

ADVANCE CLEAR VOUCHER

Requestor Name : Zin Zin Oo	Budget Type : Include Budget
Department Name :	Payment Type : Advance Clearing
Payment Date : 2024-11-16	Advance No : ADV-REN-2024-10-00041
Payment Voucher : AC-REN-2024-11-00035	Prepared By : REN Budget Requestor
No	Superior Approved : REN S&M DH
Payment Method : Cash/Bank	By
Payment Amount : 206000.0	Last Approved By : REN S&M DH
Currency : MMK	
Exchange Rate : 4,590.0	

No.	Description	Department	Request Amount	Remark
1	Advance clear for TA charges go to Mawlamyaing Branch visit and customer visit. PIC-Arkar Kyaw ADV 250,000/- , EXP 206,000/- , REF 44,000/- ADV-REN-2024-10-00041	Sales and Marketing Department(RE)	206,000.00	Advance Clear

Expense Total	206,000.00 K
Advance Total	250,000.00 K
Refund	44,000.00 K

Note: _____

Handwritten: 2024-11-16/24
F
2024

Telegram Approved

Superior Check By

Name : <u>Awng Myat Thu</u>	Name : <u>Nway Nway</u>	Name : <u>Phyo Thu</u>	Name : <u>Zaw Min Myat</u>
NRC No : _____	NRC No : <u>1162305</u>	NRC No : _____	NRC No : <u>02/MYICW/1144U</u>
Date : <u>16.11.2024</u>	Date : <u>16.11.2024</u>	Date : <u>16.11.2024</u>	Date : <u>16.11.2024</u>
Remark : _____	Remark : <u>17.11.24</u>	Remark : _____	Remark : _____

Signature

Zin Zin Oo

Signature
16/11/24

May Myint Thu

Signature

ACOO
Signature

Signature



TRAVEL ADVANCE CLEAR FORM

8:00AM~5:00PM

Cash Advance

Employee Name	Arkar Kyaw	Estimated Date of Travel	24.10.2024 to 1.11.2024
Position Rank	ASM	Total Day	9 Days
BU/BR/DIV, Dept	RE BU	Destination	Mawlmyaing
Purpose	Branch Visit and Customer Appointment		

Travelling Permit

Arrival Place	Mawlmyaing			
Actual Date & Time of Travel	24.10.2024 to 1.11.2024			
Total Day	9 Days			
HR Name	Thinzar Nyo			
HR Sign	Telegram Approved			
BOH/Authorized Person Name	Myo Htike Aung			
BOH/Authorized Person	Telegram Approved			

Advance Clear

Actual Date & Time of Travel	24.10.2024 to 1.11.2024	Total Day	9 Days
Departure Date & Time		Arrival Date & Time	

Date	Description	Total Amount	
		Kyats	USD
24.10.2024			
to	TA charges for (1person x 9days x 15,000/-)	135,000/-	
1.11.2024			
24.10.2024	Car Ticket (Yangon~Mawlmyaing)	18,000/-	
1.11.2024	Car Ticket (Mawlmyaing ~ Yangon)	22,000/-	
24.10.24 , 1.11.24	Taxi Charges	31,000/-	
Total Expense (Kyats/USD)		206,000/-	
Cash Advance (Kyats/USD)		250,000/-	
Balance Refund/Additional (Kyats/USD)		44,000/-	

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Zin Zin Oo	Admin	16.11.2024	
Approved By Dept Head	Aung Myat Thu	DH	16.11.2024	Telegram Approved
Approved By GM/AGM/COO	Phyo Thu	GM	16.11.2024	
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	16.11.2024	
HR Check & Approved	Nyein Ei Ei Khaing	HR	16.11.2024	
Cash Received				

