



No. 592, Bo Aung Kyaw street, Yangon~Patheingyi Highway Road, Hlaing Thar Yar Tsp, Yangon.  
 Tel: (95-1) 645 178~182, 685 199 Fax : (95-1) 645 211

52573

RECEIPT VOUCHER

Date: 7.06.2024

No. ....

Account Specification: .....

NO.	DESCRIPTIONS	TOTAL
	Adv dear IA chge For trouble shooting shout to MDY BR : IL Adv 589737.	25,000
	400,000 <sup>00</sup> / Actual = 375,000 <sup>00</sup> / Refund	7
	25,000 <sup>00</sup> / (Wint war Hwe) (ADU-89737)	
<b>TOTAL</b>		<b>25,000</b>

Amount :

Submittor

Cashier

Check by

*[Signature]*

*[Signature]*

*[Signature]*



# CASH ADVANCE CLEAR FORM

Date : 30.5.24

BU/BR/Division : RE

Department : Service

Advance Issue : 400,000/- Kyats/ USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 <sup>st</sup> Time Advance	29.4.24	89-737		400,000/-	Advance clear TA charges
2	2 <sup>nd</sup> Time Advance					for troubleshooting shoot
3	3 <sup>rd</sup> Time Advance					to MDY Branch.
Total Advance					400,000/-	
Total Actual					375,000/-	✓
Balance Refund/Additional					25,000/-	✓

