



CASH ADVANCE CLEAR FORM

Date : 6.08.2024

BU/BR/Division : Renewable Energy

Department : Project sales

Advance Issue : 300000 Kyats/ usd

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance	07.09.24	CBA-REN-2024-01-00001		300000	Advance clear for TA charges of go to myetik from Yreni & Dancce Branch visit and customer Appointment. (PIC - Lynn Myo Thu)
2	2 nd Time Advance					
3	3 rd Time Advance					
Total Advance					300000	
Total Actual					293000	
Balance Refund/Additional					7000	

Request By

Nann Oo
Requester

Checked By

Hay Mor Soe
Mgr/DH

Checked By

Nway Nway
Finance & Account
Ngain Ei² Khaweg
2/8/24

Approved By

Myo Thu
GM/AGM/COO

Approved By

Myo Thu
21/8/24
CMC

04-CFD-CAS-FRM-002-03



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Loon Myo Thu	Estimated Date of Travel	12.07.2024 to 27.07.2024	
Position Rank	Project Sales Engineer	Total Day	16 Days	
BU/BR/DIV, Dept	Renewable Energy	Destination		
Purpose	Yongon & Daxoi site visit and customer appointment.			
Travelling Permit				
Arrival Place	Yongon			
Actual Date & Time of Travel	12.07.24 ~ 27.07.24			
Total Day	16 Days	(28.07.24 to 27.07.2024) → At Daxoi		
HR Name	Myon Ei Ei Khain			
HR Sign	<i>[Signature]</i>			
BOH/Authorized Person Name	Ko Phyo Thu			
BOH/Authorized Person	<i>[Signature]</i>			
Advance Clear				
Actual Date & Time of Travel		Total Day		
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
12.07.2024 to 27.07.2024	TA for (1 person x 15,000 x 16 Days)	240000	↗	
28.07.2024	Taxi Charges	18000	↗	
28.07.2024	Car ticket	35000	↗	
Total Expense (Kyats/USD)		293000	↗	
Cash Advance (Kyats/USD)		300000		
Balance Refund/Additional (Kyats/USD)		7000	↗	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Nann Oo	Admin	6.08.2024	<i>[Signature]</i>
Approved By Dept Head	Hay Ma Soe	SH	6.08.2024	<i>[Signature]</i>
Approved By GM/AGM/COO	Ko Phyo Thu	AGM	6.08.2024	<i>[Signature]</i>
Acknowledged by related Superior for Job Report	Ko Zaxo Mon Myat	ACOO	18.08.24	<i>[Signature]</i>
HR Check & Approved	Myon Ei Ei Khain	HR	6.8.24	<i>[Signature]</i>
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02

TRAVELLING REPORT

Date : ..1.08.2024.....

Report To	Hay Mar Soe	
Employee Name	Lwin Myo Thu	
Position	Project Sale Engineers	
Department	Project Sales	
Business	Renewable Energy	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	12.07.2024	27.07.2024
Total Days	16 Days	
Trip Information	1. From Myeik To Yangon	
	2. From Yangon To Dawei	
	3. From Dawei To Myeik	
Purpose For Travelling	Yangon & Dawei Branch Visit and Customer Appointment .	
Travel Date	Activities	Remark
12.07.2024	- From Myeik go to Yangon . ✓	
13.07.2024	- Sales Meeting for Solar Projects at BCU . ✓	
15,16,17.7.2024	- Go to Ngazun U Branch sales visit Myingyan and Pokakku . ✓	
18.07.2024	- At BCU . ✓	
22.07.2024	- Sales Meeting for Solar Project at BCU . ✓	
23.07.2024	- From Yangon go to Dawei Branch . ✓	
24.07.2024	- Go to appointment Yay Kyi Clinic , Pipe Phyo Aung (installer) , Aung Phyo Paing Drinking Water . ✓	
25.07.2024	- Go to appointment. Ko Htoo Htoo , Theint Di Aung Ice factory , Point Theint Drinking Water .	
26.07.2024	- Point Theint Drinking Water , YMC Zinc factory , U Aung Min Naing .	
27.07.2024	- Back to : Myeik . ✓	

