



### TRAVEL ADVANCE CLEAR FORM

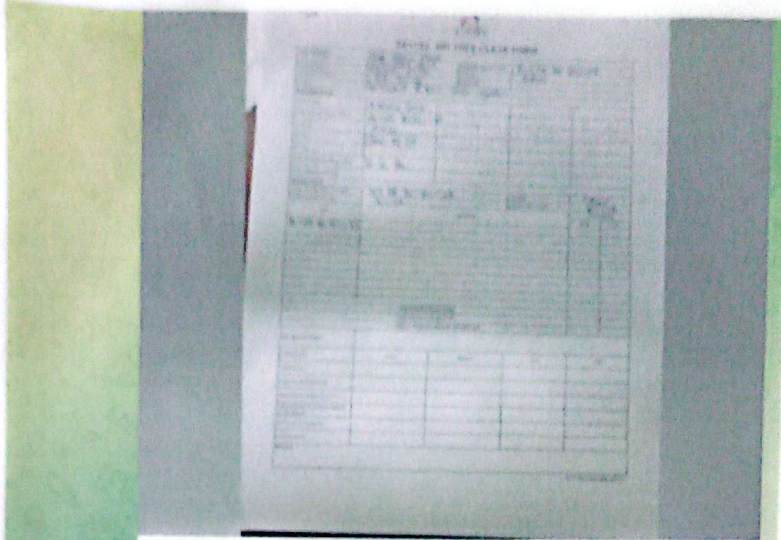
<b>Cash Advance</b>		Net Phone Hire		
Employee Name	Win Hui Ang	Estimated Date of Travel	16.1.25 to 20.1.25	
Position Rank	MCOP, 25, 2P	Total Day	5 days	
DI/DIR/ASV Dept	RE Service	Destination	Singapore	
Purpose	Hospital B kw Solar System			
<b>Travelling Permit</b>				
Arrival Place	Raffles Hotel			
Actual Date & Time of Travel	16.1.25 to 20.1.25			
Total Day	5 days			
HR Name	Chan P. 2m			
HR Sign	Telegram Approved.			
HR/Authorized Person Name	Si Si Pen.			
HR/Authorized Person	Telegram Approved.			
<b>Advance Chart</b>				
Actual Date & Time of Travel	16.1.25 to 20.1.25	Total Day	5 days	
Departure Date & Time	16.1.25	Arrival Date & Time	20.1.25	
		Total Amount		
Date	Description	Kyats	USD	
16.1.25 to 20.1.25	TA Charges (5 days x 30,000) for 2 person TRH, WHA	150,000		
	Guest House Charges	100,000		
	Trip fuel	80,000		
	City Entrance Fee	2,000		
	Transportation Charges	3,000		
Total Expense (Kyats/USD)		833,600		
Cash Advance (Kyats/USD)		550,000		
Balance Refund/Additional (Kyats/USD)		283,600		
<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	E. Thwe Phyo	Admin	7.2.25	
Approved By Dept Head	Aung Po Po Oo	ADH	7.2.25	
Approved By GM/AGM/CEO	Phyo Thu	AGM	8.2.25	
Acknowledged by related Superior for Job Report	Aung Hein Won	GM		
HR Check & Approved	Ngan E. E. Phyo	HR.	8.2.25	
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02

- Budget / advance / expense မှာမှတ် ဖြစ်နေပါသည်။

Su Su Pone 蘇蘇平 日 mu xin

2 days 2 mos ago



အင်မရှင်၊ ညောင်တုန်း customer Daw May Thinzar Kyaw 8kW solar system installation အတွက် PIC - Thet Khine Htwe, Win Htut Aung တို့ installation TA Charges မှာ အင်မ approved ခေါ် လိုချင်လိုပါရှင် အင်မ။

