



CASH CLAIM FORM

Date : 22nd May 2025

BU/BR/Division : TCL BR

Department : Administration

Issue Amount : 185,000/- MMK တစ်သိန်း၊ ခုနစ်သောင်း ငါးထောင်ကျပ်တစ်ရာ။
Kyats/.....USD

Budget include (or) Not :

Yes Budgeted Title and Amount : .

No Reasons for :

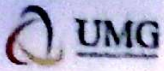
Required For:
 Payment for Travelling Expense for ABOH - Pyae Phyo Thu Htay
 (KPI Trip to HO) , Total Amt - 185,000/- MMK
 Taxi Charges (20.5.25) - 25,000/- MMK (From MD House to Dagon Seikam)
 Taxi Charges (18.5.25) - 25,000/- MMK (From Dagon Seikam to YGN Airport)

မှတ်ချက်။
 (၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံး 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)

TAC9
 Day -
 185,000/-
 MMK

Request By Pyae Phyo Thu Htay Requester
 Checked By Pyae Phyo Thu Htay Mgr/DH
 Checked By Cho Nwe Oo Finance & Account
 Approved By Pyae Phyo Thu Htay GM/AGM/COO
 Approved By _____ CMC/CEO/Chairwoman





TRAVELLING REPORT

Date : 22nd May 2025

Report To	10 Paing So Lynn	
Employee Name	Paing So Lynn	
Position	ABOH	
Department	Admin	
Business	TCL	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	10.5.2025	18.5.2025
Total Days		
Trip Information	1. From YAN to From TCL To YAN	
	2. From YAN To TCL	
	3. From To	
Purpose For Travelling	Branch Annual KA	
Travel Date	Activities	Remark
10.5.25	TCL to YAN	
11.5.25 y 17.5.25	Branch Annual KA	
18.5.25	YAN to TCL	

Reported by
 Sign :
 Name : Paing So Lynn
 Position : ABOH

Checked by
 Sign :
 Name : Paing So Lynn
 Position : ABOH
 (DH/AGM/GM)

Approved by
 Sign :
 Name : Paing So Lynn
 Position : COO
 (COO)

05-CHL-HRM-FRM-064-01



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Doo Nyu Lu My		Estimated Date of Travel	30 May 25 to 30 May 28
Passport No.	SA		Total Day	9 days
HR No. (NY) Days	TCL HR		Destination	
Purpose	Go to YAN for branch UP			
Travelling Pattern				
Arrival Place	YAN	TCL		
Arrival Date & Time of Travel	10.5.25	10.5.28		
Total Day	9 days			
HR Name	Phyo Phyo Aung			
HR Sign				
HRM Authorized Person Name	Doo Nyu Lu My			
HRM Authorized Person				
Advance Clear				
Arrival Date & Time of Travel	10.5.25	7:00 A.M	Total Day	9 Days
Departure Date & Time	10.5.28	9:00 A.M	Arrival Date & Time	18.5.23 / 2:00 P.M
Date	Description			Total Amount
				Kyats USD
10.5.25 to 18.5.25	Travelling Expenses:			
10.5.25	Taxi Charges (From MD House to Dagon Seikun)			25,000/-
18.5.25	Taxi Charges (From Dagon Seikun to YAN Airport)			25,000/-
10.5.25 to 18.5.25	TA (9 Days)			185,000/-
Total Expense (Kyats/USD)				235,000/-
Cash Advance (Kyats/USD)				0
Balance Refund/Additional (Kyats/USD)				185,000/-
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Doo Nyu Lu My	ABOH	22nd May 25	
Approved By Dept Head	Phyo Phyo Aung	ABCH	22nd May 25	
Approved By GM/AGM/COO	Paing Soe Lynn	COO	22nd May 25	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Phyo Phyo Aung	Admission Head	22nd May 25	
Cash Received				
Remark				

Taxi(Bus, Motorcycle, 3-wheel etc...) Charges Form / Pyae Phyo Thu Htay

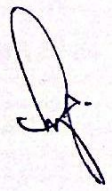
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Action

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Draft Submit Related Manager Related HR GA(GMAGM)

Requisition Date 05/21/2025 **Reason** KPI Trip to HO
Requestion Name Pyae Phyo Thu Htay
Holding Business Tar Chi Laik
Department Administration
HR Acknowledge Pyae Phyo Aung(5)
Total Charges 50,000.00




Taxi Claim Charges Details


#	Date	Employee Name	Departure Time	Start Location	End Location	Claim Amount...	Allowed Amount	GA Feedback...	Rental Purpose	Remark...
1	05/10/2025	Pyae Phyo Thu Htay	13:45	MD House	Home (Dagon Seikan)	25,000.00	25,000.00		For KPI Trip ABOH carried Thai Baht to MD House and go to home from MD House	
2	05/18/2025	Pyae Phyo Thu Htay	10:00	Home (Dagon Seikan)	Yangon Airport	25,000.00	25,000.00		To take flight to go back to TCL BR	

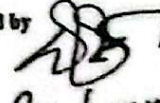
TRAVELLING REPORT

Date: 22nd May 2025

Report To	Mr Png to Lynn	
Employee Name	Png Png H. May	
Position	ABOH	
Department	Admin	
Business	TCL	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	10.5.2025	16.5.2025
Total Days		
Trip Information	1. From YAN To From TCL To YAN	
	2. From YAN To TCL	
	3. From To	
Purpose For Travelling	Branch Annual KA	
Travel Date	Activities	Remark
10.5.25	TCL to YAN	
11.5.25 y 17.5.25	Branch Annual KA	
18.5.25	YAN to TCL	

Reported by
 Sign : 
 Name : Png Png H. May
 Position : ABOH

Checked by
 Sign : 
 Name : Png Png H. May
 Position : ABOH
 (DH/AGM/GM)

Approved by
 Sign : 
 Name : Png See Lynn
 Position : COO
 (COO)