



### TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>				
Employee Name	Aung Phyo Thu		Estimated Date of Travel	19.8.24 to 26.8.24
Position Rank	STDP		Total Day	8 days
BU/BR/DIV, Dept	RE Service		Destination	
Purpose	To install solar system in TCL (Mong Hpyak)			
<b>Travelling Permit</b>				
Arrival Place	TCL (Mong Hpyak)			
Actual Date & Time of Travel	19.8.24 to 26.8.24			
Total Day	8 days			
HR Name	Theint Lwin Htin			
HR Sign	Theint			
BOH/Authorized Person Name	Nay Win Aung			
BOH/Authorized Person	N/A			
<b>Advance Clear</b>				
Actual Date & Time of Travel	19.8.24 to 26.8.24		Total Day	8 days
Departure Date & Time	19.8.24		Arrival Date & Time	26.8.24
Date	Description		Total Amount	
			Kyats	USD
19.8.24 to 26.8.24	TA Charges (20,000 x 8) x 2 per son - (CPT, RSM)		320,000	✓
	Bus Ticket		82,000	✓
	Transportation Charges		40,000	✓
	Taxe Charges		40,000	✓
Total Expense (Kyats/USD)			482,000	
Cash Advance (Kyats/USD)			450,000	
Balance Refund/Additional (Kyats/USD)			180,000	
<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	U Aung Phyo	Admin	20.8.24	[Signature]
Approved By Dept Head	U Aung Ko Ko Co	ADH	20.8.24	[Signature]
Approved By GM/AGM/COO	U Phyo Thu	AGM	4.9.24	[Signature]
Acknowledged by related Superior for Job Report	U Aung Hennaun	GM		[Signature]
HR Check & Approved	Ma Kyem Co U Phyo	HR	3.9.2024	[Signature]
Cash Received				
Remark				

# တက်နေဝန်

06646

အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး

ကျိုင်းတုံ ← တာချီလိတ်

*Handwritten signature*

passenger အမည် <i>ကျော်စွာဖြူ, ဒေါ်ဖြူဖြူ</i>	Fare Kyat/US\$ <i>32000</i>
C (No.) Report No.	Date of Departure သွားမည့်နေ့ <i>25.8.24</i>
Seat No အမှတ်	Departure Time ထွက်ခွာမည့်အချိန်
ရောင်းပြီးထက်မှတ်ငွေပြန်မအမ်းပါ။ No refund the ticket already sold ထက်မှတ်ချိန်ကျော်လွန်ရောက်ရှိခဏ်းသည်အားတာဝန်မယူပါ။ No responsibility will take for the delay against the limited time of departure.	
Departure Place ထွက်ခွာမည့်နေရာ	

ကျိုင်းတုံ - ကျိုင်းတုံ(၂)လမ်း၊ မြို့မဈေးအနီး။  
 PH : 084-23424 , 09-5250284 , 09-454887919  
 တာချီလိတ် - ဗိုလ်ချုပ်အောင်ဆန်းလမ်း၊ ပါဆတ်ကားလေးကွင်းရှေ့  
 PH : 084-53207 , 09-5240463 , Thai PH ; 065-4511548



*Handwritten signature and date 29/8/24*



**ELECTRONIC EXCESS BAGGAGE TICKET**

Air KBZ Ltd  
 Address: International Business Centre (IBC) No 88, 111 Quarter, Pyaw Road, Hlaing Township Yangon 11031, Myanmar Tel: 95(01)9670007  
 Web: https://www.airkbz.com

PASSENGER NAME: **MYINT/KYAW SWAR Mr.**  
 BOOKING REF: **19H6BZ**  
 FMD NUMBER: **314 4201 001860**  
 FMD TYPE: **Ticket Type: A**  
 ISSUED BY: **K7 RGN KH ISO MM 19AUG2024 08:16 31400025 AIR KBZ YANGON AIRPORT STATION**  
 TOUR CODE: **A**  
 FCMI: **0**  
 FCPI: **C - BAGGAGE**  
 RFCI:

Coupon No	ROUTE	AIRLINE CODE	FLIGHT NO	RES. CLASS	DATE	Rflsc - Description	Coupon Amount	Remarks	Associated Ticket No	Associated Coupon No	NVB NVA	ST.
1	Yangon International Airport / Tachileik Airport	K7	844	G	19.08.2024	01X - EXCESS WEIGHT	10,000.00	XBAG 2KG	1142406493791	1		19-08/2025 C