Reported by
for
Sign : *[Signature]*
Name : Nonn Co
Position : Staff

Checked by
Sign : *[Signature]*
Name : Hay Mar Soe
Position : SH

Approved by
Sign : *[Signature]*
Name : Ko Aung Min Myat
Position : ACOO

(DH/AGM/GM)

[Signature]
13/6/24 (COO)

05-CHL-HRM-FRM-064-01

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တနင်္သာရီခြီးမ (တီးစိုး)

Handwritten signature and initials in blue ink.

အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး

မော်လမြိုင်(ချောင်းဆုံ၊ သီလူးကျွန်း) ⇌ ထားဝယ် ⇌ မြိတ် ⇌ တနင်္သာရီ ⇌ မောတောင် ⇌ သုတိပြင်း ⇌ ကော့သောင်း

အမည်

ရက်စွဲ

မိန့်ပါတ်

ယာဉ်အမှတ်

ခရီးစဉ်

ယာဉ်ထွက်ချိန်

ယာဉ်ပေါ်တွင် မူးယစ်သောက်စားခြင်း၊ ဆူညံခြင်း၊ ခွင့်မပြုပါ။ ဝယ်ပြီးလက်မှတ် ငွေပြန်မအပ်ပါ။

မြို့တွင်း အိမ်အရောက်ကြို/ပို့ပေးပါသည်။

35000/- တာဝန်ခံ *Handwritten signature*

- မော်လမြိုင် - ၀၉ ၄၅၁၀၉၉၁၉၉၊ ၀၉ ၇၉၇၂၂၁၃၃၃၊ ၀၉ ၇၇၄၀၅၅၁၅၅
- ထားဝယ် - ၀၉ ၂၅၄၇၀၀၇၉၀၊ ၀၉ ၄၅၅၈၄၅၉၃၃၊ ၀၉ ၄၄၉၀၀၅၃၀၄၊ ၀၉ ၈၉၂၆၆၃၈၆၂
- မြိတ် - ၀၉ ၄၂၈၇၆၂၇၄၆၊ ၀၉ ၇၉၃၆၉၉၉၀၊ ၀၉ ၇၉၀၀၉၀၀၀၆၊ ၀၉ ၅၆၄၁၂၆၂
- ကော့သောင်း - ၀၉ ၄၅၅၇၁၂၉၂၆၊ ၀၉ ၂၅၂၃၉၀၁၃၄၊ (တိုင်း)၀၉ ၈၀၃၇၈၈၅၆

“တနင်္သာရီတိုင်းခရီးသွားများ အဆင်ပြေဖို့ တနင်္သာရီခြီးမနှင့် ခရီးသွားဖို့”



TAXI CHARGES FORM

RE/BR/DIV Name : GE

Department Name : Project Sales

No.	Date	Name	Description	Departure Time	Routes		Cost	Remark	
					From	To			
1	20.7.2019	Uyinn Mye Thun	Go to Airport - (Clergion From Dress)	6:00 AM	Hiking from the	Airport	18000 R		
Total Taxi Charges								18000 R	

Requested by
 Sign : *[Signature]*
 Name : Nornn Oo
 Dept. : Project
 (Requestor)

Acknowledged by
 Sign : *[Signature]*
 Name : Myeinn Ei Ei Khawng
 Dept. : Administration
 (HR/Admin)

Acknowledged by
 Sign : *[Signature]*
 Name : Hay Mor Soe
 Dept. : Project Sales
 (DH)

Approved by
 Sign : *[Signature]*
 Name : Phyo Thun
 Dept. : Management
 (ABOH/BOH/AGM/GM)

Acknowledged by
 Sign : *[Signature]*
 Name : U Kyaw Kyaw Win
 Dept. : FA
 (HO-GA)