

## ADVANCE CLEAR VOUCHER

Requestor Name : Zin Zin Oo  
 Department Name :  
 Payment Date :  
 Payment Voucher : AC-REN-2025-03-00031  
 No  
 Payment Method : Cash/Bank  
 Payment Amount : 454000.0  
 Currency : MMK  
 Exchange Rate : 4,480.0

Budget Type : Include Budget  
 Payment Type : Advance Clearing  
 Advance No : ADV-REN-2025-02-00022  
 Prepared By : REN Budget Requestor  
 Superior Approved : REN S&M DH  
 By :  
 Last Approved By : REN S&M DH

No.	Description	Department	Request Amount	Remark
1	Advance clear for ASM TA charges. PIC-Tint Lwin Oo ADV 300,000/- , EXP 454,000/- , ADD 154,000/-	Sales and Marketing Department(RE)	454,000.00	Advance Clear

Expense Total : 454,000.00 K  
 Advance Total : 300,000.00 K  
 Additional : 154,000.00 K

Note: .....

<p><i>(Signature)</i>                  Superior Check By                  Name : Aung Myat Thu                  NRC No : ၁၂/၁၁၁၁(နိုင်)၁၆၆၆၆၆                  Date : 8.03.2025                  Remark : .....</p>		<p>F&amp;A                  Name : Nway Nway                  NRC No : ၉/၈၈၈၈(နိုင်)၁၆၆၆၆၆                  Date : 8.03.2025                  Remark : .....</p>		<p>GM/AGM                  Name : Phyo Thu                  NRC No : ၉/၈၈၈၈(နိုင်)၁၆၆၆၆၆                  Date : 8.03.2025                  Remark : .....</p>		<p>COO                  Name : U Aye Min Htoon                  NRC No :                  Date : 8.03.2025                  Remark : .....</p>	
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*(Signature)* 813



### TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Yee Tin Co.	Estimated Date of Travel	1-3-25
Position Rank	ASH	Total Day	3 days
DEPT/HR/ENV, Dept	RE BU	Destination	Bago / NLP
Purpose	Branch visit and customer visit		
Travel Details			
Arrival Place	Bago / NLP		
Actual Date & Time of Travel	1-3-25		
Total Day	3 days		
HR Name	Aye Aye Mon		
HR Sign	<i>[Signature]</i>		
BOH/Authorized Person Name	Kyau Ko Ko Hla		
BOH/Authorized Person	<i>[Signature]</i>		
Advance Clear			
Actual Date & Time of Travel	1-3-25	Total Day	3 days
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
1-3-25	TA charge for 1 person x 3 days = 15,000	15,000	✓
3-25	Car ticket 1 Bago ~ MHL	2,000	✓
Total Expense (Kyats/USD)		17,000	✓
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			
Job Report Status			
Authorization	Name	Position	Date
Prepared By	Zin Zin Co	Admin.	6.3.25
Approved By Dept Head	Aung Myat Hla	DI.	7.3.25
Approved By GM/AGM/COO	Hyo Hla	GM.	8.3.25
Acknowledged by related Superior for Job Report	Aye Min Hlaon.	UCM.	8.3.25
HR Check & Approved	Ngein Ee Kheng	HR.	7.3.25
Cash Received			
Remark			

08/03/25  
A. Hlaon



### TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Yod Lwin Co.	Estimated Date of Travel	1~3.02.25.
Position Rank	ASM.	Total Day	3days.
BU/BR/DIV, Dept	RE BU	Destination	Bago / NLP.
Purpose	Branch visit and customer visit		
Travelling Permit			
Arrival Place	Bago / NLP.		
Actual Date & Time of Travel	1~3.2.25.		
Total Day	3 days		
HR Name	Aye Aye Mon		
HR Sign			
BOH/Authorized Person Name	Kyaw Koko Htet		
BOH/Authorized Person			
Advance Clear			
Actual Date & Time of Travel	1~3.2.25.	Total Day	3days ✓
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
1~3.2.25.	TA charge for 1 person x 3 days x 15,000/-	45,000/-	
3.2.25.	Car ticket x Bago ~ MHL	26,000/-	
	<b>Total Expense (Kyats/USD)</b>	<b>71,000/-</b>	
	<b>Cash Advance (Kyats/USD)</b>		
	<b>Balance Refund/Additional (Kyats/USD)</b>		
Job Report Status			
Authorization	Name	Position	Date
Prepared By			Sign
Approved By Dept Head			
Approved By GM/AGM/COO			
Acknowledged by related Superior for Job Report			
HR Check & Approved			
Cash Received			
Remark			

