



TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Aung Ro Ro Oo	Estimated Date of Travel	9.6.25 to 15.6.25
Position Rank	ADH	Total Day	7 days.
BU/BR/DIV. Dept	RE Service	Destination	
Purpose	Customer Gate, BR Visit, Assist Dealer Installer in Myitkyina.		

Travelling Permit			
Arrival Place	Myitkyina.		
Actual Date & Time of Travel	9.6.25 to 15.6.25		
Total Day	7 Days.		
HR Name	Ei Ei Phygo		
HR Sign	Phy		
BOH/Authorized Person Name	Nang Mo Hom		
BOH/Authorized Person	Signature		

Advance Clear			
Actual Date & Time of Travel	9.6.25 to 15.6.25	Total Day	7 days.
Departure Date & Time	9.6.25	Arrival Date & Time	15.6.25.

Date	Description	Total Amount	
		Kyats	USD
9.6.25 to 15.6.25	TA Charges (7day x 15,000+) For one person ARRO.	105,000+	
	Taxi charges	51,000+	
Total Expense (Kyats/USD)		156,000+	
Cash Advance (Kyats/USD)		250,000+	
Balance Refund/Additional (Kyats/USD)		94,000+	

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Ei Ei Phygo	Admin	28.6.25	[Signature]
Approved By Dept Head	Aung Ro Ro Oo	ADH	28.6.25	[Signature]
Approved By GM/AGM/COO	Phyo Thu	AGM	25.6.25	[Signature]
Acknowledged by related Superior for Job Report	U Aye Mon Htoon.			
HR Check & Approved	Nyein Ei ² Khin	HR	23.6.25	[Signature]
Cash Received				

Remark



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

Print Date : 23-Jun-2025

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

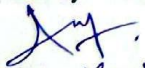
No	Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	State	Remark
1	2025-06-09	Renewable Energy	Service	Aung Ko Ko Oo	CUSTOMER SITE, BR VISIT, ASSIST DEALER INSTALLER IN MYINTKYINA	10:00	HOME (NEAR HO) HLAING THAR YAR	YANGON INTERNATIONAL AIR PORT	23,000	23,000	GA Manager Approved	
2	2025-06-15	Renewable Energy	Service	Aung Ko Ko Oo	CUSTOMER SITE, BR VISIT, ASSIST DEALER INSTALLER IN MYINTKYINA	21:20	YANGON INTERNATIONAL AIR PORT	HOME (NEAR HO) HLAING THAR YAR	28,000	28,000	GA Manager Approved	ARRIVAL TIME IS TOO LATE. SO TAXI CHARGES EXPENSIVE.

TRAVELLING REPORT

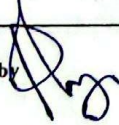
Date: 17.6.25

Report To	Phyo Thu	
Employee Name	Aung Ko Ko Co	
Position	ADH	
Department	Service	
Business	R2	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	9.6.25	15.6.25
Total Days	7 days	
Trip Information	1. From	To
	Yangon	Myint Kyaw
	2. From	To
Pyawbysa	Yon	
3. From	To	
Purpose For Travelling	Installer training and site inspection	
Travel Date	Activities	Remark
9.6.2025	Go to Myint Kyaw from Yangon	
10.6.2025	Installer Ko Kyaw Thet Aung 200AH with display battery software upgrade training 200AH with display battery display error problem solving.	
11.6.2025	Customer U Bhone Naing 200AH with display battery firmware upgrade. Customer appointment with ASM and branch sale man.	


Reported by

 Sign : 
 Name : Aung Ko Ko
 Position : ADH

Checked by

 Sign : 
 Name : Phyo Thu
 Position : AGM
 (DH/AGM/GM)

Approved by

 Sign : 
 Name : U Aye Man Htoon
 Position :
 (COO)

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- Branch visit.

TRAVELLING REPORT

Date : 17.6.25

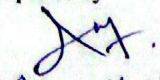
Report To		
Employee Name	Phyo Thu	
Position	Aung Ko Ko Co.	
Department	ADH	
Business	Service	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days	9.6.25	15.6.25
Trip Information	1. From Myintkyina To YG.O	
	2. From YG.O To Myintkyina	
	3. From To	
Purpose For Travelling	Customer Site , BR Visit, Assist Dealer Installer	
Travel Date	Activities	Remark
12.6.2025	Customer U Myint Naing 200AH with display firmware upgrade. Customer U Aung Bann 200AH with display firmware upgrade.	
13.6.2025	Customer U Min Min Oo. Inverter fan noise abnormal troubleshooting. And inverter firmware upgrade and battery firmware upgrade.	
14.6.2025	Customer U Yan Yoe Kyaung 200AH with display battery voltage error. We change BMS crad and firmware upgrade.	
15.6.2025	From Myintkyina to Yangon	

Reported by

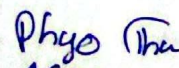
Checked by

Approved by

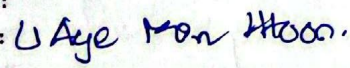
Sign :



Sign :



Sign :



Name :

Aung Ko Ko

Name :

Phyo Thu

Name :

U Aye Mon Htoo

Position :

ADH

Position :

AGM

Position :

(DH/AGM/GM)

(COO)

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