



# CASH ADVANCE CLEAR FORM

Date : 26/06/2024  
 BU/BR/Division : Renewable Energy BU  
 Department : Sales & Marketing  
 Advance Issue : 300,000 Kyats / ..... USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 <sup>st</sup> Time Advance	7.06.2024	PV-89954		300,000	Advance clear for TA charges go to Taungoo branch visit and customer appointment. PIC - Phyo Thu, Aung Myat Thu, Hay Mar Soe
2	2 <sup>nd</sup> Time Advance					
3	3 <sup>rd</sup> Time Advance					
Total Advance					300,000	
Total Actual					107,500	
Balance Refund/Additional					192,500	

Request By

Zin Zin Oo  
Requester

Checked By

Telegram  
Approved.

Aung Myat Thu  
Mgr/DH

Checked By

Nway Nway  
Finance & Account

Approved By

Telegram  
Approved.

Phyo Thu  
GM/AGM/COO

Approved By

CMC

04-CFD-CAS-FRM-002-03

Nyein Ei Ei Khin  
26/6/24



## TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>			
Employee Name	Phyo Mye, Mye Mye, H.M.S	Estimated Date of Travel	6.6.24 ~ 7.6.24
Position Rank	AGM, J.H, J.H	Total Day	2 Day
BU/BR/DIV, Dept	RF. BU	Destination	Taunggyi
Purpose	Customer appointment		

<b>Travelling Permit</b>			
Arrival Place	Taunggyi		
Actual Date & Time of Travel	6.6.24 (6:30 AM) ~ 7.6.24		
Total Day	2 day		
HR Name	Moe Lue Win.		
HR Sign	<i>[Signature]</i>		
BOH/Authorized Person Name	Thein Cho Win.		
BOH/Authorized Person	Telegram Approved		

<b>Advance Clear</b>			
Actual Date & Time of Travel	6 ~ 7.6.24	Total Day	2 days
Departure Date & Time		Arrival Date & Time	

Date	Description	Total Amount	
		Kyats	USD
6 ~ 7.6.24	TA charges for 3 person x 10000 x 2 days	60,000/-	✓
6 ~ 7.6.24	Gate pass charges	80,000/-	1,500/-
6 ~ 7.6.24	Hotel charges	80,000/-	✓ 140,000/-
6.6.24	B. myint + 17 soldier	18,000/-	✓
<b>Total Expense (Kyats/USD)</b>		147,500/-	✓ 101,500/-
<b>Cash Advance (Kyats/USD)</b>		900,000/-	
<b>Balance Refund/Additional (Kyats/USD)</b>		152,500/-	✓ 192,500/-

<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Zin Zin Co.	Admin.	11.6.24	<i>[Signature]</i>
Approved By Dept Head	Aung Myat Thee	DH.	4.6.24	<i>[Signature]</i>
Approved By GM/AGM/COO	Phyo Thu.	GM.	17.6.24	<i>[Signature]</i>
Acknowledged by related Superior for Job Report	Zaw Min Myat	AGOO	17.6.24	<i>[Signature]</i>
HR Check & Approved	Nyein Ei Ei Khin	HR.	11.6.24	<i>[Signature]</i>
Cash Received				<i>[Signature]</i>
Remark				





**Thet Cho Win**  
online



June 11

**TRAVEL ADVANCE CLEAR FORM**

<b>LAB/MTRHS</b>			
Employee Name	Phyo Thu, Aung Myat Thu, Hay Mar	Estimated Date of Travel	6.6.24 ~ 7.6.24
Position Rank	Asst. 3rd Lt. 2nd	Travel Day	3 days
DC/GR/OTV Dept	RD - BU	Destination	Yangon
Project	customer appointment		
<b>Location Point</b>			
Actual Date	Taungoo		
Actual Date & Time of Travel	6.6.24 (6:30 AM) ~ 7.6.24		
Travel Day	3 days		
GR Name	Moe Su Win		
GR Age	35 years		
DC/GR Substantiated Person Name			
DC/GR Substantiated Person			
<b>Advance Clear</b>			
Actual Date & Time of Travel		Travel Day	
Employee Name & Title		Actual Date & Time	
Date	Description	Rate	USD
6-7.6.24	Ta charges for 3 persons (1 person + 2 people)	80,000	
6-7.6.24	Carle pen charges	1,500	
6-7.6.24	Hotel charges	80,000	
6-7.6.24	Car charges 17 miles	8,000	
Total Expense (Myat/USD)		169,500	
Cash Advance (Myat/USD)		300,000	
Balance Returned (Myat/USD)		130,500	
<b>GR Request Status</b>			
Information	Name	Position	Date
Requested By	Zoe Zoe Co	Admin.	
Approved By Dept Head	Aung Myat Thu	DH	
Approved By GR/OTV (GR)	Phyo Thu	CM	
Authorized/Not authorized Approve the Job Report	Phyo Thu	ACOO	
GR Check & approved	Nay Win Eik Hing	HR	
Cash Returned			
Number			

Dear Ma Thet Cho Win  
Please Approve

Phyo Thu, Aung Myat Thu, Hay Mar  
Soe 6~7.6.2024 တွင် Taungoo branch  
ကိုရောက်ရှိကြောင်းလေး Approve ပေး  
ပေးပါဦးရှင်

edited 1:41 PM ✓

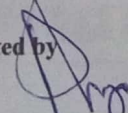
Approvedပါ။ 1:42 PM

# TRAVELLING REPORT

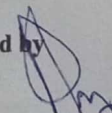
Date : 10.6.24

Report To	CDO	
Employee Name	Phyo Thu	
Position	AGM	
Department	Management	
Business	RE-BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	6.6.24 (6:30) AM	7.6.24 (4:30 PM)
Total Days		
Trip Information	1. From Ygn To Yangon	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling	Customer appointment	
Travel Date	Activities	Remark
6.6.24	Go to Yangon from Ygn. 1) Thaw Thi Kho Hospital (3rd Army Kyau Min) 100kwi 2) San Point Linn Rice Factory.	
7.6.24	- Border Meet with branch admin lead. - Go back to Yangon	

Reported by

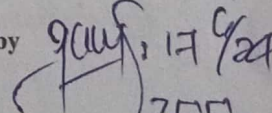
 Sign :   
 Name : Phyo Thu  
 Position : AGM

Checked by

 Sign :   
 Name : Phyo Thu  
 Position : AGM

(DH/AGM/GM)

Approved by

 Sign :   
 Name : Saw Min Myat  
 Position : ACOO

(COO)

05-CHL-HRM-FRM-064-01