



### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	May Win Myat / Cho Zin Thee		Estimated Date of Travel	10.11.24 to 11.11.24
Position Rank	Mechanic/Elper, STDP	Total Day	8 days	
BU/BR/DIV. Dept	RE Service	Destination		
Purpose	To install 6kw Solar System installation U Sai Sam			
Travelling Permit				
Arrival Place	TGY			
Actual Date & Time of Travel	10.11.24 to 11.11.24			
Total Day	8 days			
HR Name	May Win Chel			
HR Sign				
BOH/Authorized Person Name	Ma Thee Nwe			
BOH/Authorized Person	Telegram Approved			
Advance Clear				
Actual Date & Time of Travel		Total Day		
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
10.11.24 to 11.11.24	TCharges (8 days x 80000) For 2 person May Win Myat, Cho Zin Thee	24,000.00	✓	
	<del>Bus Ticket</del>	<del>18,000.00</del>	✓	
	Taxi Charges	52,000.00	✓	
	Bus Ticket	12,000.00	✓	
<b>Total Expense (Kyats/USD)</b>		<b>412,000.00</b>	✓	
<b>Cash Advance (Kyats/USD)</b>		<b>350,000.00</b>		
<b>Balance Refund/Additional (Kyats/USD)</b>		<b>62,000.00</b>		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	U Chwe Phyo	Admin	20.11.24	
Approved By Dept Head	Aung Ro Ro Oo	ADH	21.11.24	
Approved By GM/AGM/COO	Phyo Thu	AGM	22.11.24	
Acknowledged by related Superior for Job Report	Aung Heen Wan	GM	22.11.24	
HR Check & Approved	Ayeen U Rharng	HR	21.11.24	
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02

~~FCAT~~ - vcm & mp already approved for the trip request.

# ပြည်နေ့ခင်း

ကဆင့်မြင့်ဝရိုးထည်ပို့ဆောင်ရေး

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ရန်ကုန် - နေပြည်တော် - မကွေး - မြင်းခြံ - ပြည် - ကျိုင်းတုံ - တချီလိတ် - နှစ်စန် - မိုင်းတုံ - မိုင်းဆတ် - မြဝတီ - ဝုသိမ် - ဝုဆယ်

No. of Passenger (တစ်ဝိုင်း) ခြောက်	Departure Time ထွက်ခွာချိန် 9:00	Fare သင့်ငွေ 30000
Seat No. ခုံအမှတ် 15	Date Of Departure ထွက်မည့်နေ့ 4.11.24	Check in Time အရောက်လာရန်အချိန် 8:30



*Way*

ထောင်ကြီး 081-2125507, 202152, 2125579, 09-428321362, 09-255504003  
 အေးသာယာ 081-208346, 09-788812009, 09-676131488  
 မန္တလေး 09-444028105, 09-777760113, 09-969805461  
 ရန်ကုန် 09-444028106, 09-777760117  
 နေပြည်တော် (ဆောင်) 067-26353, 09-448537190, 09-43169439  
 (ဦးမစု) 067-422421, 09-969805462  
 မကွေး 09-676767232, 09-777760114  
 မြင်းခြံ 09-402701003  
 ကျိုင်းတုံ 09-666653344, 09-969805463  
 မိုင်းဆတ် 09-2504276441

မိုင်းတုံ 09-440434302, 09-36099692  
 တချီလိတ် 09-49242823, 09-424199540  
 ပြည်မြို့ 09-777760115, 09-440100055  
 ဝုသိမ် 09-765911556, 09-765911557, 09-765911558  
 မြဝတီ 09-775991348, 09-793909125  
 ဝုဆယ် 09-789598588, 09-400606832  
 နှစ်စန် 09-774100057, 09-440100057  
 လွိုင်ကော် 083-240070, 09-49402066

တာဝန်ခံလက်မှတ် -----

ကုမ္ပဏီအမှတ်  
 ၀၅၀၂၆၄၀  
 ဝန်ထမ်းအမှတ်  
 ၀၅၀၂၆၄၀  
 ဝန်ထမ်းအမှတ်  
 ၀၅၀၂၆၄၀

0502640



ON (FROM - TO) သွားရောက်မည့်မြို့ (မှ - သို့)		
OF PASSENGER နေရာအရေအတွက်	ကိုဖောင်းမြင့်	N.R.C / PASSPORT NO. မှတ်ပုံတင်အမှတ်
PRICE ငွေ (ကျပ်)	၆၀,၀၀၀	DATE OF DEPARTURE သွားမည့်နေ့
SERVICE CHARGES ဝန်ဆောင်ခ		TIME OF DEPARTURE သွားမည့်အချိန်
TOTAL AMOUNT (KYAT) စုစုပေါင်းကျသင့်ငွေ (ကျပ်)	ဦးအောင်လွင်အန်တီချို ၆၀,၀၀၀	PLACE OF DEPARTURE ထွက်ခွာမည့်နေရာ
AUTHORIZED SIGNATURE တာဝန်ခံလက်မှတ်	ကားလက်မှတ်အရောင်းဌာန ညောင်ရွှေလမ်းဆုံ၊ ရွှေညောင်မြို့ 09 794714921, 09 428314474	CLASS & SEAT NO. ခုံအမှတ်

20, 24  
 10.11.2024  
 3:30 PM  
 တောင်လေးလုံးရွှေတံတိုင်း

May

<b>FAMOUS</b> Express -----	Destination ခရီးစဉ်	YGN-2 Tgi	Vehicle No: ယာဉ်နံပါတ်	0008952
Driver Name	Date of Issue ထုတ်ပေးသည့်နေ့	4.11.24	Departure Date ခရီးသွားမည့်ရက်	4.11.24
Winning way	Departure Time ထွက်ခွာချိန်	8:00 am	Departure Place ထွက်ခွာမည့်နေရာ	AMCAL
IC No (or) Passport No	Ticket Fare လက်မှတ်တန်ဖိုး	30000 /	Seat No ထိုင်ခုံအမှတ်	39
Contact Phone No ဆက်သွယ်ရန်စုန်းနံပါတ်	Agents Signature အရောင်းဌာနလက်မှတ်			
09-442895976	N YNA	Cash		Nay

Ngapali - 09 45



No.589-592,Bo Aung Kyaw Street,Yangon Pathein High Way Road,Hlaing Thar Yar Township, Yangon, Myanmar.