2:59 AM

Ei Thwe Phyo  
အင်မရှင်၊ ညောင်တုန်း cu...  
Approved ပါရှင် 🤔

3:00 AM

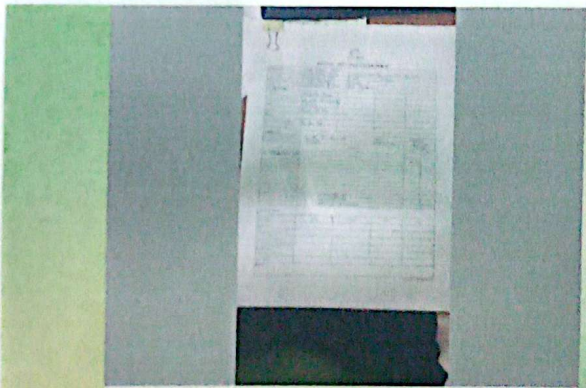
ကျေးဇူးတင်ပါတယ်ရှင် အင်မ။

3:00 AM

Write a message...



Chaw El Zin  
online



အင်မရှင်၊ ညောင်တုန်း customer Daw May Thinzar Kyaw 8kW solar system installation အတွက် PIC - Thet Khine Htwe, Win Htut Aung တို့ installation TA Charges မှာ အင်မ approved ခေါ် လိုချင်လိုပါရှင် အင်မ။

3:55 AM

အင်မရှင်၊ ဒါခေါ် approve ခေါ်ပေါ်ပါရှင် အင်မ။

3:55 AM

Ei Thwe Phyo  
အင်မရှင်၊ ညောင်တုန်း cu...  
Approve ပါ ညီမ

3:55 AM

Write a message...





Sir.U Aye Min Htoon

last seen at 9:04 AM

PIC - Kyaw Naing Soe နေရာတွင် Thet Khine Htwe ကို အစားထိုးသွားခွင့်ပြုပါရှင့် ဆရာ။

9:43 AM ✓✓

Ei Thwe Phyo

ဆရာရှင့်။ Nyaung Tone Customer - Daw Ma... System ပြန် run တာ ပိုရှင်းပါတယ်။

3:34 PM

Ei Thwe Phyo

Dear VCM, (၁) အမည်- Thet Khine Htwe, Z... Please proceed.

3:34 PM

ဟုတ်ကဲ့ ရှင့် ဆရာ 3:46 PM ✓✓

January 14

ဆရာရှင့်။ Nyaung Tone Customer - Daw May Thinzar Kyaw 8kW solar system installation ကိုသွားရန်အတွက် TA Charges မှာက လိုင်းကားဖြင့်သွားမည်ဟု approve တောင်းထားသော်လည်း အခု job site နှင့် တည်းလို့ရမယ့်နေရာရဲ့ အကွာအဝေး အနေအထားကြောင့် ရုံးကားဖြင့်သွားဖို့ ခွင့် တောင်းချင်လို့ပါရှင့်ဆရာ။ BU မှာက ကားမရှိ ပါသဖြင့် GA မှ ကားတစ်စီးကို ငှားခွင့်ပြုပြီး Nyaung Tone job site ကို သွားခွင့်ပြုပါရန် Request လုပ်ပါတယ်ရှင့် ဆရာ။

edited 3:11 PM ✓✓

Ei Thwe Phyo

ဆရာရှင့်။ Nyaung Tone Customer - Daw Ma... Please proceed.

5:10 PM

ကျေးဇူးတင်ပါတယ်ရှင့် ဆရာ။ 5:16 PM ✓✓

Message







HUAINOTHAYA (1) STATION

Contact No : 09 940 549 227

Receipt No: 10506552 ✓

Date/Time : 16-01-2025 (09:07) ✓

Pump/Noz : 4/ 3

Product : Premium Diesel

Lit/Price : 14.970 x 3340 K

Total : 50,000 K ✓ ✓

MOP : Cash

Plate : CC9Q3986 ✓ ✓

Thank you ... See You Again!