Remark

Thinzar Nyo

last seen 1 minute ago

November 16



TRAVEL ADVANCE CLEAR FORM 8:00AM - 5:00PM

Subj: ARKAR				
Employee Name	Arkay Kyaw	Department/Unit	24.10.2024 to 1.11.2024	
Business Date	ASM	Duration	14 Days	
Request No	BT 101	Priority	Normal	
Purpose: Branch Visit and Customer Appointment				
Travel Details				
Branch Name	Mawlamyaing			
Actual Date & Time of Travel	24.10.2024 to 1.11.2024			
Travel Date	14 Days			
Home Office	Thonay Nya			
Home Office				
Home Office	Shw Htike Aray			
Advance Details				
Actual Date & Time of Advance	24.10.2024 to 1.11.2024	Travel Date & Time	14 Days	
Advance Date & Time		Advance Date & Time		
Date	Description		Total Amount	
24.10.2024			15,000	
1.11.2024	T.A charges for 14 person x 5days x 15,000		10,500	
24.10.2024	Car Ticket (Yangon - Mawlamyaing)		18,000	
1.11.2024	Car Ticket (Mawlamyaing - Yangon)		25,000	
24.10.24, 1.11.24	Food Charges		31,000	
Total Expenses (in USD)			109,500	
Total Advance (in USD)			120,000	
Balance Amount (Advance) (in USD)			10,500	
Approval Details				
Authorisation	Name	Position	Date	Signature
Approved By: Requested	Zin Zin Cho	Admin	04.11.2024	
Approved By: Dept Head	Aray Myat Thea	TH1	14.11.2024	
Approved By: Unit Head/Officer	Phyo Thea	GM	16.11.2024	
Authorised by: Branch Manager/Head Office	Zaw Min Myat	ACLRD	16.11.2024	
Head Office Approval	Nyunt Ei Ei Khazay	HR	16.11.2024	
File Number				
Remarks				

Dear Ma Thinza Nyo
 Please Approve
 24.10.2024 to 1.11.2024 အထိ ASM Arkar Kyaw Mawlamyaing Branch မှာရှိ
 ကြောင်း Approve ပေးပေးပါအုံးရှင်

9:03 AM ✓✓

Zin Zin
 Dear Ma Thinza Nyo Ple...
 Approve ပါရှင်

9:06 AM



Ko Myo Htike Aun

online

အကူ အားရငှာ Dealer လေးတွေပေးပါ အုံးရှင့်

8:49 AM

November 16

UMG TRAVEL ADVANCE CLEAR FORM

Branch: Arkar Kyaw, Department: ASM, Period: 24.10.2024 to 1.11.2024

Branch Manager: Myo Htike Aung

Date	Description	Total Amount
24.10.2024	Travel Advance for (Option x 1000)	10,000
1.11.2024	Car Rental (Yangon - Mandalay)	10,000
1.11.2024	Car Rental (Mandalay - Yangon)	10,000
1.11.24 - 1.11.24	Car Charge	10,000
Total Approved		40,000
Total Advance from UMG		10,000
Total Advance from CSR		30,000

Name	Position	Date	Signature
Zin Zin Oo	Admin	16.11.2024	
Nung Mee Thee	DBI	16.11.2024	
Phoo Thee	GM	16.11.2024	
Zaw Maw Maw	ACCO	16.11.2024	
Nyan Ni Ni Khin	IG	16.11.2024	



Dear Ko Myo Htike Aung
Please Approve
24.10.2024 to 1.11.2024 အထိ ASM
Arkar Kyaw Mawlamyaing Branch
မှာရှိကြောင်း Approve ပေးပေးပါအုံး
ရှင့်

9:11 AM

Zin Zin Album

Ok approve

9:21 AM



Ko Aung Myat Thu

last seen recently



MLM TA.pdf

1.7 MB PDF



Dear Ko Aung Myat Thu
Please Approve

Advance clear for TA charges go to
Mawlamyaing for branch visit and
customer appointment.

PIC - Arkar Kyaw

Refund - 44,000/- MMK

edited 9:44 AM ✓✓



Zin Zin

Dear Ko Aung Myat Thu Please Ap...

Please proceed.

9:50 AM



Message



Print Date : 16-Nov-2024

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	2024-10-24	Renewable Energy	Sales & Marketing	Arkar Kyaw(2)	Go to Mawlamyaing branch visit and customer appointment	06:30	Taw Tike Ward (Mingalardone)	Aung Mingalar Bus Station	15,500	15,500	GA Manager Approved	
2	2024-11-01	Renewable Energy	Sales & Marketing	Arkar Kyaw(2)	Go back Yangon	19:15	Aung Mingalar Bus Station	Taw Tike Ward (Mingalardone)	13,000	15,500	GA Manager Approved	

TRAVELLING REPORT

Date: 4.11.24.....