Request By  
War Htoo  
Requester

Checked By  
Ag Ro Ko Og  
Mgr/DH  
Nyein Ei Zlatay  
6/6/24

Checked By  
Nweeay  
Finance & Account  
4/6/24

Approved By  
Phyo The  
GM/AGM/COO

Approved By  
06/06/2024  
Amintan  
CMC

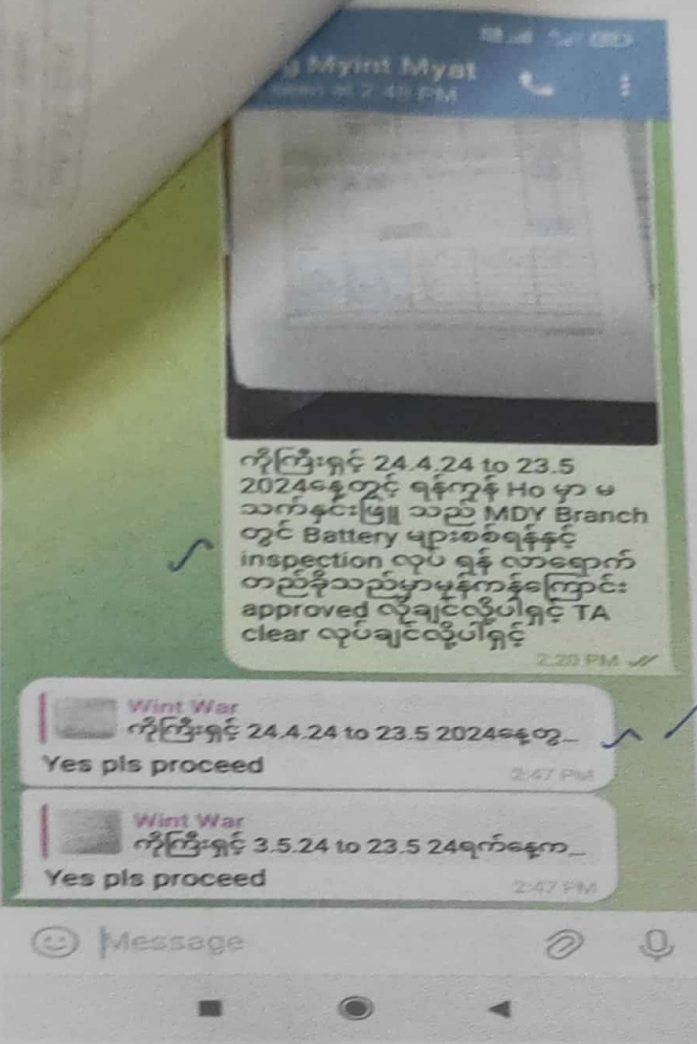
04-CFD-CAS-FRM-002-03



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Theh Hnin Hnyu		Estimated Date of Travel	24.4.2024 to 23.5.2024
Position/Rank	STDP		Total Day	30 days
BU/HR/DIV, Dept	RE, Service		Destination	
Purpose	Solar Installation, Troubleshooting			
Travelling Permit				
Arrival Place	Mandalay			
Actual Date & Time of Travel	25.4.2024			
Total Day	30 days			
HR Name	Nyein H Hwe			
HR Sign	[Signature]			
BOH/Authorized Person Name	Tg approved			
BOH/Authorized Person	Tg approved			
Advance Clear				
Actual Date & Time of Travel	24.4.24 to 23.5.24		Total Day	30 days
Departure Date & Time	24.4.24		Arrival Date & Time	23.5.24
Date	Description		Total Amount	
24.4.24 to 24.4.24	TA Charges (30 x 10000) 1 person		Kyats	USD
			800000	110000
	Taxi charges.		80000	11000
	Bus Ticket.		55000	7500
Total Expense (Kyats/USD)			1330000	188000
Cash Advance (Kyats/USD)			400000	55000
Balance Refund/Additional (Kyats/USD)			250000	33000
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Wint Klar Hwe	Admin	30.5.24	[Signature]
Approved By Dept Head	Ag Ko Ko Oo	ADM	31.5.24	[Signature]
Approved By GM/AGM/COO	Phyo Phye	AGM	4.6.24	[Signature]
Acknowledged by related Superior for Job Report	Ag Hein Sein	GM.	5.6.24	Tg approved
HR Check & Approved	Nyein Gi Gi Khaing	HR.	6.6.24	[Signature]
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02



ကိုကြီးရှင် 24.4.24 to 23.5  
2024ခုတွင် ရန်ကုန် Ho မှာ မ  
သက်နှင်းဖြူ သည် MDY Branch  
တွင် Battery များစစ်ရန်နှင့်  
inspection လုပ် ရန် လာရောက်  
တည်ခိုသည်မှာမုန်ကန်ကြောင်း  
approved လိုချင်လို့ပါရှင် TA  
clear လုပ်ချင်လို့ပါရှင်

Wint War  
ကိုကြီးရှင် 24.4.24 to 23.5 2024ခုတွ...  
Yes pls proceed 2:47 PM

Wint War  
ကိုကြီးရှင် 3.5.24 to 23.5 24ရက်နေ့က...  
Yes pls proceed 2:47 PM

mandalarminn.express@gmail.com

02

The Way The Truth The Life  
Thet Hnin Phyu



Name : Se

Routes

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ဇွန်လ: ၈

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ဒီဇင်ဘာ ၈

No.

- 09-933221180

Seat No. - 8D

No.

- 28000/

Bus No. -

Departure date - 23.5.2024

Ticket Fare

BC	<input type="checkbox"/>	YGN	MDY	[ : ]	<input type="checkbox"/>	YGN	BGN	[ : ]	<input type="checkbox"/>	YGN/BGN	TGI	[ : ]
FC	<input type="checkbox"/>	MDY	TGI	[ : ]	<input type="checkbox"/>	NPT	TGI	[ : ]	<input type="checkbox"/>	YGN	MHL	[ : ]


149536

mandalarminn.express@gmail.com

www.mandalarminn.com.mm မုတားလက်မှတ်များကို မိမိစိတ်ကြိုက် ကွယ်ကုစား ဝယ်ယူရန်နိုင်ပါသည်။

### အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး **Mandalar Minn Express**

ကင်ဋူ - ဆွာ - ရေနီ - နေပြည်တော် - မန္တလေး

တပ်ကုန်း - မိတ္ထီလာ - ပုဂံ၊ညောင်ဦး - ပခုက္ကူ - မြင်းခြံ - မကွေး - မန္တလေး - ပြင်ဦးလွင် - နောင်ချို - တောင်ကြီး

ကန်ပက်လက် - မုံရွာ - ရွှေဘို - ကန့်ဘလူ - ကျွန်းလှ - မိုးညှင်း - မိုးကောင်း - မြစ်ကြီးနား

ညောင် - မြဝတီ - မော်လမြိုင် - မုဒုံ - သံဖြူဇရပ် - ကျိုက္ကမိ - ထားဝယ် - ပုလော - မြိတ် - ဘုတ်ပြင်း - ကော့သောင်း

Call Centre : ☎ 09 772 889 998, Viber Only ☎, KBZ Pay 🏧 & Telegram 📠 099 4500 4050