04-CFD-CAS-FRM-006-02

# 7612 ရွှေမင်္ဂလာ

အည်အနံ့ခရီးသွားကားလက်မှတ်နှင့် ကုန်ပစ္စည်းဖို့ဆောင်ရေး

: 09-5300171, 09-785300171, Viber : 09-785300171

124 - စားသောက်ဆိုင်ရှေ့၊ ယာဉ်ဝင်းဟောင်းလမ်းဆုံအနီး၊ ပဲခူးမြို့

ကားအမည်

TT

ပဲခူးမှ

ဖွဲ့စား: MHL

ခရီးသည်အမည်

ကိုတင်လွင်ဦး

ခုံအမှတ်

42

ရက်စွဲ

3.2.25

ရန်ကုန်မှထွက်ချိန်

၁၅:၀၀

290000

320000 ရှေ့

ဝယ်ပြီးလက်မှတ်ငွေပြန်ပအမ်းပါ။ ကားလက်မှတ်များကို မှန်းဖြင့် မှာယူနိုင်ပါသည်။



# TRAVELLING REPORT

Date: 9.9.2015

Report To	Aung Myat Thee	
Employee Name	Tint Lwin Co	
Position	ASPI	
Department	Sales & Marketing	
Business	RE BU.	
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	Branch visit and customer visit.	
Travel Date	Activities	Remark
1.9.2015	Off Day.	
2.9.2015	Off Day.	
3.9.2015	Go to Nayhtile.	

Reported by  
 Sign : *[Signature]*  
 Name : Tint Lwin Co  
 Position : ASPI.

Checked by  
 Sign : *[Signature]*  
 Name : Aung Myat Thee  
 Position : DI

(DI/AGM/GM)

Approved by  
 Sign : *[Signature]*  
 Name : Aye Win Hlon.  
 Position : VCM.

(COO)

05-CHL-HRM-FRM-064-01



TRAVEL ADVANCE CLEAR FORM

3:00 AM ~ 12:00 PM

<b>Cash Advance</b>				
Employee Name	Tint Lwin Co		Estimated Date of Travel	9 ~ 20. 2. 25
Position Rank	ASM		Total Day	12 days ✓
BU BR DIV. Dept	RE BU		Destination	Nay Pyi Taw ✓
Purpose	Branch visit and customer visit.			
<b>Travelling Permit</b>				
Arrival Place	Nay Pyi Taw			
Actual Date & Time of Travel	9 ~ 20. 2. 25.			
Total Day	12 days ✓			
HR Name	None Khin Hkun			
HR Sign	✓			
BOH Authorized Person Name	Aye Mye Li			
BOH Authorized Person	✓			
<b>Advance Clear</b>				
Actual Date & Time of Travel	9 ~ 20. 2. 25.		Total Day	12 days ✓
Departure Date & Time	✓		Arrival Date & Time	
Date	Description			Total Amount
				Kyats USD
9 ~ 20. 2. 25.	TA charges for 1 person x 12 days x 15,000/-			180,000 ✓
9. 2. 25.	Car ticket (MHL ~ NPT)			13,000 ✓
20. 2. 25.	Car ticket (NPT ~ TGO)			13,000 ✓
<b>Total Expense (Kyats/USD)</b>				206,000/-
<b>Cash Advance (Kyats/USD)</b>				
<b>Balance Refund/Additional (Kyats/USD)</b>				
<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Sim Sin Co	Admin	6. 3. 25.	✓
Approved By Dept Head	Aungs Myat Thu	DH.	7. 3. 25.	✓
Approved By GM AGM COO	Thye Thu.	GM.	8. 3. 25	✓
Acknowledged by related Superior for Job Report	Aye Mye Li	VCM	8. 3. 25	✓
HR Check & Approved	Nyern Ei Ei Khawng	HR	7. 3. 25	✓
Cash Received				
Remark				