ကျွန်ုပ်တို့၏ ဝန်ဆောင်မှုကို အကျိုးရှိစေပါ

Cashier - Manager

DE

# UTT & SONS

ဦးထွန်းသိန်းနှင့်သားများ

စက်သုံးဆီအရောင်းဆိုင်

ညောင်တုန်းမြို့၊တာကွေ့ကျေးရွာ

Ph:09-8540175,09-8540271, 09-5196762

## Premium Diesel

Vr No: C3-308    Date: 19-Jan-2025 17:08:5

Pump P-11    Car No 9Q/3986

<u>Gal</u>	<u>Liter</u>	<u>Price</u>	<u>Amount</u>
1.947	8.85	3390	30000

တင်ပို့သူ - ဆီအရောင်းဆိုင် - မိမိ

Cashier - Manager



# မဟိုက်-မှန်လုံအမြန်ယာဉ်

## ညောင်တုန်း ◀ ▶ ရန်ကုန်

တုန်းကိတ်-(ပုန်း)ဝေ ၂၅၄၅ ၉၂၅၉၂ ရန်ကုန်ကိတ်-(ပုန်း) ဝေ ၇၉၃၃၇၇၁၉၁  
ဝေ ၇၈၇၀၆၁၂၆၅

ယာဉ်အမှတ် ▶ ၅၉ - ၂၁၆၃ ရက်စွဲ ▶ ၁၇. ၁. ၂၅

ခုံအမှတ် ▶

ထွက်ချိန် ▶ ၉၁ ၃၀ သင့်ငွေ ▶ ၃၀၀၀

▶▶ လက်မှတ်လဲလှယ်ခြင်း၊ အချိန်နောက်ကျခြင်း တာဝန်မယူပါ။

▶▶ တာဝန်ခံ ဝယ်ပြီးလက်မှတ် ငွေပြန်မအမ်းပါ။

ကြိုတင်လေတိမှတ်များ မှာယူနိုင်ပါသည်။ တာဝန်ခံ



# GENERAL EXPENSE CLAIM FORM



Company Name : RE  
 Department Name : Service

No.	Date	Name	Description	Amount	Remark
10	17.1.25	Thek Khone Hlue	Transportation	80,000	
		Wan Htet Aung	Charges	'	
Total Amount				80000	

Requested by

Approved by

Checked by

Approved by

Approved by

Sign : *Thue*

Name : *E Thue Phyo Aung Ko Ko Oo*  
 (Requester)

*Nway Nway*  
 (Department Head)

*Phyo The.*  
 (OM/AGM/GM)

(ACOO/COO/MD/VCM)

02-REN-FNA-FRM-002-01

Print Date : 07-Feb-2025

Monthly Fuel Claim

Vehicle Number	Holding Business	Request Date	For Month	Contract Name	Approved amount	Actual Issue Gallon	Actual Charges Amount	Actual Approved Status	Monthly Usage Kilo	Remark
<del>9Q/3986</del>	Renewable Energy	2025-02-04	January	Hay Mar Soe	200,000	10	150,000	Close	435	Cash claim for monthly fuel charges of 9Q/3986 Jan'25.
9Q/3986	Renewable Energy	2025-02-04	January	Hay Mar Soe	200,000	5	80,000	Close	138	Cash claim for trip fuel charges go to Nyaung Tone for solar installation Jan'25.

Phyo  
E. Phyo Phyo

AY.  
Aung Ko Ko Oo

Phyo  
Nyein E. E. Khinng

Phyo  
Phyo Phyo

Start kolo => 174 358

End kolo => 174 568

Diff kolo => 20 kolo

Trip fuel gallon => 5 gallon

$$\Rightarrow \frac{210}{5}$$

=> 42 kolo/gallon

=> 26.25 miles/gallon.



### TRIP CAR USED FORM


BU/BR/DIV : RE  
 Driver Name : Met Rhone Hlwe.  
 Car User Name : Hyi Mar See.  
 Trip Title : 8kw Solar System Installation  
 Trip Location : Nyaung Tose.  
 Car No. : 90/3986  
 Car Type :  
 Estimate Date : 5chy  
 Participant : Wan Hkel Aint.

