



# CASH CLAIM FORM

Date : 11.11.2024

BU/BR/Division : MLM



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

## PAYMENT VOUCHER

Voucher No. : MLM-PV-2024-11-0025

Cashier :

Voucher Date : 2024-11-13

To :

Currency : MMK

Applicant Adm. Manager GM

No	Description	Purpose	Subtotal
1	PAYMENT FOR TA CHG MMK - 45,000/-, TAXI CHG MMK - 30,000/-, TOTAL MMK - 75,000/- (CUSTOMER U MYO ZAW OO, SHOW GENSET 200 KVA)	COGS - Commission Units-MLM	75000.00

Total 75,000.00

Total in Words :

Note : PAYMENT FOR TA CHG MMK - 45,000/-, TAXI CHG MMK - 30,000/-, TOTAL MMK - 75,000/- (CUSTOMER U MYO ZAW OO, SHOW GENSET 200 KVA)

Date : Name/NRC No : Myo Hlike Aung Signature :

Requester: Myo Hlike Aung / Mgr/DH: Myo Hlike Aung / Finance & Account: Hnin Paing Wai / GM/AGM/COO: Myo Hlike Aung / CMD/CEO/Chairwoman: Myo Hlike Aung

# CASH CLAIM FORM

Date : 11.11.2024

Region/Division : MLM

Department : Administration

Claim Amount : 75,000/- Kyats / USD

ရန်ပုံငွေအား ကျခံနိုင်ပါ၊ တောင်းကျပ်တို

Budget include (or) Not :

Yes  Budgeted Title and Amount :

No  Reasons for :

**Required For:**

TA - 45,000 mmk

Travel Chg - 30,000 mmk

Total mmk - 75,000/-

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး သေချာစွာစုံစမ်းစစ်ဆေး၊ တွက်ချက်ပြီးထားသော 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






Myo Htike Aung  
Requester

Myo Htike Aung  
Mgr/DH

Hnin Puin Wai  
Finance & Account

Myo Htike Aung  
GM/AGM/COO

Myo Htike Aung  
CMC/CEO/Chairwoman



# TRAVEL ADVANCE CLEAR FORM

Name	Myo Hlike Aung	Estimated Date of Travel	1.11.2024 to 3.11.2024
Work	SG	Total Day	3 Days
V. Dept	MLM BR	Destination	Genset 200 KVA Shoco, HO
Customer U Myo Zaw Aung, Genset 200 KVA Shoco			

### Travel Permit

Place			
Actual Date & Time of Travel			
Actual Day			
HR Name			
HR Sign			
BOH/Authorized Person Name			
BOH/Authorized Person			

### Advance Clear

Actual Date & Time of Travel		Total Day	
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
1.11.24 to 3.11.24	TA Chg for 3 Day x 15000	45000	
<b>Total Expense (Kyats/USD)</b>			
<b>Cash Advance (Kyats/USD)</b>			
<b>Balance Refund/Additional (Kyats/USD)</b>			

### Job Report Status

Authorization	Name	Position	Date	Sign
Prepared By	Myo Hlike Aung	ABOH	11.11.2024	<i>[Signature]</i>
Approved By Dept Head	Myo Hlike Aung	ABOH	11.11.2024	<i>[Signature]</i>
Approved By GM/AGM/COO				
Acknowledged by related Superior for Job Report	Thinzar Nyo	Admin Head	11.11.2024	<i>[Signature]</i>
HR Check & Approved	Thinzar Nyo	HR	11.11.2024	<i>[Signature]</i>
Cash Received	Myo Hlike Aung	ABOH	11.11.2024	<i>[Signature]</i>

# TAXI CHARGES FORM

Code : MLM BR

Department Name : A

Date	Name	Description	Departure Time	Routes	
				From	
2024	Myo Htike Aung	Taxi Chg	8:00 am	သရဲခင်း	
1.2024	Myo Htike Aung	Taxi Chg	5:00 pm	သရဲခင်း	
		Customer LI Myint Oo, 200KVA Genset Show at HO.			

**Total Taxi Charges**


**Requested by**


**Acknowledged by**


**Acknowledged by**

**Appro**

Sign :   
 Name : Myo Htike Aung  
 Dept. : Administration

Sign :   
 Name : Thinzar Nyo  
 Dept. : Admin

Sign :   
 Name : Myo Htike Aung  
 Dept. : Admin

Sign :   
 Name : Myo Htike Aung  
 Dept. : Admin

**(Requestor)**

**(HR/Admin)**

**(DH)**

**(ABOH/BOH)**