



TRAVEL ADVANCE CLEAR FORM

8:00AM~5:00PM

| <u>Cash Advance</u> | | | | |
|---|---|--------------|--------------------------|--------------------------|
| Employee Name | Arkar Kyaw, Khin Myat Thu | | Estimated Date of Travel | 13.12.2024 to 14.12.2024 |
| Position Rank | ASM | | Total Day | 1 Day |
| BU/BR/DIV, Dept | RE BU | | Destination | Maubin, Pyarpone |
| Purpose | Customer Appointment | | | |
| <u>Travelling Permit</u> | | | | |
| Arrival Place | Maubin, Pyarpone | | | |
| Actual Date & Time of Travel | 13.12.2024 to 14.12.2024 | | | |
| Total Day | 1 Day | | | |
| HR Name | Nyein Ei Ei Khaing | | | |
| HR Sign | | | | |
| BOH/Authorized Person Name | Phyo Thu | | | |
| BOH/Authorized Person | | | | |
| <u>Advance Clear</u> | | | | |
| Actual Date & Time of Travel | 13.12.2024 to 14.12.2024 | | Total Day | 1 Day |
| Departure Date & Time | | | Arrival Date & Time | |
| Date | Description | Total Amount | | |
| | | Kyats | USD | |
| 13.12.2024 to 14.12.2024 | TA charges for (1person x 1 day x 15,000/-) | 15,000/- | | |
| 14.12.2024 | Car Ticket (Yangon ~ Maubin) | 6,000/- | | |
| 14.12.2024 | Taxi charges | 42,000/- | | |
| 13.12.2024 | Hotel charges | 25,000/- | | |
| Total Expense (Kyats/USD) | | 88,000/- | | |
| Cash Advance (Kyats/USD) | | - | | |
| Balance Refund/Additional (Kyats/USD) | | 88,000/- | | |
| <u>Job Report Status</u> | | | | |
| Authorization | Name | Position | Date | Sign |
| Prepared By | Zin Zin Oo | Admin | 8.01.2025 | |
| Approved By Dept Head | Aung Myat Thu | DH | 8.01.2025 | |
| Approved By GM/AGM/COO | Phyo Thu | GM | 8.01.2025 | |
| Acknowledged by related Superior for Job Report | Zaw Min Myat | ACOO | 8.01.2025 | |
| HR Check & Approved | Nyein Ei Ei Khaing | HR | 8.01.2025 | |
| Cash Received | | | | |
| Remark | | | | |

04-CFD-CAS-FRM-006-02

ကြယ်စင်ပင်း စိန်မင်းသား သီဟနိုဗ်



အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး



ရန်ကင်း - မြောင်းမြ - ကြာကင်း - လပူတာ - သင်္ကန်းကြီး

ရန်ကင်း - ငါးဆိမ်းချောင်း - ကုင်းကောက် (အင်္ဂပူ) - ဘန့်ဘွေးကင်း - မျင်ဝါတောင်

ရန်ကင်း - လှေကင်း - ဟင်္သာတ - ကုင်းကောက် (အင်္ဂပူ) - ဘန့်ဘွေးကင်း - မျင်ဝါတောင်

ရန်ကင်း - မအူပင် - ကျိုက်လတ် - ပျာပုံ ရန်ကင်း - ရေလဲ - ရွှေတောင်မြော် - လှိုင်သာ - ကျိုက်ပီ - မော်ကျွန်း

အမည် - ဒီဘာသာရေး - - - - - ယာဉ်အမှတ် - ၂၅ - ၂၃ - ၂၄ - - - - - ရက်စွဲ - - - - -

| ယာဉ်ထွက်ချိန် | ရုံးအမှတ် | သင့်ငွေ |
|---------------|-----------|---------|
| | | ၆၀၀၀/- |

Print Date : 07-Jan-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 | 2024-12-14 | Renewable Energy | Project Sales | Khin Myat Thu | Go to Nyaung Tone and Pyaponefor customer appointment and site survey with Pathein Branch. | 06:00 | Htan Ta Pin | Maubin | 6,000 | | Related HR Approved | High way car (I didn't get a ticket because I rode half way) |
| 2 | 2024-12-16 | Renewable Energy | Sales & Marketing | Win Yan Paing | Sent to cable delivery (4mmsq 100meter 4coils) to Elite car gate. (From Yangon to Nay Pyi Taw customer. | 09:30 | HO | Midama Elite Car Gate | 10,000 | 10,000 | GA Manager Approved | TAXI |
| 3 | 2024-12-14 | Renewable Energy | Sales & Marketing | Arkar Kyaw(2) | Go to Nyaung Tone and Pyaponefor customer appointment and site survey with Pathein Branch. | 05:30 | Yaenamyay Junction (ရေခဲမြေ လမ်းဆုံ) | BOC | 10,000 | 10,000 | GA Manager Approved | Taxi ✓ |
| 4 | 2024-12-12 | Renewable Energy | Project Sales | Khin Myat Thu | Go to Nyaung Tone and Pyaponefor customer appointment and site survey with Pathein Branch. | 05:30 | Yaenamyay Junction (ရေခဲမြေ လမ်းဆုံ) | BOC | 10,000 | 10,000 | GA Manager Approved | ✓ |

