



### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Thee Khine Hlawe	Estimated Date of Travel	12.5.25 to 26.6.25	
Position Rank	M/C OP	Total Day	46 days	
BU/BR/DIV. Dept	RF service	Destination		
Purpose	150 kw solar system installation Or. San Hkun Myotha			
Travelling Permit				
Arrival Place	MGY - Myotha			
Actual Date & Time of Travel	12.5.25 to 26.6.25			
Total Day	46 days			
HR Name	Me Me Kyaw			
HR Sign	[Signature]			
BOH/Authorized Person Name	Aung Myint Myat			
BOH/Authorized Person	[Signature]			
Advance Clear				
Actual Date & Time of Travel	12.5.25 to 26.6.25		Total Day	46 days
Departure Date & Time	12.5.25		Arrival Date & Time	26.6.25
Date	Description	Total Amount		
		Kyats	USD	
12.5.25 to 26.6.25	TA Charges (46 days x 15,000 K) for one person TKH	690,000 K		
	Board	16,000 K		
	Bus ticket	84,000 K		
	Plane Charges	58,000 K		
	Government Relationship	30,000 K		
<b>Total Expense (Kyats/USD)</b>		<b>808,000 K</b>		
<b>Cash Advance (Kyats/USD)</b>		<b>400,000 K</b>		
<b>Balance Refund/Additional (Kyats/USD)</b>		<b>408,000 K</b>		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	E. Phoe Phyo	Admin	14.7.25	[Signature]
Approved By Dept Head	Aung Ko Ko Oo	ADH	15.7.25	[Signature]
Approved By GM/AGM/COO	Phyo Thu	AGM	19.7.25.	[Signature]
Acknowledged by related Superior for Job Report	U Aye Mon Hlaor			
HR Check & Approved	Nyin E. Khaing	HR.	18.7.25	[Signature]
Cash Received				
Remark				



17036



# မန္တလေး

ShweMandalarExpress@Facebook

## EXPRESS

ရန်ကင်း - မန္တလေး - ပြင်ဦးလွင် - လားရှိုး - မုသယ် - နေပြည်တော်  
YANGON MANDALAY PYINGOLWIN LASHIO MOUSE NAYPYITAW

မြဝတီ - မဲဆောက် - ဘားအံ - မိတ္ထီလာ - တောင်ကြီး - ပခုက္ကူ  
MYAWADDY MAESOT PHA-AN MEIKTILA TAGONGYI PHAKHAKKHO

ပုဂံ-ညောင်ဦး - ကျောက်ပန်းတောင်း - မုံရွာ - ကလေး  
BAGAN/NYAUNGGOO KYAUKPANTAUNG MOANPYA KALAY

BUS

ယာဉ်ထွက်ချိန်ထက်နာရီဝက် (ဝိနစ်-၃၀) ဆော့ကြိုရောက်ပေးပါရန်။

အမည်/Name **Htet Khaine Htwe**

သွားမည့်နေ့ /Departure Date **12.5.25.**

ခုံနံပါတ်/Seat No. **16.**

ယာဉ်ထွက်ချိန်/Departure Time **9.00Am**

ကျသင့်ငွေ/Amount **84000**

ရောင်းပြီးလက်မှတ်တွေပြန်အပ်ပါ။ သက်မှတ်ချိန်ကျော်လွန်ရောက်ရှိခရီးသည်အားတာဝန်ယူပါ။  
မိမိ၏တန်ဖိုးရှိသောပစ္စည်းများမိမိနှင့်တစ်ပါတည်းတင်ဆောင်ထားပါ။ ပျောက်ဆုံးပါကတာဝန်ယူပါ။

- ရန်ကင်း အောင်ပင်လှ (09-2228735, 09-5042644)
- အောင်ဆန်းကွင်း(အရှေ့ဘက်)ဗိုလ်မင်းရောင်လင်း (09-795830435, 09-796577730)
- ပုသိမ် ကျွဲဆည်ကန် (09-91006424, 09-2028322) ဗြိတိန်(09-2035814)
- ပြင်ဦးလွင် ပါရမီပရိယာဇ်(09-2201006) ဇေယျာလှ(09-8303945)
- လားရှိုး အခန်းအမှတ်(၂၄)၊ မန်ဆူကားလမ်း (082-26662) ကြယ်သိင်္ဂီ (6881151)
- မုသယ် အခန်း(၂၀)ဗီစီတိုက်တန်း၊ ပြည်ထောင်စုလမ်းမကြီး (09-256071322)
- နေပြည်တော် တောကလေး(067-26286) ငြိမ်းလွင် (067-420859, 09-8303943)
- မြဝတီ (09-977181179) မဲဆောက် (083-9587712) ဘားအံ (09-977181180)
- တောင်ကြီး အမှတ်(၃၉)ပင်လုံကန်အောက်ရပ်ကွက် (081-2121008) အေးအေးယုကွင်းအခန်း(C9) (081-208032)
- ပခုက္ကူ (09-402617087)၊ ပုဂံ/ညောင်ဦး(09-444004530) ကျောက်ပန်းတောင်း (09-444004520)
- မိတ္ထီလာ ပထမလမ်းမတော်၊ ချန်ပီယံပုလင်းအနီး (064-24306)
- မုံရွာ (09-2220069) ကလေး (09-47080338, 09-26596874)



