

Date : 24.3.25  
 #/BR/Division : MLM Branch  
 #Department : SRY Department



Mawlamyaing Branch

No 93, Zay Kyo Quarter, Mawlamyaing Tsp, Mon State Mawlamyaing  
 Tel :  
 Fax :

PAYMENT VOUCHER

Voucher No. : MLM-PV-2025-03-0031      Cashier :  
 Voucher Date : 2025-03-26      To :  
 Currency : MMK

Applicant      Adm. Manager      GM

No	Description	Purpose	Subtotal
1	PAYMNET FOR TA CHG MMK - 255,000 MMK, EXPRESS CHG MMK - 25,000/-, TAXI CHG MMK- 50,000/-, TOTAL MMK - 330,000/- (MGR TRAINING)	Admin - Employee Training Expenses - Local- MLM	330000.00
Total			330,000.00

Total in Words : \_\_\_\_\_

Note : PAYMNET FOR TA CHG MMK - 255,000 MMK, EXPRESS CHG MMK - 25,000/-, TAXI CHG MMK- 50,000/-, TOTAL MMK - 330,000/- (MGR TRAINING)

Date : \_\_\_\_\_ Name/NRC No : Hein Zow Moe      Signature : *for*





### TRAVEL ADVANCE CLEAR FORM

TRAVEL ADVANCE				
Employee Name	Hein Zaw Moe		Estimated Date of Travel	23.2.25 to 12.3.25
Position Rank	SRV Head / 40		Total Day	17 day
TRAVEL DUTY Days	MLM		Destination	MGIR Training, H0
Purpose	Service Manages Training			
Traveling Detail				
Arrival Place	YGN			
Arrival Date & Time of Travel				
Total Day	17			
HR Name	Bo Bo			
HR Sign	[Signature]			
BURE Authorized Person Name	Bo Lay			
BURE Authorized Person	[Signature]			
Advance Clear				
Actual Date & Time of Travel	23.2.25		Total Day	17 day
Departure Date & Time	23.2.25 (9:00AM)		Arrival Date & Time	12.3.25 (5:00PM)
Date	Description	Total Amount		
		Kyats	USD	
23.2.25 to 12.3.25	Travelling charges for 17day, IMPx 15000	255000	↑	
	Express	25000	↑	
	Taxi charges	50000	↑	
<b>Total Expense (Kyats/USD)</b>		<b>330000</b>	<b>↑</b>	
<b>Cash Advance (Kyats/USD)</b>				
<b>Balance Refund/Additional (Kyats/USD)</b>				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Hein Zaw Moe	SRV Head	18.3.25	[Signature]
Approved By Dept Head	May Win Aung	ABOH	18.3.25	[Signature]
Approved By GM/AGM/COO	Paing Soe Lynn	COO	18.3.25	[Signature]
Acknowledged by related Superior for Job Report	May Win Aung	ABOH	18.3.25	[Signature]
HR Check & Approved	Thein Zar Myo	HR	18.3.25	[Signature]
Cash Received	Hein Zaw Moe	SRV Head	18.3.25	[Signature]
Remark				







# TAXI CHARGES FORM



BU/BR/DIV Name : MUM Branch



Department Name : SAV Department

No.	Date	Name	Description	Departure Time	Routes		Cost	Remark
					From	To		
1	23.2.25	Hein Zawmoe	Taxi charges	1:00	North Okhalepa 3:00 PM	Hlaing Thon Yar 4:30 PM	25000	
2	12-3-25	Hein Zawmoe	Taxi charges		Hlaing Thon Yar 6:00 AM	Aung Mye Thar 7:00 AM	25000	
Total Taxi Charges							50000	✓

Requested by :   
 Sign :   
 Name : Hein Zawmoe  
 Dept. : SAV/Department (Requestor)

Acknowledged by :   
 Sign :   
 Name : Thinnor Nyo  
 Dept. : Admin (HR/Admin)

Acknowledged by :   
 Sign :   
 Name : Nay Win Aung  
 Dept. : ABOH (DH)

Acknowledged by :   
 Sign :   
 Name : Nay Win Aung  
 Dept. : ABOH (ABOH/BOH/AGM/GM)

Acknowledged by

(HO-GU)

