



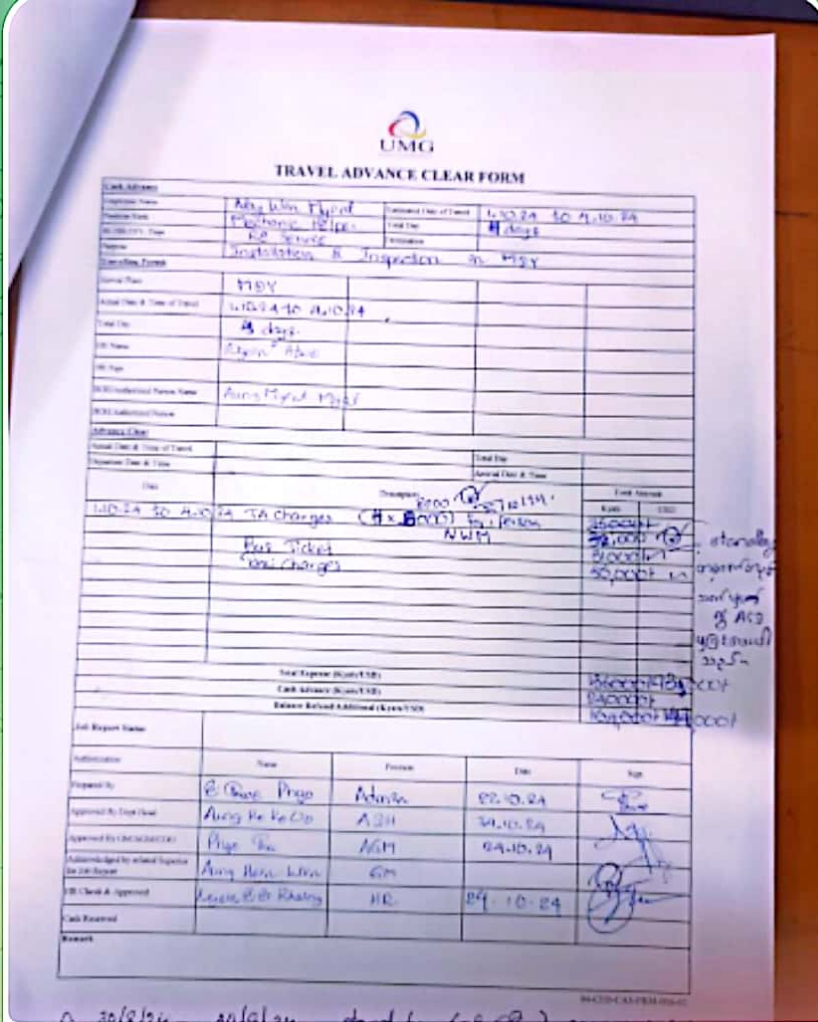
TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Nay Win Myint		Estimated Date of Travel	1.10.24 to 4.10.24
Position Rank	Mechanic Helper		Total Day	4 days
BU/BR/DIV. Dept	RE Service		Destination	
Purpose	Installation & Inspection in MDY			
Travelling Permit				
Arrival Place	MDY			
Actual Date & Time of Travel	1.10.24 to 4.10.24			
Total Day	4 days.			
HR Name	Nay Win Myint			
HR Sign				
BOH Authorized Person Name	Aung Myint Myint			
BOH Authorized Person				
Advance Clear				
Actual Date & Time of Travel			Total Day	
Departure Date & Time			Arrival Date & Time	
Date	Description	Total Amount		
		Kyats	USD	
1.10.24 to 4.10.24	TA Charges (8000 x 4) For 1 person NWM	32,000	2,308	
	Bus Ticket	31,000	2,277	
	Boxi Charges	30,000	2,200	
Total Expense (Kyats/USD)		136,000	10,000	
Cash Advance (Kyats/USD)		240,000	17,778	
Balance Refund/Additional (Kyats/USD)		104,000	7,778	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	E. Thwe Phyo	Admin	22.10.24	[Signature]
Approved By Dept Head	Aung Ko Ko Co	ADH	24.10.24	[Signature]
Approved By GM/AGM/COO	Phyo Thwe	AGM	24.10.24	[Signature]
Acknowledged by related Superior for Job Report	Aung Heen Win	GM		[Signature]
HR Check & Approved	Nay Win Myint	HR	24.10.24	[Signature]
Cash Received				
Remark				

standby
 8000 mmk / day
 15000 mmk / day

04-CFD-CAS-FRM-006-02

30/8/24 - 30/9/24. stand by. (၅၆.၀၀၀) 8000 mmk / day.
 1/10/24 - 4/10/24. 15000 mmk / day.



အစ်ကိုရှင့်။

PIC - Nay Win Myint

1.10.2024မှ 4.10.2024 ထိ 4ရက် MDY

Branch မှာ stand by နေသွားတဲ့ TA clear လေး အစ်ကို approved လိုချင်လို့ပါရှင့်။

3:01 PM ✓✓

November 6

အစ်ကိုရှင့် approve လေးပေးပေးပါဦးရှင့်

8:48 AM ✓✓



Ei Thwe Phyo

အစ်ကိုရှင့်။ PIC - Nay Win Myint 1.10.2...

