





CLAIM REQUEST FORM

Requestor Name : Nyein Nyein	Budget Type : Include Budget
Department Name: Service (ATT)	Payment Type : Claim Payment
Request Date : 2025-05-26	Prepared By : Zin Nyein Oo(2)
Payment Voucher : EX-ATT-2025-05-00035	Superior Approved : Aung Kyaw Myint(3)
No	By
Payment Method : Cash/Bank	Last Approved By : Aung Kyaw Myint(3)
Payment Amount : 67000.0	
Currency : MMK	
Exchange Rate : 4,440.0	

No.	Description	Department	Request Amount	Remark
1	Mechanic transfer ,MLM BR To ATT BU,PIC-Aung Hsu Kyaw,	Service Department (ATT)	67,000.00	

Expense Total 67,000.00 K
Additional/Refund

Note:

			
Superior Check By	F&A	GM/AGM	COG
Name : <u>Mo Myint Mo Aung</u>	Name : <u>Zin Mar</u>	Name : <u>Mo Myint Mo Aung</u>	Name :
NRC No :	NRC No :	NRC No :	NRC No :
Date : <u>26.5.25</u>	Date : <u>26/5/2025</u>	Date :	Date :
Remark :	Remark :	Remark :	Remark :



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Aung Hsu Kyau		Estimated Date of Travel	3.5.25 8:30 am to 3.5.25 5:00 pm
Position Rank	AGM/F		Total Day	1 day
BU/BR/DIV, Dept	AGG BU		Destination	MUM BR to AGG BU
Purpose	Mechanic accessories, MUM BR to AGG BU			
Travelling Permit				
Arrival Place				
Actual Date & Time of Travel				
Total 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	
3.5.25 8:30 am to 5:00 pm	Aung Hsu Kyau (1x15000)	15000	✓	
3.5.25 5:30 pm	Time charges	25000	✓	
	Express charges	27000	✓	
Total Expense (Kyats/USD)		67000	✓	
Cash Advance (Kyats/USD)		0		
Balance Refund/Additional (Kyats/USD)		67000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Nyein Nyein	Dr. Staff	26.5.25	
Approved By Dept Head	U Myint Moe Aung	DH	26.5.25	
Approved By GM/AGM/COO	U Mawng Mawng	GM		
Acknowledged by related Superior for Job Report				
HR Check & Approved	Thein Z Nwey	SH	26.5.25	
Cash Received				
Remark				

5:00 pm

27/05/2025
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