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

Print Date : 17-May-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	2025-05-12	Renewable Energy	Service	Thet Khaing Htwe	200kW and 150kW solar system installation in MDY.	07:00	Near Ohm Taw Bus stop Hlaing Thar Yar	Bogyoke UMG Hostel (Hlaing Thar Yar)	13,000	13,000	GA Manager Approved	Package
2	2025-05-12	Renewable Energy	Service	Shwe Sin Htike (3) . Thet Khaing Htwe	200kW and 150kW solar system installation in MDY.	07:30	Bogyoke UMG Hostel (Hlaing Thar Yar)	Aung Mingalar Highway	25,000	25,000	GA Manager Approved	Package
<del>3</del>	<del>2025-05-12</del>	<del>Renewable Energy</del>	<del>Service</del>	<del>Hnin Nandar (2)</del>	<del>200kW solar system installation in MDY.</del>	<del>07:30</del>	<del>Near 3 lan Bus Stop</del>	<del>Aung Mingalar Highway</del>	<del>15,000</del>	<del>15,000</del>	<del>GA Manager Approved</del>	<del>Package</del>

ရက်စွဲ ။ ၁၄.၇.၂၀၂၅

အကြောင်းအရာ ။ ။ Myothar Dr.San Tun Job Site သို့ သွားရာတွင် Government Relationship အဖြစ်ပေးဆောင်ခြင်း။

Renewable Energy Business Unit - Service Department မှ PIC Thet Khine Htwe သည် Mandalay-Myothar သို့ 150kW Solar System Installation, သွားရောက်ပြုလုပ်ရာအတွက် Government Relationship ဖြင့် 25.5.2025 Myothar Dr.San Tun 150kW solar system installation မှ Mandalay သို့ အသွား ငွေးကုန်းဂိတ်တွင်-5,000/-, 28.5.2025 Mandalay မှ Myothar Dr.San Tun 150kW Solar system installation သို့ အပြန် ငွေးကုန်းဂိတ်တွင်-5,000/-, 10.6.2025 Myothar Dr.San Tun 150kW solar system installation မှ Mandalay သို့ အသွား ငွေးကုန်းဂိတ်တွင်-5,000/-, 14.6.2025 Mandalay မှ Myothar Dr.San Tun 150kW Solar system installation သို့ အပြန် ငွေးကုန်းဂိတ်တွင်-5,000/-, 18.6.2025 Myothar Dr.San Tun 150kW solar system installation မှ Mandalay သို့ အသွား ငွေးကုန်းဂိတ်တွင်-5,000/-, 21.6.2025 Mandalay မှ Myothar Dr.San Tun 150kW Solar system installation သို့ အပြန် ငွေးကုန်းဂိတ်တွင်-5,000/-, ကျပ် ၈ ပေးဆောင်ခဲ့ပါသဖြင့် စုစုပေါင်း - 30,000/- ကျပ်ပြန်လည်ထုတ်ယူခွင့်ပြုပါရန် တောင်းခံအပ်ပါသည်။

Requested By	Checked By	Checked By	Acknowledged By	Approved By
Thet Khine Htwe	Aung Ko Ko Oo	Nyein Ei Ei Khaing	Phyo Thu	U Aye Min Htoon
MCDP	ADH	HR	AGM	Vice Chairman
Service Dept;	Service Dept;	Administration	Management	Management

*Thet Khine Htwe*

*Aung Ko Ko Oo*

*Nyein Ei Ei Khaing*  
18/7/25

# TRAVELLING REPORT

 Date: 14.7.25

Report To	Aung Ko Ko	
Employee Name	Thet Khone Htwe	
Position	MCOP	
Department	Service	
Business	RB	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	12.5.25	26.6.25
Total Days	46 days	
Trip Information	1. From <u>YGO</u> To <u>MDY</u>	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling	150 kW Solar System installation on MDY-Myokhar	
Travel Date	Activities	Remark
	Daily report attached by below	