# စာချုပ်ချုပ်ဆိုရေးရာများ

မြန်မာပြည်အနှံ့ကားလက်မှတ်အရောင်းဌာန

✓ 09-959230071, 09-965700828, 09-777518288, 09-777518388

ခရီးစဉ်

နေပြည်တော်

ယာဉ်အမည်

-

သွားမည့်ရက်

9.2.2025 ✓

အမည်

တင်လွင်ညို

ထိုင်ခုံအမှတ်

၁၃ ✓

ထွက်ခွာချိန်

9:30 AM ✓

တန်ဆာအပိုပစ္စည်းများအား ကြိုတင်၍ ပြောပေးပါရန်။  
 ယာဉ်ထွက်မီအလျှင် နာရီဝက် (မိနစ် ၃၀) စော၍ အရောက်လာပေးပါရန်။  
 ရောင်းပြီးလက်မှတ်ငွေပြန်မအမ်းပါ။

13000/- ✓

Mandalar Myanmar Express | Mandalay - Yangon

2025/02/09 07:39 AM

7:39

📶 99

MMBusTicket



✕ Booking Info EN 🇲🇲

✔ Booking confirmation is successful.

Naypyitaw (Myoma) - Taungoo • Feb 20, 01:30 PM

Mandalar Minn Express I Standard - Scania

C

Ref # 4418-2769 | Booked on: 2025/02/20 07:39 AM

**Trip Summary**

- Naypyitaw (Myoma) 01:30 PM, Feb 20
- Taungoo (ETA) 04:30 PM, Feb 20

Route

Naypyitaw (Myoma)-Naypyitaw (Thapyaygone)-Lewe-Yae Ni-Swar-Taungoo

Operator

Mandalar Minn Express I Standard - Scania

Seat Count

1 Seat

Seat Numbers

16

7:40

99

MMBusTicket

X Booking Info

EN



✔ Booking confirmation is successful.

Seat Numbers

16

**Traveller Info**

Traveller Name

Tint Lwin Oo

Phone Number

09977835526

Email

(Blank)

**Special Request**

(Blank)

**Payment Details**

Subtotal

13,000 ✓

Tax

0

Discount

0

**Total Due**


**MMK 13,000**

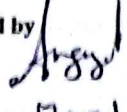
Back to Home Page


# TRAVELLING REPORT

Date : 20.2.2020

Report To	Terd. Lamin Co. Acung Ngad. Tho	
Employee Name	Terd. Lamin Co.	
Position	ASM	
Department	S&MKT	
Business	KEBU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From ... Makhlaha ... To ... May. Puri. Tau ...	
	2. From ... To ...	
	3. From ... To ...	
Purpose For Travelling		
Travel Date	Activities	Remark
9.2.2020 10.2.2020	Off Day. Peyumaman Tsp way. -Phone Mgnt. MO construction < dealer contract discuss - Lm Electronic < Product into and price discuss.	next 2 days reply.
11.2.2020	- Petno 7 < Quotation discuss and - Thingaha Hotel tomorrow appointment survey MKN/BG10/TGO prospect and to May Puri Tau Tsp way. - Trin Gha Ha Hotel < survey and - Petno 7 < 20 kW system FU - Lm water factory. < solve system FU	200 kW FU 1 MW Prospect.
12.2.2020 13.2.2020	Off Day. Acung Kaban Electronic < Product Marketing. - Petno 7 < 20 kW system FU. - Phone Mgnt MO construction	200 Ah display 2ps price discuss.

Reported by   
 Sign :  
 Name : Terd. Lamin Co  
 Position : ASM.

Checked by   
 Sign :  
 Name : Acung Ngad. Tho  
 Position : DII.

Approved by   
 Sign :  
 Name : Aye Man Hloon.  
 Position : VCM.

