

CASH CLAIM FORM

Date : 16.7.21

BU/BR/Division : DG

Department : Sales & Marketing

Issue Amount : 133000/- Kyats/ USD

Budget include (or) Not :

Yes Budgeted Title and Amount : 133,000/- Travelling Allowance
No Reasons for :

Required For:

- Travelling Allowance Claim for Phyto Hein Pyae Kyaw : Sale Support , Bago Bto visit TA , Taxi Charges and Mini Bus Charges / (8.7.21 to 14.7.21) 7 days.

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံး သေချာစွာစုံစမ်းစစ်ဆေးတွက်ချက်ပြီးထားသော 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 အပြည် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်
(If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By: Phyto Hein Pyae Kyaw, Requester
Checked By: Kyi Kyi Win, Mgr/DH
Checked By: Luem Aung, Finance & Account
Approved By: Soe Htet Tun, GM/AGM/COO
Approved By: [Signature], CMC/CEO/Chairwoman

04-CFD-CAS-FRM-005-03

Handwritten notes: 20/7/21, 21/7, Ho Zaw Min Myat



TRAVEL ADVANCE CLEAR FORM


Cash Advance				
Employee Name	Phyo Hein Kyae Kyaw		Estimated Date of Travel	8.7.24 ~ 14.7.24
Position Rank	Sales Support		Total Day	7 days.
BU/BR/DIV., Dept	SA		Destination	
Purpose	Sales Supporting Bago Brs.			
Travelling Permit				
Arrival Place	Bago			
Actual Date & Time of Travel	8.7.24 ~ 14.7.24			
Total Day	7 days.			
HR Name	Aye Aye Mon			
HR Sign	Aye Aye Mon			
BOH Authorized Person Name	Kye Ko Ko Htet			
BOH Authorized Person	Kye Ko Ko Htet			
Advance Clear				
Actual Date & Time of Travel			Total Day	
Departure Date & Time			Arrival Date & Time	
Date	Description	Total Amount		
		Kyats	USD	
8.7.24	TA 15000* 7 days*	105,000		
~	HTX to Bago Bus Gate taxi charges	9,000		
14.7.24	YGN to Bago Bus Charges	5,000		
	Bago to YGN Bus Charges	5,000		
	Bago Bus Gate to HTX taxi charges	9,000		
Total Expense (Kyats/USD)		133,000		
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Phyo Hein Aye Kyae	Sales Support	16.7.24	[Signature]
Approved By Dept Head	Kyi Kyi Win	DU	16.7.24	[Signature]
Approved By GM/AGM/COO	Sae Htet Tin	AGM		[Signature]
Acknowledged by related Superior for Job Report	Zaw Min Myat	AIOU	30.7.24	[Signature]
HR Check & Approved	Zin Myar Kyaw	SH	26.7.24	[Signature]
Cash Received				
Remark				

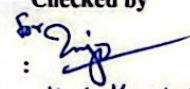
04-CFD-CAS-FRM-006-02

TRAVELLING REPORT

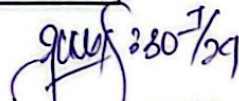
Date : 17.7.24

Report To	AGM & COO	
Employee Name	Phyo Hein Pyae Kyaw	
Position	Sales Support	
Department	Sales and Marketing	
Business	BSI	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	8.7.24	14.7.24
Total Days	7 days.	
Trip Information	1. From YGN To BGO	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
8.7.24	- Go to Bago.	
9.7.24	- Go to NLP / Shwe Kyin 60 kva.	
10.7.24	- Go to Inn Dohaw 20 kva.	
11.7.24	- Go to Khayan/Thagwa - Ko Naing ^{II} , Naing Lin Aung 200 kva.	
12.7.24	- Go to Phayax Gyi for CRT - 100 kva.	
13.7.24	- Ko Nay Myo Private Hospital 100, 300 kva prospect.	
14.7.24	- Shwe Wlar Young Rice Mill. 500 kva and 1500 kva.	

Reported by
 Sign : 
 Name : Phyo Hein Pyae Kyaw
 Position : Sales Support.