Reported by

 Sign :  
 Name : Thet Khone Htwe  
 Position : MCOP
khin

Checked by

 Sign :  
 Name : Aung Ko Ko Po  
 Position : ADH

(DH/AGM/GM)

Approved by

 Sign :  
 Name : U Aye Man Htoon  
 Position :

(COO)

05-CHI-HRM-FRM-064-01

  
Aung Ko Ko Po  
 22/7/25

Travelling - 1 day.  
 150 kW Solar System installation - 31 days.  
 site survey - 2 days ✓  
 inspection & trouble shoot - 8 customer ✓  
 MWB installation & buy material - 2 days ✓  
 Buy material for 150 kW Myokhar installation - 3 days ✓  
 555 plastic 200 kW site - 5 days ✓ (test running).

	Date	Status	Job Types/Number
1	12.5.2025	Attend	Coming from Yangon to Mandalay office.
2	13.5.2025	Attend	Purchased necessary materials for Mandalay waterboom installation. Mandalay Daw Swe Swe Myint site installation, looking for accommodation and moving to the accommodation.
3	14.5.2025	Attend	Mandalay Waterboom (IT) department has installed 5kw Kingor inverter (1)pcs and 280AH battery (1)pcs. AC input/output & DC and wiring connections, wifi is connected, load testing is convenient.
4	15.5.2025	Attend	Myotha customer Dr.San Htun (150)kw site structure construction is underway. The structure for 9 floors has been completed. 27 more floors are still to be added. I also saw the installation of L- Feet and rail rods at
5	16.5.2025	Attend	Mandalay customer Ko Myo htike Zaw was accompanied by ASM & salesmen to explain solar and prices. Customer Daw Swe Swe Myint is installing rails and I-feet for 200kw. Rails & L-feet are all installed.
6	17.5.2025	Attend	Went to 555 Plastic factory for 200kW On-grid solar system installation.Installed rails and walk way for this site.
7	18.5.2025	Holiday	Went to 555 Plastic factory for 200kW On-grid solar system installation.Installed rails and walk way for this site. Then, installed 41pcs of solar panels on the rail rods at rooftop. 62% Walk way installation have been
8	19.5.2025	Attend	Went to 555 Plastic factory for 200kW On-grid solar system installation.Installed 114 pcs of solar panels on the rail rods at rooftop.
9	20.5.2025	Attend	Go to Cus Ma Han Ni make tke inverter 5kW kingor .Load test.It is Ok.Go to Cus Ma Phyu change a new battery plus stump.
10	21.5.2025	Attend	Myotha customer Dr San Htun purchased pipes and necessary materials for site installation.
11	22.5.2025	Attend	Myotha Customer Dr San Htun Site Installation 32 l-feets have been drawn for solar
12	23.5.2025	Attend	Myotha Customer Dr San Htun site installation has completed 128 L-foot and rail rods. 32 solar panels have been installed.
13	24.5.2025	Holiday	Myotha customer Dr San Htun has installed (224) L-foot and Rails. There are (64) L-foot and Rails left to install. It is raining in the evening.
14	25.5.2025	Holiday	Myotha customer Dr San Htun site installation will install 64 pieces of L-foot and Rails. Now it is raining. Myotha to Mandalay to Meiktila
15	26.5.2025	Attend	At Kaung Myat Thukha site, it was not easy to switch between 160 ATS panel auto & manual, and after checking, it was found that the Solar Main relay was bad. I gave a new Solar Main relay and tried it again. I measured
16	27.5.2025	Attend	U Ko Ko Ko Gyi site will be sent. I will buy the necessary items for Myotha. I will go to Yankin Mountain. I will go to the site in time.
17	28.5.2025	Attend	Myotha is back in Mandalay. Myotha customer Dr San Htun has a lot of solar panels installed at the site.
18	29.5.2025	Attend	We were installed the Matador Lectro 585 w solar panel 32 pcs at Dr.U San Htun site.Measured the inverter panel room of dimensions and trunking way.
19	30.5.2025	Attend	We were made footing pillars for trunking way.And set up 50 kw high voltage inverter 3 pcs at Myotha customer Dr. U San Htun installation site.