Report To	ko Aung Myat Thu	
Employee Name	Arkar Kyaw (22)	
Position	ASM	
Department	SdM	
Business	REBU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	20.24 Oct. 2024, 7:00AM	24 Oct. 2024, 2:00PM
Total Days		
Trip Information	1. From Yangon To Mandalayine.....	
	2. From To	
	3. From To	
Purpose For Travelling	Branch Support	
Travel Date	Activities	Remark
24. Oct. 2024	Visit Gong to Mandalayine From Yangon ✓	
25. Oct. 2024	Tain Tike Drinking Water Factory	
28. Oct. 2024	- Cool Spring Drinking Water Factory	
	- King Drinking Water Factory	
29. Oct. 2024	- ko Bhone Nang C. Delivery Solar Panel)	
	- ko ko Nji Nji Ice factory ✓	
30. Oct. 2024	- India City Mall	
	- Thamaradi School	
31. Oct. 2024	- U Aung Thein cold Storage	
	- ko ko Nji Nji cold Storage	
	- ko kyaw San cold Storage	
	Shwe and Mya Dealer shop	
	- C d C dealer shop	
	- Tain Tike Drinking Water	

Reported by
 Sign:
 Name: Arkar Kyaw
 Position: ASM

Checked by
 Sign: Telegram Approved
 Name: Aung Myat Thu
 Position: DH

Approved by

 Name: Aung Myat Thu
 Position: ACOO

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01

From (မှ) Mawlaikyne

To (သို့) Yangon

Traveller (ဧည့်သည်) အားကစားကွန်

Contact (ဖုန်းနံပါတ်) 09793477092

Seat(s) (ရုံနံပါတ်များ) 13

Class/Type အထူးကား

Bus No (ကားနံပါတ်)

Booking Reference 9568-2871

Status CONFIRMED

Departure (ထွက်ခွာ) Nov 01, 11:00 AM

Gate (ဂိတ်) NA

Special Request (တောင်းဆိုချက်)

Printed Date

Nov 01, 11:01 AM

Passengers	1
Total	<u>25,000</u>



* 9 5 6 8 - 2 8 7 1 *

Check in 30 min before the departure time
အထူးကားဝင်ရောက်ရန် ၃၀ မိနစ်ခင် ရောက်ရှိရမည်။

Each passenger is allowed to carry only one piece of baggage
ဧည့်သည်တစ်ဦးစီသည် ခရီးစဉ်အတွက် ခရီးစဉ်ကိရိယာတစ်ခုသာ ဝင်ခွင့်ရှိပါသည်။

No refund will be issued after the departure
ထွက်ခွာပြီးနောက် ဝင်ငွေပြန်ပေးခြင်း မရှိပါ။

ဧည့်သည်တစ်ဦးစီသည် ခရီးစဉ်အတွက် ခရီးစဉ်ကိရိယာတစ်ခုသာ ဝင်ခွင့်ရှိပါသည်။
အထူးကားဝင်ရောက်ရန် ၃၀ မိနစ်ခင် ရောက်ရှိရမည်။

Contact Phone: 9019019347300, 09793477092
ဖုန်းနံပါတ်: 1650-0-7821 9733



MM Bus Ticket 6:45 PM

to me



You booking is confirmed, and reference number is 2341-6737. Thank you for booking with us on MMBusTicket

Booking Details

From/To Yangon - Mawlamyine	Departure Oct 24, 07:00 AM
Full Route Yangon-Mawlamyine-Mudon- Thanbyuzayat-Ye	Operator Golden Mandalay Express
Traveller Name Arkar Kyaw	Traveller Contact 09763476092
Seat Number 20	Number of Passengers 1
Bus Class/Type First Class	Bus No.
Booking Reference 2341-6737	Status CONFIRMED
Special Request None	Gate Info Aung Mingalar Bus Terminal
Booked On Oct 23, 06:45 PM	Total Amount 18000.0 MMK

Attach file



Reply