( )-Bus, From **၇၂၇၇၇** To **မင်းလေး**

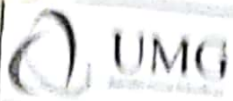
အမည် (Name) <b>သက်ရှင်ဖြူ</b>	ထွက်မည့်နေ့ (Date of Departure) <b>24.4.24</b>
ရုံအမှတ် (Seat No) <b>25</b>	သင့်ငွေ + ဝန်ဆောင်ခ + အာမခံ (Fare) <b>27000</b>
ထွက်ခွာချိန် (Departure) <b>၆:30 PM</b>	အရောက်လာရန်အချိန် (Check-in Time) <b>၆:30</b>



- \* ဝယ်ယူပြီး ကားလက်မှတ်များ ငွေပြန်မအမ်းပါ။
- \* ယာဉ်စီးမည့် ခရီးသည်များ မှတ်ပုံတင် မူရင်း ယူဆောင်လာပါရန်။
- \* ယာဉ်ထွက်မှီ မိနစ်(၃၀) ကြိုတင်အရောက်လာပေးပါရန်။
- \* သတ်မှတ်ချိန်ကျော်လွန်ရောက်ရှိ ခရီးသည်အား တာဝန်မယူပါ။
- \* ခရီးစဉ်တလျှောက် မိမိ၏ တန်ဖိုးရှိ ရွှေငွေ ပစ္စည်းများ မိမိ နှင့် တစ်ပါတည်း ထိန်းသိမ်းထားရှိပါ။ ပျောက်ဆုံးပါက တာဝန်မယူပါ။

091-201758, 09 256181181, 09 256253573  
 09 49267998 MHL 09 73123570

the seat number of the ticket.  
 ey for tickets, taking respo.  
 nch surcharges a.



# TAXI CHARGES FORM

BU/HR/DIV Name : HR

No.	Date	Name	Description	Departure Time	Department Name : <u>HR</u>		Cost	Remarks	
					From	To			
7	24.4.24	Wahid Hain Dey	Meeting, Double sheet	4:30 PM	Indraprastha	Connaught	5000/-	✓	
8	25.4.24	"	"	8:30 AM	Indraprastha	Connaught	5000/-	✓	
Total Taxi Charges									

<p><b>Requested by</b></p> <p>Sign : <u>[Signature]</u></p> <p>Name : <u>Wahid Hain Dey</u></p> <p>Dept. : <u>Admin-Service</u></p> <p style="text-align: center;">(Requestor)</p>	<p><b>Acknowledged by</b></p> <p>Sign : <u>[Signature]</u></p> <p>Name : <u>Nydia B B Khatun</u></p> <p>Dept. : <u>HR</u></p> <p style="text-align: center;">(HR/Admin)</p>	<p><b>Acknowledged by</b></p> <p>Sign : <u>[Signature]</u></p> <p>Name : <u>Ag Ka Ka Co</u></p> <p>Dept. : <u>Service</u></p> <p style="text-align: center;">(DIT)</p>	<p><b>Approved by</b></p> <p>Sign : <u>[Signature]</u></p> <p>Name : <u>Prasanna</u></p> <p>Dept. : <u>Management</u></p> <p style="text-align: center;">(AB/HR/HRM/AS/MS/IST)</p>	<p><b>Acknowledged by</b></p> <p>Sign : <u>[Signature]</u></p> <p>Name : <u>[Signature]</u></p> <p>Dept. : <u>HR</u></p> <p style="text-align: center;">(HR/CA)</p>
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U.S. 111, GATEWAY, FIRM, 012401

# TRAVELLING REPORT


Date : .....

Report To		
Employee Name	Thet Hnin Myu	
Position	STDP	
Department	Service	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	24.4.2024 4:00 PM	24.5.2024 6:00 AM
Total Days		
Trip Information	1. From ....Yangon.....To ....Mandalay.....	
	2. From .....To .....	
	3. From .....To .....	
Purpose For Travelling	Troubleshooting , Installation	
Travel Date	Activities	Remark
25.4.2024	- Went to site survey - Repair 200Ah Batteries (2pcs) at Mandalay Branch - Inspect solar panels due to breaking	
26.4.2024	- Updating the batteries at customer houses - Repair 300Ah battery	
27.4.2024	- Install 4pcs of ESS at Bee x'press office	


Reported by

Sign :   
 Name : Thet Hnin Myu  
 Position : STDP

Checked by

Sign :   
 Name : U Aung Ko Ko Oo  
 Position : DH  
 (DH/AGM/GM)

Approved by

Sign :   
 Name : Aisling  
 Position : GM  
 (COO)