Yes we acknowledge par



8:58 AM

Message





Nyein
online

November 5

အစ်မရှင့်။ ညီမလေးက RE BU Service ကပါ
ရှင့်။ 3:16 PM ✓

UNIG
TRAVEL ADVANCE CLEAR FORM

Sub Office	MDY	Requested Date of Travel	1.10.24 to 4.10.24
Requester Name	Nay Win Myint	Travel Date	4 days
Requester Position	Branch Manager	Destination	Yangon to Mandalay
Name	Nay Win Myint	Travel Dates	1.10.24 to 4.10.24
Position	Branch Manager	Purpose	Business Meeting
Travel Dates	1.10.24 to 4.10.24	Amount	50,000.00
Purpose	Business Meeting	Remarks	for business meeting
Amount	50,000.00	Approved By	[Signature]
Approved By	[Signature]	Date	02.10.24
Date	02.10.24	Approved By	[Signature]
Date	04.10.24	Approved By	[Signature]
Date	04.10.24	Approved By	[Signature]
Date	04.10.24	Approved By	[Signature]

PIC - Nay Win Myint
1.10.2024မှ4.10.2024 ထိ 4ရက် MDY
Branch မှာ stand by နေသွားတဲ့ TA clear
လေး အစ်မ approved လိုချင်လို့ပါရှင့်။ 3:16 PM ✓

Ei Thwe Phyo
PIC - Nay Win Myint 1.10.2024မှ4.10.2...
Pls proceed 3:21 PM

မန္တလေး

mandalayair.com.mm

From (မှ) Mandalay To (သို့) Yangon

Traveler (ခရီးသည်) myanmarair Contact (ဖုန်းနံပါတ်) 09-64656535

Search (ရှာဖွေ) ၀၁

Class (တန်း) Business Class Bus Route (ရထားလမ်း) 1 Bus Status (အခြေအနေ) CONFIRMED

Departure (ထွက်ခွာ) Oct 04, 7:30 AM Gate (ခရီးထွက်) Chien Mya of we 2yi Bus Terminal

Special Request (အထူးတောင်းဆိုချက်) (x) ၀၁

Printed Time : Oct 04, 7:16 AM

Passengers Total 31,000

NOTE: Passport is necessary to travel
ဖုန်းနံပါတ် ဝယ် နှင့် နေ့စဉ် ပြန်လည်ရယူရမည်
check in 30 min before the departure time
တစ်နာရီခွဲမီပင် စစ်ဆေးပြီး ဝင်ရောက်ရမည်
Carry-on baggage is allowed and carry-on luggage
ခရီးသည်တို့သည် ဝယ်ယူထားသော ဝယ်ယူမှုများကို ဝယ်ယူရမည်
Carry-on baggage will be issued after the departure
တစ်နာရီခွဲမီပင် ဝယ်ယူမှုများကို ဝယ်ယူရမည်
Carry-on baggage will be issued after the departure
တစ်နာရီခွဲမီပင် ဝယ်ယူမှုများကို ဝယ်ယူရမည်

Contact Phone: CallCenter 09-771 569
926, YGN 09-6170181, 667 512512, 75, Mooklin-a 03-790
88550 / M2Y 09-6126915, 1, Kadan 09-9391000, 96-1, 09
Pakhe 09-771 56 666, Yangon 09-771 5690
78, 100way 09-2560 83 916, Lakkang 09-4430 12

Handwritten signature

31,000

Handwritten signature



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

Print Date : 11-Oct-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	2024-10-04	Renewable Energy	Service	Nay Win Myint(2)	Come back HO YGN	06:00	MDY BR	Mandalay Highway	10,000	10,000	GA Manager Approved	Inspection & installation in MDY
2	2024-10-04	Renewable Energy	Service	Nay Win Myint(2)	Come back HO YGN	17:45	Aungmyingalar highway	Ahlong	20,000	20,000	GA Manager Approved	Inspection & installation in MDY



TRAVELLING REPORT

Date : 5.10.24

Report To	Aung Ko Ko Oo	
Employee Name	Nay Win Myant	
Position	Mechanic Helper	
Department	Service	
Business	RE BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	(30.8.24) 1.10.24	4.10.24
Total Days		
Trip Information	1. From MDY To YGO	
	2. From To	
	3. From To	
Purpose For Travelling	Installation & Inspection.	
Travel Date	Activities	Remark
1.10.24	Check MDY Branch / Stock.	
2.10.24	Went to Daw B. E. Mon = 18kW Solar System site for check w/fi error. It repair w/fi reconfiguration. It was ok.	
3.10.24	Went to Kyaukse Kay Thwe 12kW Solar system for Inspection Battery Firmware upgrade.	
4.10.24	Come Back Yangon HO. Because of lots of job in HO & PIC are not have.	

Reported by

Sign : *Nay Win Myant*
 Name : Nay Win Myant
 Position : Mechanic Helper

Checked by

Sign : *Aung Ko Ko Oo*
 Name : Aung Ko Ko Oo
 Position : ADH

(DH/AGM/GM)

Approved by

Sign : *Li Aye Mon Htoon*
 Name : Li Aye Mon Htoon
 Position :

(COO)

05-CHI-HRM-FRM-064-01