ENDORSEMENT/RESTRICTION  
 TICKET FARE: **SPECIAL MMK 10,000.00**  
 TAX: **exempt**  
 SURCHARGES  
 SERVICE FEE  
 TOTAL: **MMK 10,000.00**  
 PAYMENT: **CASH**

Passport Number: **11/KAPHANA(N)127473**  
 Flight Notes: Bag Allowance: 7 - Meal Service - S, 99 - Departure Terminal - 3, 98 - Arrival Terminal - 1, 504 - Secure Flight Info - T

**-----IMPORTANT INFORMATION-----**

- Ticket: This ticket is non-transferable and valid on airline flights only
- Date Change & Sector Change: Is subject to booking condition, read the Terms & Conditions of the airline
- General Terms & Condition and Passenger & Baggage Liability Limitations: can be found at https://www.airkbz.com

**Baggage Allowance:**

- Domestic: All Sectors: Business - 30KG, Economy - 20KG and Infant - 10KG
- International:
  - All Sectors (except ICN): Business - 40KG, Economy - 30KG and Infant - 10KG
  - ICN only: Business - 2 pieces (32KG per piece), Economy - 23KG
- Carry-On: 5KG, one baggage per passenger, Size Limit: 22in x 15in x 8in (L+W+H=45 inches)

**Check-in:**

- Domestic: ATR72-600:
  - Check-in counters open 2 hours and close 30 minutes before departure time
  - Boarding gates open 1 hour 15 minutes and close 10 minutes before departure time
- International:
  - Check-in counters open 3 hours and close 45 minutes (except CAN closes at 1 hour) before departure time
  - Boarding gates open 1 hour 15 minutes and close 10 minutes before departure time
- E190/A319/A320:
  - Check-in counters open 2 hours 30 mins and close 30 minutes before departure time
  - Boarding gates open 1 hour 15 minutes and close 10 minutes before departure time

◦ Airline will not be responsible for late reporting of passengers.

- Traveling Documentation: Traveller must ensure that his/her passport, health requirements, visa and other necessary documents are valid and meet the requirements of immigration for the departure airport and at the destination airport. Failure to pass the check-in counter or not report for boarding due to non-compliance of immigration requirement, will cause the offloading of passenger and baggage from the flight without any claim or responsibility against airline and ticket conditions will apply. You should carry a copy of this booking confirmation while you travel as it may be required for immigration purposes
- No-Show: Reporting late or fail to travel on booked flight will be considered as No-Show, penalties as per fare rules will be applied at the time of re-booking or refunding
- Online Ticket: In order to board domestic flight, passengers who purchased the ticket from maar.com or other booking with their Credit or Debit cards, are requested to present the card used for the purchase of ticket at the airport during check-in. If it is not possible to present the card used in person, a photocopy of the front of the card along with a handwritten authorization signed by the cardholder may be carried by the passenger and presented to the airline representative at the airport
- Refund: Subjected to Refund rules

8/19/2024, 8:27 AM



19H6BZ

ELECTRONIC EXCESS BAGGAGE TICKET

Air KBZ Ltd  
 Address International Business Centre (IBC) No 88, (11) Quarter, Pyaw Road, Hlaing Township Yangon 11051, Myanmar Tel 95(01)9670007  
 Web - https://www.airkbz.com

PASSENGER NAME : MYINT/KYAW SWAR Mr. ✓  
 BOOKING REF : 19H6BZ  
 EMD NUMBER : 314 4201401857  
 EMD TYPE : Ticket\_Type\_A  
 ISSUED BY : K7 RGN KII ISO: MM 19AUG2024 08:02 31400025 AIR KBZ YANGON AIRPORT STATION  
 TOUR CODE :  
 FCMI : A  
 FCPI : 0  
 RFIC : C - BAGGAGE

Coupon No	ROUTE	AIRLINE CODE	FLIGHT NO	RES. CLASS	DATE	Rfisc - Description	Coupon Amount	Remarks	Associated Ticket No	Associated Coupon No	NVB NVA	ST.
1	Yangon International Airport / Tachileik Airport	K7	844	G	19.08.2024	01X - EXCESS WEIGHT	30,000.00	XBAG 6KG	3142406493791	1	19/08/2025	C

ENDORSEMENT RESTRICTION : SPECIAL  
 TICKET FARE : MMK 30,000.00 ✓  
 TAX : exempt  
 SURCHARGES :  
 SERVICE FEE :  
 TOTAL : MMK 30,000.00 ✓  
 PAYMENT : CASH

