



CASH CLAIM FORM

Date : 14.10.24 ,
 BU/BR/DIVISION : TCL BR
 Department : Sale
 Issue Amount : 28000/- Kyats/.....USD

Budget include (or) Not :

Yes Budgeted Title and Amount :
 No Reasons for :

Required For:

Taxi chgs - 38000/-ks (Go to Aung Mingalar to Hlaing Thar Yar & Hlaing Thar Yar to YGN air port. TA for 1 days (20000/-ks).

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး သေချာစွာစစ်ဆေးစစ်ဆေးတွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။

(The amount requested must be properly calculated, checked and verified by respective authorized person)

(၂) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက၊ သက်ဆိုင်ရာ တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည့် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်

(If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By	Checked By	Checked By	Approved By	Approved By
Requester	Mgr/DH	Finance & Account	GM/AGM/COO	CMC/CEO/Chairwoman
Heir Aung Bo	Theint Aung	May Thu Khant	Nay Win Aung	





TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Hein Aung Bo	Estimated Date of Travel	15.8.24.	
Position Rank	SEDP	Total Day	1 day.	
BU/BR/DIV. Dept	TCL BR	Destination		
Purpose	Third In-class			
Travelling Permit				
Arrival Place	YGN ~ TCL			
Actual Date & Time of Travel	1 day.	(15.8.24)		
Total Day	1 day.			
HR Name	Theint Lwin ² Htun			
HR Sign	Theint			
BOH/Authorized Person Name	Nay Win Aung			
BOH/Authorized Person	N			
Advance Clear				
Actual Date & Time of Travel		Total Day		
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
16.7.24.	From Aung Mingalar to HTY (Maxi)	18,000		
15.8.24.	Hlaing Thar Yar to Mingalar dan airport (Taxi chgs)	20000		
	TA 1 day	20000		
Total Expense (Kyats/USD)		38000		
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)		Total:	58000 /-	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Hein Aung Bo	SEDP	14.10.24	CSB
Approved By Dept Head	Nay Win Aung	ABOH	24.10.24.	N
Approved By GM/AGM/COO	Paing Soe Lynn	COO	14.10.24	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Theint Lwin ² Htun	HR	14.10.24	Theint
Cash Received				
Remark				

Already
get
GIA
Approved
in order