



# CASH ADVANCE CLEAR FORM

Date : 24.07.2024

BU/BR/Division : RE

Department : Project Sales

Advance Issue : 300,000 Kyats/.....USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 <sup>st</sup> Time Advance	24.6.2024	90236 ✓		300,000	Advance clear for TA Charges go to Mandalay for site and marketing C&T project Customer. PIC - Khin Myat Thu
2	2 <sup>nd</sup> Time Advance					
3	3 <sup>rd</sup> Time Advance					
Total Advance					300,000 ~	
Total Actual					366,000 ~	
Balance Refund/Additional					66,000	

Request By

*[Signature]*

Checked By

*[Signature]*

Checked By

*[Signature]*

Approved By

*[Signature]* 25/7

Approved By

*[Signature]* 25/7/24  
2117

Nanna Oo

Requester

25/7/24

Hay Mar Soe

Mgr/DH

*[Signature]*  
Nyein Ei

Abbay Abbay

Finance & Account

*[Signature]*  
25/7/24

Phyo Thu

GM/AGM/COO

*[Signature]*  
25/7/24  
CME

04-CFD-CAS-FRM-002-03

30.06.2024



## TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Nwin Myat Thu	Estimated Date of Travel	26.06.2024 to 18.07.2024	
Position Rank	Project sales Engineer	Total Day	23 Days	
BU/FR/Div, Dept	BE BA	Destination		
Purpose	Go to Mandalay for visit and marketing C&T Project Customers.			
Travelling Permit				
Arrival Place	Mandalay			
Actual Date & Time of Travel	26.06.2024 to 18.07.2024			
Total Day	23 Days			
HR Name	Nyein Nyein Htwe			
HR Sign				
BOE/Authorized Person Name	Ko Aung Myint Myint			
BOE/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	26.06.2024 to 18.07.2024	Total Day	23 Days	
Departure Date & Time	26.06.2024	Arrival Date & Time	18.07.2024	
Date	Description	Total Amount		
		Kyats	USD	
26.06.2024 to 30.06.2024	TA Charges (5 Days x 10000 x 1 person)	50000		
1.07.2024 to 18.06.2024	TA Charges (18 Days x 15000 x 1 person) (New Arrangement TA)	270000		
17.07.2024	Car Ticket for 1 person	25000		
17.07.2024	Taxi Charges	2000		
	<b>Total Expense (Kyats/USD)</b>	366000		
	<b>Cash Advance (Kyats/USD)</b>	300000		
	<b>Balance Refund/Additional (Kyats/USD)</b>	66000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Nann Oo	Admin	24.07.2024	th.
Approved By Dept Head	Hay Mor Soe	BH	24.07.2024	[Signature]
Approved By GM/AGM/COO	Ko Phyo Thu	AGM	25.07.2024	[Signature]
Acknowledged by related Superior for Job Report	Ko Bao Nwin Myat	ACOO	25.07.2024	[Signature]
HR Check & Approved	Nyein Ei Ei Khin	HR	25.7.24	[Signature]
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02



### TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>				
Employee Name	Nin Myint Thu	Intended Date of Travel	24.06.2024 to 18.07.2024	
Position Held	Project sales Engineer	Total Day	25 Days	
EMPLOYEE Dept	BE Dept	Destination		
Purpose	Go to Mandalay for visit and working CAS Project Contract.			
<b>Traveling Detail</b>				
Actual Place	Mandalay			
Actual Date & Time of Travel	06.06.2024 to 18.07.2024			
Total Day	20 Days			
HR Name	Nyin Myin Htoo			
HR Sign				
POE/Authorized Person Name	Ki Aung Myint Myal			
POE/Authorized Person				
<b>Summary Table</b>				
Actual Date & Time of Travel	06.06.2024 to 18.07.2024	Total Day	25 Days	
Departure Date & Time	06.06.2024	Arrival Date & Time	18.07.2024	
Date	Description	Total Amount		
		Kyats	USD	
06.06.2024 to 20.06.2024	TA Charges (15 Days x 10000 x 1 person)	50000		
01.07.2024 to 18.07.2024	TA Charges (18 Days x 15000 x 1 person) (Also Accommodation TA)	270000		
17.07.2024	Cash Ticket for 1 person	25000		
17.07.2024	Taxi Charges	21000		
Total Expense (Kyats/USD)		366000		
Cash Advance (Kyats/USD)		300000		
Balance Refund/Additional (Kyats/USD)		66000		
<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Nann Co	Admin	24.07.2024	
Approved By Dept Head	Hay Mor Soe	BH	24.07.2024	
Approved By GM/AGM/COO	Ko Phyo Thu	AGM	25.07.2024	
Acknowledged by related Superior for Job Report	Ko Poo Nn Myal	ACOO	25.07.2024	
HR Check & Approved	Nyin Et Ei Kheng	HR	25-7-24	
Cash Received				
Remarks				

01-CFD-CAS-FRM-006-02

# TRAVELLING REPORT


Date : 26.6.2024...