Checked by
 Sign : 
 Name : Kyi Kyi Win
 Position : DH

(DH/AGM/GM)

Approved by
 Sign : 
 Name : Ko Zaw Min Myat
 Position : ,

(COO)

GENERAL EXPENSE CLAIM FORM



DIV Name : PG BU
 Department Name : Marketing & Sale Support

No.	Date	PIC Name	Description	Category	Cost (MMK)	Remark
1.	16.7.24	Phyo Hein	YGN to BGO	Operation	5000/-	၂၅၂၅-၅၃:
		Aye Mye	Mini Bus Charge			Mini Bus ၅၃:
			BGO to YGN	Operation	5000/-	၅၃၂၅-၅၃:
			Mini Bus Charge			၅၃၂၅-၅၃:
Total General Expense					10000/-	

Requested by	Approved by	Checked by	Approved by	Approved by
Sign :	Sign :	Sign :	Sign :	Sign :
Name : Phyo Hein (Requester)	Name : Kyi Mye (Department Head)	Name : Luin Aung (Finance & Account)	Name : Soe Htet Tin (OM/AGM/GM)	Name : Ko Zaw Min Myat (ACOO/COO/MD/VCM)

02-PWG-FNA-FRM-001-00

ငွေပေးရန်
 ဝန်ဆောင်ခပေးရန်
 ပေးရန် - 5000/-

Dept. : Marketing & Sale Support (Requestor)	Dept. : HR/Admin (HR/Admin)	Dept. : DH (DH)	Dept. : (ABOH/BOH/AG)
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Acknowledged by

Sign :
 Name : Kyi Mye
 Dept. : DH

Approved by

Sign :
 Name : Soe Htet Tin
 Dept. : PG

Phyo Hein
 Dear Ko Zaw Min Myat, I would like...
 Pls proceed.

11:45 AM

ko zaw min myat
 Pls proceed.

Thanks Sir 🙏 11:56 AM ✓

Message

ကောင်းဖြတ်ပိုင်း

Pho Helu Pyaw Kyaung နေ့စွဲ 15. 7. 21

ညွှန် ၁၀၀၀၇ နံပါတ် ၀၅-၇၉၃၀၀၁၃၅၅

အမျိုးအမည်	နှုန်း	ကျပ်
ပဲခူး - ၇၂၇၂	၇	- 5000/- က
Paid		?
		A

လက်မှတ် _____ ဝယ်ပြီးပစ္စည်းစစ်ဆေးယူပါ _____ စုစုပေါင်း - 5000/- က

Dept. : ၇၇

ဝက်ငင်းဖြတ်ပိုင်း

to Hein Pyae Kyaw နေ့စွဲ 8.7.21 ✓

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☎ ၀၉-၆၈၃၅၇၇၃၄

အမျိုးအမည်	နှုန်း	ကျပ်
ပိဋိ - ၇၄၇၃	-	5000/-
		/

Paid

Jhu

✓

ဝယ်ပြီးပစ္စည်းစစ်ဆေးယူပါ

လက်မှတ်

စုစုပေါင်း

- 5000 Ks

Dept. : same supplier

Dept. : ကမ

TAXI CHARGES FORM

DIV Name : *PG*

Department Name : *Sales & Marketing*

No.	Date	Name	Description	Departure Time	Routes		Cost	Remark
					From	To		
1.	8.7.21	<i>Phyo Hein Aye Kyau</i>	<i>Go for Bago Br Supporting</i>	<i>7:00 AM</i>	<i>HTY</i>	<i>Gasungyi</i>	<i>9000ks</i>	<i>✓</i>
2.	14.7.21	<i>Phyo Hein Aye Kyau</i>	<i>Return to HO/BU.</i>	<i>6:00 PM</i>	<i>Gasungyi</i>	<i>HTY</i>	<i>9000ks</i>	<i>✓</i>
							<i>7</i>	<i>✓</i>
Total Taxi Charges							<i>18000</i>	<i>✓</i>

Requested by

Sign : *[Signature]*
 Name : *Phyo Hein Aye Kyau*
 Dept. : *Sales Support*

(Requestor)

Acknowledged by

Sign : *[Signature]*
 Name : *Zin Mar Kyau*
 Dept. : *HR*

(HR/Admin)

Acknowledged by

Sign : *[Signature]*
 Name : *Kyi Kyi Win*
 Dept. : *DH*

(DH)

Approved by

Sign : *[Signature]*
 Name : *Soe Htet Pin*
 Dept. : *PG BU*

(ABOH/BOH/AGM/GM)

Acknowledged by

Sign : *[Signature]*
 Name : *[Signature]*
 Dept. : *[Signature]*

(HO-GA)