20	31.5.2025	Holiday	We were setup battery racks 3 pcs at Myotha customer Dr. U San Htun installation site.
21	1.6.2025	Holiday	Checked 100Ah batteries 24pcs and control box 3 pcs & accessories box at Myotha customer Dr U San Htun site.
22	2.6.2025	Attend	Placed 150x75mm. 28 pcs, 100x75mm 37 pcs, paper box, cable coil and flexible pipe at Myotha customer Dr San Htun site.
23	3.6.2025	Attend	We were installed 150x75mm trunking 10 pcs and 100x75 mm trunking 6 pcs for solar cable way at Myotha customer Dr San Htun site.
24	4.6.2025	Attend	Myotha customer Dr San Htun site installation We were installed trunking way for solar cable way. Trunking ways are completed for solar racks and need to inverter room.
25	5.6.2025	Attend	We were installed trunking way from solar rack to inverter panel room wall and footing at Myotha customer Dr. San Htun site. Trunking ways in panel room are installed for DC & AC cable way .
26	6.6.2025	Attend	Myotha customer Dr San Htun site installation We made piping way for AC cable way. Hit earth rods for earth point 3 point. Measured solar cable for solar 18 strings .
27	7.6.2025	Attend	Measured and cutted solar cable for solar 14 strings. Installed battery panel 3 pcs and measured earth ohm with earth meter. We were installed piping way for solar cable way and grounding lug & earth cable way for solar 5 racks at
28	8.6.2025	Holiday	We made piping way for AC cable way. Made of earthing system and piping way for earth cable way at Myotha customer Dr San Htun site.
29	9.6.2025	Attend	Installed the solar cable way for solar 13 strings from solar racks to panel room. Cleaned the trunking way and joined MC4 connectors at Myotha customer Dr San Htun site.
30	10.6.2025	Attend	Installed solar cable way for solar 1 string from solar rack to panel room. Set up earth cable way & piping way. it was done at Myotha customer Dr San Htun site. I came from Myotha to Mandalay.
31	11.6.2025	Attend	Go to Kyaukse Mya Buyin ( Boil milk factory) site. The load amperes used throughout the day were measured. The loads used in the factory were clearly confirmed with the person in charge of the factory. Then, from 7:00 AM to
32	12.6.2025	Attend	I returned to Mandalay from Kyaukse and met with Myotha customer Dr San Tun. He told me about the necessary items such as solar cable and AC cable. 5E/4761 car battery was bad, so I changed it to a new one.
33	13.6.2025	Attend	Myotha customer Dr San Htun will buy the necessary materials for site installation. I will return to Myotha when the time is right.
34	14.6.2025	Attend	We were installed grounding lugs and earth cable way. Joined MC4 connectors for solar 13 strings at Myotha customer Dr. San Htun site.
35	15.6.2025	Holiday	Measured and cutted 120mm AC cable for input&output. Made trunking way cover and installed changeover at Myotha customer Dr. San Htun site.
36	16.6.2025	Attend	Placed 4 mm <sup>2</sup> solar cable 500 drum 2 pcs sent from Mandalay at Myotha customer Dr. San Htun site.
37	17.6.2025	Attend	Measured and cutted solar cable for solar 4 strings. We were installed solar cable way and MC4 connectors for solar 4 strings and sent to panel room at Myotha customer Dr. San Htun site.

6.2025  
19.6.20  
40

38	18.6.2025	Attend	Myotha customer Dr San Htun returned to Mandalay from site installation. Yanki Mountain site Daw swe Swe Myint site installation, prepared the wire for lightning protection pole installation.
39	19.6.2025	Attend	Yanki mountain Customer Daw Swe Swe Myint site installation Made two earth points and equipped three earth rods for each point. Then, pulled the earth cables and painted the lightning system structure.
40	20.6.2025	Attend	At 555 Plastic Factory site, Lightning surge arrester is installed. Earth points are measured Ohm. Piping ways are made and Earth cables are laid.
41	21.6.2025	Holiday	Installed DC & AC panel at Myotha customer Dr.San Htun site. Set up Change over and set up load cable.
42	22.6.2025	Holiday	Measured voltage of solar 18 strings. Measured and cutted AC cable AC panel to inverter 3 pcs at Myotha customer Dr.San Htun site.
43	23.6.2025	Attend	Installed load cable AC panel to change over and cutted to AC input cable to AC panel. Set up solar 18 strings DC panel to inverter 3 pcs and joined Mc4 connector at Myotha customer Dr.San Htun installation site.
44	24.6.2025	Attend	Painted AC cable input&output piping way. Set AC cable input & output AC panel bus-bar to inverter 3 pcs and looping for breaker 3pcs to bus-bar at Myotha customer Dr.San Htun site.
45	25.6.2025	Attend	Joined MC 4 connector for solar 18 strings. Made normal conditions for inverter 3 pcs and set up parallel cable & RS485 cable and charge to battery with solar at Myotha customer Dr.San Htun site.
46	26.6.2025	Attend	Set up to CT coil & CT cable AC input cable to inverter. Made load testing with solar & battery. Earth and footings were dug for the posts at Myotha customer Dr.San Htun site.