TRAVELLING REPORT

Date :2.01.2025.....

| | | |
|--------------------------------|--|------------------------------|
| Report To | Aung Myat Thu | |
| Employee Name | Arkar Kyaw | |
| Position | ASM | |
| Department | Sales & Marketing | |
| Business | RE BU | |
| Departure & Arrival | Departure Date And Time | Arrival Date And Time |
| | | |
| Total Days | 1 day | |
| Trip Information | 1. From Yangon To Mubin and Pyarpone | |
| | 2. From To | |
| | 3. From To | |
| Purpose For Travelling | | |
| Travel Date | Activities | Remark |
| 13.12.2024 | YGN To Maubin | |
| 14.12.2024 | Maubin to pyarpone Maubin Hotel Phyo Ice Factory | |

Reported by

Sign : 
 Name : Arkar Kyaw
 Position : ASM

Checked by

Sign :
 Name : Aung Myat Thu
 Position : DH

(DH/AGM/GM)

Approved by

Sign :
 Name : Zaw Min Myat
 Position : ACOO

(COO)

05-CHL-HRM-FRM-064-01

Print Date : 07-Jan-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 | 2024-12-14 | Renewable Energy | Sales & Marketing | Arkar Kyaw(2) | Go back Yangon from Maubin. | 19:00 | BOC | Mingalardone (Taw Tite Ward) | 22,000 | 22,000 | GA Manager Approved | TAXI |
| 2 | 2024-12-12 | Renewable Energy | Project Sales, Sales & Marketing, Sales Support & Data Analysis | Aung Myat Thu, Hay Mar Soe, Thin Zar Kham Aung | After showing KPI, it is late. | 18:30 | HO | Hlaing , South Okkala | 20,000 | 20,000 | GA Manager Approved | Taxi |

CGD & RE BU

13 members

Dear VCM and ACOO,

၁) အမည် - Arkar Kyaw , Khin Myat Thu

ရာထူး - ASM , Project Sales Engineer

ဌာန - Sales & Marketing ,Project Sales

၂) သွားရောက်သည့် ဝန်ထမ်း အရေအတွက် - 2
ယောက်

၃) ခရီးသွားသည့်နေရာ - Maubin and Pyapone

၄) ခရီးသွားသည့် အကြောင်းအရာ - Customer
appointment and site survey

၅) စတင်သွားရောက်မည့် နေ့ရက် -
14.12.2024

ခန့်မှန်းခြေ ၂ရက် ခန့်ကြာမြင့်နိုင်ပါသည်။ ရုံးကားဖြင့်
သွားပါမည် ။ ဈေးနှုန်း သင့်တင့်သော နေရာတွင် တည်း
ပါမည်။

Adv- 250,000 ထုတ်ခွင့်ပြုပါခင်ဗျ။

2 edited 3:37 PM

Thin Zar Kham Aung RE

**RE BU Dec'24 Achievement upto 01
Dec-24 to 31-Dec-24**

YTD Revenue Target -\$ 5,000,000

YTD Revenue Achievement -
\$2,065,928(41%)

5

Message



Approved 60:60:013% ၁၀၀%

8:17 AM

Unread Messages

Thin Zar Kham Aung RE
RE BU Dec'24 Achievement upto 01
Dec-24 to 31-Dec-24

YTD Revenue Target -\$ 5,000,000
YTD Revenue Achievement -
\$2,073,492(41%)

Dec'24 Total Target-\$400,000
Achievement-\$295,972(74%)



Today sales(13.12.24)-\$7,565

2 4:39 PM

Sayar Aye Min Htun

Aung Myat

Dear VCM and ACOO, ဘ) အမည် - Arkar Kyaw , Khi...

Please proceed to go to MUB and PPN by
advance MMK 250,000.

10:13 PM

Thin Zar Kham Aung RE

RE BU Dec'24 Achievement upto 01 Dec-24 to 31...

Thanks. 🙌💪

10:13 PM

Thin Zar Kham Aung RE

RE BU Dec'24 Achievement upto 01 Dec-24 to 31...

Thanks. 🙌💪

10:13 PM



Today

Ko Zaw Myat

admin

Thin Zar Kham Aung RE

RE BU Dec'24 Achievement upto 01 Dec-24 to 31...

Noted. Thanks 🙌

12:17 AM



Message