05-CHL-IRRM-FRM-064-01

28.4.2024

- Went to Customer's Site to battery and inverter problems

29.4.2024

- Test 300Ah Battery with 6kW offgrid inverter
- Battery Upgrade
- Went to 6kW installation site
- Return repaired 200Ah battery to customer

30.4.2024

- Went to customer site to solve battery problem
- Load calculation for Mandalay branch

1.5.2024

- Went to Mighty Maven International School
- Went to Thipawthu to test phase sequence
- Went to Daw Nan Kay Thi Moe Sites

2.5.2024

- Deliver solar panels, inverters, batteries and other accessories for U Soe Moe Naing site
- Repair 300Ah battery
- Load test at Daw Nan Kay Thi Myo site

3.5.2024

- Went to Daw Nan Kay Thi Moe site
- Purchase required materials for Ko Nine Nine site
- Install 2pcs of 200Ah battery as additional in Ko Nine Nine site

4.5.2024

- Went to Ma Myint Myint Ye site
- Went to 2kW site

UMG

Report To  
Emp. No.  
R

UMG

# TRAVELLING REPORT

Date : .....

Report To	Thet Hain Myu	
Employee Name	STDP	
Position	Service	
Department	RE	
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	24.4.2024 4:00PM	24.5.2024 6:00AM
Total Days		
Trip Information	1. From Yangon.....To Mandalay.....	
	2. From .....To .....	
	3. From .....To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
5.5.2024	-Install 300Ah battery at OK guest house -went to 12kw site	
6.5.2024	-went to 18kw site -went to ok guest house and change the BMS	
7.5.2024	Went to 18kw and 24kw site to inspect the installation	
8.5.2024	Went to First smile KG school to inspect battery	

Reported by

Checked by

Approved by

Sign : *[Signature]*  
 Name : Thet Hain Myu  
 Position : STDP

Sign : *[Signature]*  
 Name : U Aung Ko Ko Oo  
 Position : DH

Sign : *[Signature]*  
 Name : Ag Heir Kwin  
 Position : CM

(DH/AGM/GM)

(COO)

05-CHIL-HRM-FRM-064-01

JMG

Report To	
Employee Name	
Position	
Department	
Business	
Departure & Arrival	
Total Days	
Trif	

- 9.5.2024 Upgrade 4pcs of 5kw Hybrid inverters for Myit Kyi Nar branch
- 10.5.2024 Inspect 4 5pcs of 200Ah batteries at Ma Bi Ei Mon's site
- 11.5.2024 went to Sagaing to inspect batteries Repair 200Ah battery by changing the sensor
- 12.5.2024 Went to Kyaukse to inspect batteries
- 13.5.2024 Test Load at Kyaukse, Kay Thi Oo house and petrol station
- 14.5.2024 Went to customer Ma Myint Myint Ye site to inspect batteries and Wifi data logger
- 15.5.2024 went to 24kw site to upgrade the inverter
- 16.5.2024 went to First Smile KG school to upgrade the inverter
- Went to 18kw site and testing load
- 17.5.2024 Went to Ko Nine Nine site to upgrade the batteries, testing load, charging and discharging
- 18.5.2024 Went to 18kw site to handover Replace 2pcs of ATS at U Sanay Kyaw site
- 19.5.2024 went to Moe kaung Kin installer to upgrade the batteries Also went to U Ko Ko Gyi site to upgrade the batteries

# TRAVELLING REPORT

Report To	Date : .....	
Employee Name	Thet Hnin Phyu	
Position	STDP	
Department	Service	
Business	RE	
Departure & Arrival	Departure Date And Time	
Total Days	24.4.2024 4:00PM	Arrival Date And Time
Trip Information	1. From Yangon To Mandalay	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
20.5.2024	Went to U Ko Ko Gyi site	
21.5.24	Went to 24kw site, U Tin Aung site, Mandalay Horse club and Mandalay Bay Resort	
23.5.2024	Came back to Meikhtila from Mandalay	
24.5.2024	Came back to Yangon from Meikhtila	

Reported by

Sign : *[Signature]*  
 Name : Thet Hnin Phyu  
 Position : STDP

Checked by

Sign : *[Signature]*  
 Name : U Aung Ko Ko Oo  
 Position : DH

(DH/AGM/GM)

Approved by

Sign : *[Signature]*  
 Name : Ag Hein Win  
 Position : GM

(COO)