Date	Start Kilo	End Kilo
16.1.25	174 358	174 440
17.1.25	174 440	174 467
18.1.25	174 467	174 478
19.1.25	174 478	174 496
20.1.25	174 496	174 568

Request By

  
 E Awe Phyo  
 Requester

Checked By

  
 Phyo Thu  
 Related GM/AGM

Acknowledge By

GAV Head

Approved By

CAM GM/AGM/COO

05-CHL-GAV-FRM-015-01

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

print Date : 07-Feb-2025

### Monthly Kilo Record

Vehicle No	Holding Business	Out Date	Time Out	In Date	Time In	Start Kilo	End Kilo	Mile	Purpose	Way	Driver Name	Remark
9Q/3986	Renewable Energy	2025-02-05	08:00	2025-02-05	17:00	174,358	174,440	51.250	for installation	HO- UD- Pharyar Lan-Asint Myint-Shwe Lin Pan- Ho-winfood-Nyaung Tone	Phway Yu Mon	16/1/25
9Q/3986	Renewable Energy	2025-02-05	08:00	2025-02-05	17:00	174,440	174,467	16.875	for installation	Gust house - Ma May Thinzar Kyaw job site- Naung Tone High way gate- gust house	Phway Yu Mon	17/1/25
9Q/3986	Renewable Energy	2025-02-05	08:00	2025-02-05	17:00	174,467	174,478	6.875	for installation	Gust house - Ma May Thinzar Kyaw site installation -guest houseend	Phway Yu Mon	18/1/25
9Q/3986	Renewable Energy	2025-02-05	08:00	2025-02-05	17:00	174,478	174,496	11.250	for installation	Guest house - Ma May Thinzar Kyaw site installation -Guest house	Phway Yu Mon	19/1/25
9Q/3986	Renewable Energy	2025-02-05	08:00	2025-02-05	17:00	174,496	174,568	45.000	for installation	Gust house - Naung Tone customer Ma May Thinzar Kyaw site installation - HO- pro1 ( material ) - HO	Phway Yu Mon	20/1/25
9Q/3986	Renewable Energy	2025-02-05	08:00	2025-02-05	17:00	174,568	174,716	92.500	for installation	HO-Zone 5-HO-Bayint Naung-HO-Htantapin-HO	Phway Yu Mon	23/1/25



# TRAVELLING REPORT

Date: 21.1.20

Report To	Aung Do Do Co	
Employee Name	Thet Khone Hwe, Wen Hwe Aung	
Position	MCO, STP	
Department	Service	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	16.1.20	20.1.20
Total Days	5 days	
Trip Information	1. From	To
	2. From	To
	3. From	To
Purpose For Travelling	8kw Solar System Installation	
Travel Date	Activities	Remark
	Daily report attached by below.	

Reported by  
 Sign: *[Signature]*  
 Name: Thet Khone Hwe  
 Position: MCO

Checked by  
 Sign: *[Signature]*  
 Name: Aung Do Do Co  
 Position: ADH

Approved by  
 Sign: *[Signature]*  
 Name: U Aye Man Htoon.  
 Position:

(DH/AGM/GM)

(COO)

05 CHL HRM FRM 064 01

*[Signature]*  
 Aung Hein Win  
 8/2/2025

No.	Date	Status	Job Types/Number
1	16.1.25	Attend	Went to Ho. Did the morning exercise and join the daily meeting. Went to winfood for the inspection of battery. Go to Naung Tone from Yangon. Installed the inverter 8kW (1pcs), battery breaker box, trunking way and bus-bar panel.
2	17.1.25	Attend	Went to customer job site. Installed the AC breaker box, DC breaker box. Connected the AC cable from inverter to breaker box, connected solar cable from inverter to DC breaker box. Connected battery cable from battery to bus-bar panel, from bus-bar panel to inverter. Installed the 200Ah battery (2pcs). Installed the L. feet.
3	18.1.25	Attend	Went to customer job site. Draw the solar cable and piping way. Make the earthing system. Connected the solar cable from solar string to DC breaker.
4	19.1.25	Holiday	Naung Tone customer Ma May Thinzar Kyaw site installed 14pcs of solar panels. We install solar cables, run piping, and make an earthing system.
5	20.1.25	Attend	Load testing at Naung Tone customer Ma May Thinzar Kyaw site. Come back HO.

Travelling - HO  $\Leftrightarrow$  Naung Tone.  
 Standard lead time - 3 to 5 days.  
 Actual working days - 5 days.  
 proper jobs lead time ✖