Taxi (Bus,Motorcycle,3-wheel etc...) Charges Form

No	Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	State	Remark
1	2024-11-04	Renewable Energy	Service	Nay Win Myint(2)	To install 6kW solar system in TGY customer U Sai Sam	07:45	MDY industrial zone	MDY Highway	10,000	10,000	GA Manager Approved	Tools box, Special tools, Package
2	2024-11-11	Renewable Energy	Service	Cho Zin Thet	To install 6kW solar system in TGY customer U Sai Sam	14:15	Aungmingalar Highway	Bogyoke	22,000	22,000	GA Manager Approved	Tools box, Special tools, Package
3	2024-11-11	Renewable Energy	Service	Nay Win Myint(2)	To install 6kW solar system in TGY customer U Sai Sam	14:15	Aungmingalar Highway	Ywama(Bayintnaung)	20,000	20,000	GA Manager Approved	Package



# TRAVELLING REPORT

Date : 12.11.24

Report To	Aung Ro Ro Co	
Employee Name	Aye Win Myint, Cho Zan (not)	
Position	Mechanic Helper, STWP	
Department	Service	
Business	KE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	4.11.24	11.11.24
Total Days	8 days	
Trip Information	1. From YAN To TAY	
	2. From MDK To TAY	
	3. From TAY To KAO	
Purpose For Travelling	To install 6 kW solar system installation custome U 2nd 2nd	
Travel Date	Activities	Remark
	The daily report attached by below.	

Reported by

Sign :

Name : Aye Win Myint

Position : Mechanic Helper

Checked by

Sign :

Name : Aung Ro Ro Co

Position : ADH

(DH/AGM/GM)

Approved by

Sign :

Name : U Aye Man Htoon

Position :

(COO)

05-CHL-HRM-FRM-064-01



# TRAVELLING REPORT

Date : ...12.11.24.....

Report To	Aung Ro Ro Co	
Employee Name	Nay Win Myint, Cho Zan Thant	
Position	Mechanic Helper, STDP	
Department	Service	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	4.11.24	11.11.24
Total Days	8 days	
Trip Information	1. From YGN To TBY	
	2. From MDX To TBY	
	3. From TBY To YGO	
Purpose For Travelling	To install 6 kW solar system installation custome U Sa Sam	
Travel Date	Activities	Remark
	The daily report attached by below.	

Reported by

Sign :

Name : Nay Win Myint

Position : Mechanic Helper

Checked by

Sign :

Name : Aung Ro Ro Co

Position : ADH

(DH/AGM/GM)

Approved by

Sign :

Name : U Aye Men Htoon

Position :

(COO)

05-CIIL-HRM-FRM-064-01

Date	Status	Job Types/Number
4.11.2024	Attend	Went to TGY from YGN and MDY.
2 5.11.24	Attend	Carried 550W solar 8pcs,6KW off grid inverter 1pc and 200Ah 16S2P battery 1pc from TGY branch to customer U Sai Sam site.Watched that placed of solar, battery and inverter.Measured the distance of solar to inverter and then calculated the numbers of pipe and other accessories.Bought the necessary materials.
3 6.11.24	Attend	Attended service and sale meeting.Go to the customer U Sai Sam site for 6KW solar installation.Measured the dimension of inverter,battery and DB box.Set up 6KW off grid inverter on the wall.Set up 2pcs of 8way DB box to put AC/DC breaker.Set up AC input/output cable from breaker to inverter by trucking. Set up DC cable from breaker to inverter by trucking.Set up EPC and inverter source and output cable inside the ATS panel.
4 7.11.24	Attend	Tell how to settings 3.5KW off grid inverter to Bee Express(TT) by phone call.Go to customer U Sai Sam 6KW site.Installed AC input /output cable from ATS to main breaker.Installed 200Ah(16S2P) battery and battery breaker inside the pannel.Installed Battery cable from battery to breaker to inverter.Set up 4pcs of rail rods on the roof
5 8.11.24	Holiday	Set up 8pcs of solar pannel on the rail rods.Dig the land for DC cable way.Drew the DC cable way from the solar pannel to DC breaker by conduit pipe.Hit the 3 numbers of earth rods.Changed the 6KW inverter settings.Test run load.It is OK.
6 9.11.24	Holiday	Go to the MnG Education 6KW site for the inspection. We checked the wire connections.It is OK.We checked the AC input breaker and VA protector.We found AC input breaker is damaged.So Battery is not charged with EPC.We changed new VA protector.Go to the Shwe Nyaung Beexpress for inverter settings.We changed 3.5KW off grid inverter settings.
7 10.11.24	Holiday	List tools, special tools, accessories and package and went to TGY highway. Come Back YGN
8 11.11.24	Attend	Come Back YGN from TGY.