Report To	Ma Hay Mar Soe	
Employee Name	Khin Myat Thu	
Position	Project Sales Engineer	
Department	Project Sales	
Business	Renewable Energy	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	26.6.2024	18.7.2024
Total Days		
Trip Information	1. From .....Yangon.....To .....Mandalay.....	
	2. From .....To .....	
	3. From .....To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
26.6.2024	Travelling to Mandalay	
27.6.2024	Appointment with - LA Crystal Restaurant - Golden Lion Water Bottle Factory - Hotel Mandalay -	
28.6.2024	- Sale way to Pa Late Tsp. -	
29.6.2024	- Appointment with Ko HlaPhone	
1.7.2024	- Sale Way to Downtown (Mdy)	
2.7.2024	- Sale Way to Pyi Gyi Ta Khone (Industrial Zone)	
3.7.2024	- Sale Way to Mejit Nge (Industrial Zone)	

Reported by

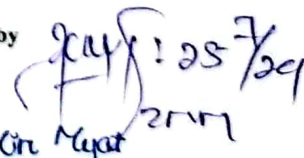
 Sign :   
 Name : Khin Myat Thu  
 Position : Project Sales Engineer

Checked by

 Sign :   
 Name : Ko Ayo Thu  
 Position : AGM

(DH/AGM/GM)

Approved by

 Sign :   
 Name : Ko Saw Min Myat  
 Position : ACCO

(COO)





05-CHL-IRM-FRM-064-01

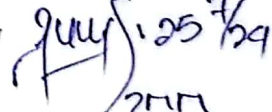
# TRAVELLING REPORT

Date : 22.7.2024

Report To	Ma Hay Mar Soe	
Employee Name	Khin Myat Thu	
Position	Project Sales Engineer	
Department	Project Sales	
Business	Renewable Energy	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	26.6.2024	18.7.2024
Total Days		
Trip Information	1. From Yangon To Mandalay	
	2. From Mandalay To Yangon	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
4.7.2024	- Sale Way to Pji Gyi Ta Khone (Industrial Zone)	
5.7.2024	- Sale Way to Downtown (Mandalay)	
8.7.2024	- Site survey to Mann Myo Taw Steel Co., Ltd	
9.7.2024	- Sale Way to Industrial Zone (Mandalay)	
10.7.2024	- Appointment with City Hospital	
11.7.2024	- Sale Way to Pa Lote Tsp.	
12.7.2024	- Sale Way to Sagaing	
13.7.2024	- Sale Way to Patheingyi Tsp.	
15.7.2024	- Sale Way to Downtown (Mandalay)	
16.7.2024	- Sale Way to Downtown (Mandalay)	
17.7.2024	- Site survey to Hsu Private School	
18.7.2024	- Arrived to Yangon.	

Reported by  
 Sign :   
 Name : Khin Myat Thu  
 Position : Project Sales Engineer

Checked by  
 Sign :   
 Name : Ko Pyo Thu  
 Position : AAM

Approved by  
 Sign :   
 Name : Ko Aung Min Myat  
 Position : ACOO

(DH/AGM/GM)

(COO)

  
25/07/2024

05-CHL-HRM-FRM-064-01



# အောင်စည်မန္တလာ

## Aung Sit Khaing

အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး

ရန်ကုန် ⇌ မိတ္ထီလာ ⇌ မန္တလေး ၊ ရန်ကုန် ⇌ စစ်တွေ

*Handwritten signature*

နာမည် **အောင်ရွှေစက်**  
Name

ခုံအမှတ် **၂၈**  
Seat No.

ရက်စွဲ **၁၇-၇-၂၀၂၄**  
Date

ယာဉ်ထွက်ရက်စွဲ **၂၇/၈**  
Departure Date

သင့်ငွေ **၈၅၀၀၀၀**  
Amount

လက်မှတ် *[Signature]*

📞 ရန်ကုန်စိတ် - 09-883366470, 09-883366480, 09-883366490

📞 မန္တလေးစိတ် - 09-883366420, 09-883366430, 09-883366450

📍 ယာဉ်ထွက်မှိုမိုနယ်(၃၁)ကြိုတင် အရောက်လာရမည် ၊ ဝယ်ပြီးလက်မှတ်ငွေပြန်မအမ်းပေးပါ ၊ ယာဉ်ပေါ်တွင် မူးယစ်သောက်စားခြင်းမပြုရပါ။



# TAXI CHARGES FORM

BU/BR/DIV Name : RE BCE

No.	Date	Name	Description	Departure Time	Department Name : Project Implementation		Cost	Remark	
					Routes				
					From	To			
1.	17.07.2024	Khin Myat Thu	Car Gate from Hlaing Thon Yar Return site customer	7:00 AM	Aung Myethazan bus station	Hlaing Thon Yar	22,000 L		
Total Taxi Charges								21,000 L	

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

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

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

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

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

05-CHL-GAV-FRM-018-01