Passport Number : II/KAPHANA(N)127473  
 Flight Notes : Bag Allowance K7 844.0 7 - Meal Service - S - 99 - Departure Terminal - 3 - 98 - Arrival Terminal - 1 - 504 - Secure Flight Info - 1

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- **Refund:** Subjected to Refund rules

8/19/2024, 8:04 AM

Print Date : 30-Aug-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	2024-08-27	Renewable Energy	Project Implementation, Sales & Marketing, Service	El Thwe Phyo, Nann Oo, Zin Zin Oo	cash out BU budget ( There is no office car)	15:25	Mindhama	Yangon HO	15,000		Related HR-Approved	lots of money.
2	2024-08-19	Renewable Energy	Service	Aung Phyo Thu (2) , Kyaw Swar Myint	Go to TCL for solar system installation.	05:30	Bogyoke	Yangon Airport	20,000	20,000	GA Manager Approved	Lots of package and tools.
3	2024-08-26	Renewable Energy	Service	Aung Phyo Thu (2) , Kyaw Swar Myint	Go to TCL for solar system installation.	18:20	Yangon Airport	Bogyoke	20,000	20,000	GA Manager Approved	Lots of package and tools.



# TRAVELLING REPORT

Date: 27. 8. 2024

Report To	Ko Aung Ko Ko Oo	
Employee Name	Aung Phyo The	
Position	STDP-9	
Department	SERVICE	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	19/8/2024 9:30 a.m	19/8/2024 11:00 a.m
Total Days	8 Days	
Trip Information	1. From ..... To .....	
	2. From Yangon ..... To Tachileik .....	
	3. From Tachileik ..... To Mong Hsat Bp .....	
Purpose For Travelling	Solar system installation.	
Travel Date	Activities	Remark
	The daily reports are attached below.	

Reported by

Sign :   
Name : Aung Phyo The  
Position : STDP

Checked by

Sign :   
Name : Aung Ko Ko Oo  
Position : ADH

(DH/AGM/GM)

Approved by

Sign :   
Name : U Aye Mon Hkon  
Position :

(COO)

05-CHL-HRM-FRM-064-01

No.	Date	Status	Job Types/Number
19	19-Aug-24	Attend	Travelled from Yangon to Tachileik. And continue went to Mong_Phyak from Tachileik. Then customer U Sai Lone Kham ( Myint Mo petrol shop ), measure the dimensions for the places which set up Solar panels, inverter , battery and other installations.
20	20-Aug-24	Attend	Today at Mong_Phyak customer U Sai Lone Kham ( Myint Mo petrol shop ) , set up rail rods and installed 8pcs of 570W solar panels. Then set up inverter , AC DC DB boxes and made trunking way for wirings. ✓
21	21-Aug-24	Attend	At Mong_Phyak customer U Sai Lone Kham ( Myint Mo petrol Shop ) , set up trunking ways and run for solar cables. But solar cable didn't reach to fuse because it is raining all the day. Set up battery cable. And wait for 4pole change over and earth rods. It didn't reach to the site yet.
22	22-Aug-24	Attend	At U Sai Lone Kham ( Myint Mo petrol shop ) , installed inverter AC input output cable and earthing system. Run solar cable and installed to the fuse. Made covered the trunking. Made earthing system and it's not ok because of Ohm is a little too much. Tomorrow we will check again it and hope for finished the job.
23	23-Aug-24	Attend	Set up AC input for charging and AC output for loads. Connect the solar MC4 connectors and test with the meter reach solar voltage to fuse. It was ok. And did the earthing system. Then testrun with Generator and battery. It was ok both of those charging and discharging. Connect the wifi successfully. Job was finished.
24	24-Aug-24	Attend	At Mong_Phyak customer U Sai Lone Kham ( Myint Mo petrol station ) site , Checked again the system and how to use carefully the system to the customer. Charged fully SOC 100% with generator. And testrun with battery and solar. It was ok at all. Also Load consumptions are ok. Finally suggested not to use loads at the same time.
25	25-Aug-24	Attend	Checked and collected the tools and packed the accessories box in the site. Went back from Mong_Phyak to Tachileik.
26	26-Aug-24	Attend	Checked the tools and took the sign HR and BOH for travelling advance form. Went back from Tachileik to Yangon with the flight at 5:00pm.