(DII/AGM/GM)

(COO)

# TRAVELLING REPORT

Date : 2.2.25

Report To	Aceng Myad Thu	
Employee Name	Tint Larn Oo	
Position	ASM	
Department	S & Mkt	
Business	RE BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From Merkitila To Nag Pui bu	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
14.2.25	Office Administrative skill Trainings	
15-16.2.25	Office Day	
17.2.25	Basic Customer Service Trainings	
18.2.25	Ko Nang Win < appointment and marketing way >	
19.2.25	Daktra way. - Thingaba Hotel < ckw and 16kw quotation discuss. / Final quotation last date Feb 25 > - Ko Nang Win < ckw, 10kw product discuss and Sunday Survey > - Phone Myint Mo < Dealer process discuss >	
20.2.25	Go to Taungoo.	

Reported by

Sign :

Name : Tint Larn Oo

Position : ASM

Checked by

Sign :

Name : Aceng Myad Thu

Position : DH

(DH/AGM/GM)

Approved by

Sign :

Name : Aye Min Htoon

Position : VCM

(COO)

05-CHL-HRM-FRM-064-01



## TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>			
Employee Name	Tint Lwin Oo	Estimated Date of Travel	21 ~ 25. 2. 25
Position Rank	ASM	Total Day	5 days
BU/BR DIV. Dept	PE BU	Destination	Taungco.
Purpose	Branch visit and customer visit		
<b>Travelling Permit</b>			
Arrival Place	Taungco.		
Actual Date & Time of Travel	21 ~ 25. 2. 25		
Total Day	5 days		
HR Name	Hany Oo		
HR Sign	Hany		
BOH Authorized Person Name	Theh cho win		
BOH Authorized Person	Theh		

<b>Advance Clear</b>			
Actual Date & Time of Travel	21 ~ 25. 2. 25	Total Day	5 days
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
21 ~ 25. 2. 25	TA charges for 1 person x 5 days	75,000	✓
25. 2. 25	Cash ticket Taungco ~ MHL	24,000	✓
<b>Total Expense (Kyats/USD)</b>		99,000	✓
<b>Cash Advance (Kyats/USD)</b>			
<b>Balance Refund/Additional (Kyats/USD)</b>			

**Job Report Status**

Authorization	Name	Position	Date	Sign
Prepared By	Zin Zin Oo	Admin.	6. 3. 25	[Signature]
Approved By Dept Head	Aung Myat Thu	OH.	7. 3. 25	[Signature]
Approved By GM/AGM/COO	Myo The.	GM	8. 3. 25	[Signature]
Acknowledged by related Superior for Job Report	Aye Min Htoon.	UCM.	8. 3. 25	[Signature]
HR Check & Approved	Ngein Ei Ei Khating	HR.	7. 3. 25	[Signature]
Cash Received				

on 08/03/2025  
 Amn...

Remark

# TRAVELLING REPORT

Date : 3.9.25.....

Report To	Aung Myat The	
Employee Name	Tint Lwin Oo	
Position	ASM	
Department	S & MKT.	
Business	RE BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From Nay Pyi Taw To Yangon	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
21.9.25	Light Solar & South Ips dealing and Matador lectno. board discuss	
22.9.25	Ypk computer sales and service < cable 4 coil dealing and Partner process > U Than Tint < Product intro and Partner process > Nway Htwe clinic < 6kW 1 set dealing > Ko Min Ko < After sales service and Relation > Ko Kyaw Kyaw Lin < 6kW 1 set for final payment collect > Light Solar & Light Board discuss	
23.9.25	Off day	
24.9.25	Ypk < Cable dealing and payment collect > Ko Zaw Min Nang < 12kW system hot > Light Solar < Light board discuss >	
25.9.25	Go to Meiktila	

Reported by



 Sign :  
 Name : Tint Lwin Oo  
 Position : ASM

Checked by



 Sign :  
 Name : Aung Myat The  
 Position : DH

(DH/AGM/GM)

Approved by



 Sign :  
 Name : Aye Min Htoon  
 Position : VCM

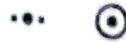
(COO)

05-CHL-HRM-FRM-064-01

12:23

LTE

MMBusTicket



X Booking Info

EN



✔ Booking confirmation is successful.

