin  
 (Requestor)

Approved by  
[Signature]  
 Hnin Puant Phyu  
 (DH)


Approved by  
[Signature]  
 Sent Sent Thu  
 (GM/AGM/COO)

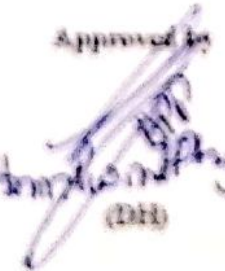
Checked by  
[Signature]  
 Mya Kay Khaing  
 (HR)

# OVERTIME REQUEST FORM


Name : (MAC)  
 Unit Name : Security (HR-GA)  
 Reason for Overtime : (Loading B&S 07)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	13.4.2024	Mya Zan Thant	Security	07:00	17:00	10	80,000	working OT
2	"	U Zan Phyo Thant	Security	17:00	07:00	"	"	"
3	"	U Aung Chit Phyo	Security	17:00	07:00	"	"	"
4	14.4.2024	Mya Hlaing	Security Head	07:00	17:00	"	"	working OT
5	"	Mya Zan Thant	Security	17:00	07:00	"	"	"
6	"	U Zan Phyo Thant	Security	17:00	07:00	"	"	"
7	15.4.2024	U Aung Chit Phyo	Security	07:00	17:00	"	"	working OT
8	"	Mya Hlaing	Security Head	07:00	17:00	"	"	"
9	"	Mya Zan Thant	Security	17:00	07:00	"	"	"
Total Hours						72	72,000	
Total Amount							72,000	

Requested by  
 Sign :   
 Name : U Zan Phyo Thant  
 (Requestor)

Approved by  
  
 Hlaing Hlaing  
 (DH)

Approved by  
  
 Seint Rod Phyo  
 (GM & GM COO)


Checked by  
  
 Mya Kay Khaing  
 (HR)

05-CHL-HRM-FRM-020-05

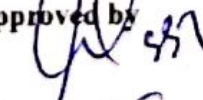
# OVERTIME REQUEST FORM


DIV Name : (MAC)  
 Department Name : Security (HR-GIA)  
 Reason for Overtime : (လေ့: ၇၈၀၅၇၀၅၀၇)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	16.4.2024	Can Phyo W.	Security	07:00	17:00 ✓	8 hrs	8,000-	morning OT
2	"	Phu Chit Pong	Security	07:00	17:00 ✓	"	"	"
3	"	Mya Khinng	Security-head	17:00	07:00 ✓	"	"	"
4	17.4.2024	Myo Can Phant	Security	07:00	17:00 ✓	"	"	afternoon OT
5	"	Can Phyo W.	Security	07:00	17:00 ✓	"	"	"
6	"	Phu Chit Pong	Security	17:00	07:00 ✓	"	"	"
7	"	Mya Khinng	Security-head	17:00	07:00 ✓	"	"	"
8	18.4.2024	Myo Can Phant	Security	07:00	17:00 ✓	"	"	afternoon OT
9	"	Can Phyo W.	Security	17:00	07:00 ✓	"	"	"
<b>Total Hours</b>						72 hrs	72,000-	
<b>Total Amount</b>								

Requested by  
 Sign :   
 Name : U Can Phyo W.  
 (Requestor)

Approved by  
  
 Hnwin Phyo  
 (DH)

Approved by  
  
 Seint Seint The  
 (GM/AGM/COO)


Checked by  
  
 Mya Kay Khinng  
 (HR)

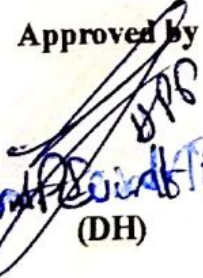
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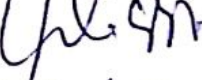
# OVERTIME REQUEST FORM


Name : (MAC)  
 Department Name : Security (HR-GIA)  
 Reason for Overtime : (308102805020502T)

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	18.4.2024	Pha Chit Pong	Security	17:00	07:00 ✓	8hrs	8000-	308102805020502T
2	19.4.2024	Mya Khaing	Security-Head	07:00	17:00 ✓	"	"	"
3	"	Myo Zan Win	Security	17:00	07:00 ✓	"	"	"
4	"	Zan Phyo Win	Security	17:00	07:00 ✓	"	"	"
5	20.4.2024	Pha Chit Pong	Security	07:00	17:00 ✓	"	"	"
6	"	Mya Khaing	Security-Head	07:00	17:00 ✓	"	"	"
7	"	Myo Zan Win	Security	17:00	07:00 ✓	"	"	"
8	21.4.2024	Zan Phyo Win	Security	07:00	17:00 ✓	"	"	"
9	"	Pha Chit Pong	Security	07:00	17:00 ✓	"	"	"
<b>Total Hours</b>						72hrs	72,000-	
<b>Total Amount</b>							72,000-	

Requested by  
 Sign :   
 Name : 1) Zan Phyo Win  
 (Requestor)

Approved by  
  
 Hnin Aung Phyo  
 (DH)

Approved by  
  
 Sein Sent Thu  
 (GM/AGM/COO)

Checked by  
  
 Mya Ray Khaing  
 (HR)

05-CHL-HRM-FRM-020-05