Taungoo - Mandalay • Feb 25, 08:00 AM

Mandalay Minn Express I Standard - Scania

Ref # 3858-1190 | Booked on: 2025-02-24 12:13 PM

### Trip Summary

Taungoo ✓ 08:00 AM, Feb 25

Mandalay ✓ (ETA) 03:00 PM, Feb 25

### Route

Taungoo-Swar-Yae Ni-Lewe-Naypyitaw  
(Thapyaygone)-Naypyitaw (Myoma)-Mandalay

### Operator

Mandalay Minn Express I Standard - Scania

### Seat Count

1 Seat

### Seat Numbers

29

### Traveller Info



✔ Booking confirmation is successful.

29

**Traveller Info**

Traveller Name	Tint Lwin Oo
Phone Number	09977835526
Email	(Blank)

**Special Request**

တောင်ငူ ကန်ရိုးရွာထိပ်မှ တက်ပြီး မိတ်ထီလာမှာ ဆင်းမည်

**Payment Details**

Subtotal	24,000
Tax	0
Discount	0

**Total Due** MMK 24,000

Back to Home Page

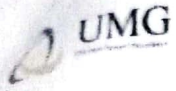


### TRAVEL ADVANCE CLEAR FORM

EMPLOYEE NAME		Tina Leta Co		ARRIVAL DATE OF TRIP		27-28-25	
EMPLOYEE NO.		ASM		TRIP TYPE		Pcogil	
DEPARTMENT		RE BU		ORGANIZATION		Mardabey	
TRAVELING PURPOSE		Go to Nyirahyan					
ARRIVAL PLACE		Mardabey					
ARRIVAL DATE & TIME OF TRIP		27-28-25					
TRIP DURATION		2 days					
EMPLOYEE NAME		Ngem Ngem Htee					
EMPLOYEE NO.		JIR					
SUPERVISOR NAME		Mrs. Ngem Htee					
SUPERVISOR SIGNATURE		<i>[Signature]</i>					
ADVANCE CHECK		TRIP DATE & TIME OF TRIP		TRIP DURATION		TRIP AMOUNT	
TRIP DATE & TIME OF TRIP		ARRIVAL DATE & TIME		TRIP DURATION		TRIP AMOUNT	
TRIP DATE & TIME		ARRIVAL DATE & TIME		TRIP DURATION		TRIP AMOUNT	
Date		Description		Amount		Type	
27-28-25		TA charges for 1 person x 2 days x 15,000/-		75,000/-		✓	
27-28-25		Taxi charges		4,500/-		✓	
				75,000/-			
				6,500/-			
		Total Expense (8 years 1 1/2%)					
		Cash Advance (8 years 1 1/2%)					
		Balance Refund Additional (8 years 1 1/2%)					
Job Report Status		Name		Position		Date	
Approved by		Zin Zin Co		Administ.		6.8.25	
Approved by (1st)		Aung Myat The		D.H.		7.3.25	
Approved by (2nd)		Thyo The		CIM		3.3.25	
Approved by (3rd)		Aye Min Htee		UCM		8.3.25	
Approved by (4th)		Ngem Ee Htee		JIR		7.3.25	
Approved by (5th)							
Approved by (6th)							
Approved by (7th)							
Approved by (8th)							
Approved by (9th)							
Approved by (10th)							

08/03/25  
Amateur





# TRAVELLING REPORT

Date : 3.3.25

Report To	Aung Myat Thu	
Employee Name	Tint Lwin Oo.	
Position	ASM.	
Department	S&MKT.	
Business	RE BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From Meiktila To Mandalay	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
27.8.25.	Go to Mandalay branch.	
28.8.25.	Go to Mgyithgyinar branch.	

Reported by *[Signature]*  
 Sign :  
 Name : Tint Lwin Oo  
 Position : ASM.

Checked by *[Signature]*  
 Sign :  
 Name : Aung Myat Thu  
 Position : Dtl.  
 (DH/AGM/GM)

Approved by *[Signature]*  
 Sign :  
 Name : Aye Min Htoon.  
 Position : VCM.  
 (COO)

05-CHL-HRM-FRM-064-01



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

Print Date : 06-Mar-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	2025-02-27	Renewable Energy	Sales & Marketing	Tint Lwin Oo	Go to Mandalay.	09:00	Meikhtila	Mandalay	15,000	15,000	GA Manager Approved	Miss Car Ticket