

No. 38 Shwe Than Lwin Industrial Zone
 Min Gyi MharMin Kaung Street, Yangon-Pathein Highway Road, Hlaingtharya, Yangon

ADVANCE CLEAR VOUCHER

Requestor Name : Soe Moe Naing	Budget Type : Exclude Budget
Department Name:	Payment Type : Advance Clearing
Request Date : 2025-05-08	Advance No : UBG-BTR-2025-04-00004
Payment Voucher : AC-BTR-2025-05-00014	Prepared By : BTR SRV PIC
No	Superior Approved : BTR SVR DH
Payment Method : Cash/Bank	By
Payment Amount : 1237700.0	Last Approved By :
Currency : MMK	
Exchange Rate : 4,420.0	

No.	Description	Department	Request Amount	Remark
1	Adv clear for April 25, For trip expense for Mandalay (Volunteers - MHK, TOK, YZL, ZKW). Advance - 1,500,000/MMK, Actual - 1,237,700/MMK, Refund - 262,300/MMK, For Service Dept.	Service Department (BTR)	1,237,700.00	

Expense Total	1,237,700.00 K
Advance Total	1,500,000.00 K
Refund	262,300.00 K

Note: _____



Superior Check By		F&A	GM/AGM	COO
Name : <u>W. P. Myath</u>	Name :	Name :	Name :	Name :
NRC No : <u>8/1/2025</u>	NRC No :	NRC No :	NRC No :	NRC No :
Date : <u>140477</u>	Date :	Date :	Date :	Date :
Remark : <u>8. May 2025</u>	Remark :	Remark :	Remark :	Remark :



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Min Hein Khant	Estimated Date of Travel	7.4.2025 (5:30PM) to 6.5.2025 (7:00PM)	
Position Rank	APP Mechanic	Total Day	28 Days	
HU/BR/DIV. Dept	Truck and Bus (Service)	Destination		
Purpose	Volunteer			
Travelling Permit				
Arrival Place	Compass Auto to Mandalay			
Actual Date & Time of Travel	7.4.2025 (5:30PM) to 6.5.2025 (7:00PM)			
Total Day	28 Days			
HR Name				
HR Sign				
BOH/Authorized Person Name				
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	7.4.2025 (5:30PM) to 6.5.2025 (7:00PM)	Total Day	28 Days	
Departure Date & Time	7.4.2025 (5:30PM)	Arrival Date & Time	6.5.2025 (7:00PM)	
		Total Amount		
Date	Description	Kyats	USD	
7.4.2025	Car ticket (4x3500) MHL Tok, YZL, ZKW	140,000		
7.4.2025 to 6.5.2025	Travelling allowance (28x2000) Min Hein Khant	560,000		
3.4.2025 to 29.4.2025	OT Charge (26x1200) Min Hein Khant	312,000		
1.5.2025 to 4.5.2025	OT Charge (10x1510) Min Hein Khant	15,100		
6.5.2025	Car ticket (1x3500) Min Hein Khant	35,000		
6.5.2025	Taxi Charge	10,000		
7.4.2025 to 12.4.2025	Travelling expense for Zaw Khant Ken	126,800		
7.4.2025 to 14.4.2025	Travelling expense for Tin Ohn Kyaw and Yar Zar Len	319,600		
		7		
Total Expense (Kyats/USD)		1,237,900		
Cash Advance (Kyats/USD)		650,000		
Balance Refund/Additional (Kyats/USD)		282,900		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Soe Moe Aung	Staff	8.5.2025	
Approved By Dept Head	Wai Phyo Htun	Str. DH	8. May. 2025	
Approved By GM/AGM/COO	Win Theingi Nwe	AGM	8.5.2025	
Acknowledged by related Superior for Job Report	Myint Htun	ADH	8.5.2025	
HR Check & Approved	Zin Mar Soe	HR	8.5.2025	
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Zaw Khant Win	Estimated Date of Travel	7.4.2025 (5:30 PM) to 12.4.2025 (9:00 PM)	
Position Rank	APP Mechanic	Total Day	5 Days	
BU/TR/DIV, Dept	Truck and Bus (Service)	Destination		
Purpose	Volunteer			
Travelling Permit				
Arrival Place	Compass Auto to Mandalay			
Actual Date & Time of Travel	7.4.2025 (5:30 AM) to 12.4.2025 (9:00 PM)			
Total Day	5 Days			
HR Name				
HR Sign				
BOH/Authorized Person Name				
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	7.4.2025 (5:30 PM) to 12.4.2025 (9:00 PM)		Total Day	5 Days
Departure Date & Time	7.4.2025 (5:30 PM)		Arrival Date & Time	12.4.2025 (9:00 PM)
Date	Description	Total Amount		
		Kyats	USD	
7.4.2025 to 12.4.2025	Travelling allowance (5 x 20000) Zaw Khant Win	100,000		
7.4.2025 to 12.4.2025	OT charge (14 x 1200) Zaw Khant Win	16,800		
12.4.2025	Taxi Charge	10,000		
Total Expense (Kyats/USD)		126,800		
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Soe Moe Nang	Staff	8.5.2025	
Approved By Dept Head	Was Phyo Htun	Pr. DH	8. May. 2025	
Approved By GM/AGM/COO	Win Theng Nwe	ARM	8.5.2025	
Acknowledged by related Superior for Job Report	Myint Htun	ADH	8.5.2025	
HR Check & Approved	Zin Mar Soe	HR	8-5-2025	
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Tin Ohn Kyaw Yar Zar Lin		Estimated Date of Travel	7.4.2025 (5:30PM) To 14.4.2025 (8:30PM)
Position Rank	APP Mechanic		Total Day	7 Days
BU/BR/DIV, Dept	Truck and Bus (Service)		Destination	
Purpose	Volunteer			
Travelling Permit				
Arrival Place	Compass Auto to Mandalay			
Actual Date & Time of Travel	7.4.2025 (5:30PM) to 14.4.2025 (8:30PM)			
Total Day	7 Days			
HR Name				
HR Sign				
BOH/Authorized Person Name				
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	7.4.2025 (5:30PM) to 14.4.2025 (8:30PM)		Total Day	7 Days
Departure Date & Time	7.4.2025 (5:30PM)		Arrival Date & Time	14.4.2025 (8:30PM)
Date	Description	Total Amount		
		Kyats	USD	
7.4.2025 to 14.4.2025	Travelling allowance (7 x 20000) Tin Ohn Kyaw	140,000		
	Travelling allowance (7 x 20000) Yar Zar Lin	140,000		
8.4.2025 to 12.4.2025	OT charge (16.5 x 1200) Tin Ohn Kyaw	19,800		
	OT charge (16.5 x 1200) Yar Zar Lin	19,800		
Total Expense (Kyats/USD)		319,600		
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Soe Moe Nang	Staff	8.5.2025	
Approved By Dept Head	Ua Phyo Htun	Sr. IH	8. May. 2025	
Approved By GM/AGM/COO	Win Theing Nwe	AGM	8.5.2025	
Acknowledged by related Superior for Job Report	Mymt Htun	ADH	8.5.2025	
HR Check & Approved	Zin Mar Soe	HR	8-5-2025	
Cash Received				
Remark				

မန္တလေး

mandalamin.com.mm

From (မှ) Mandalay To (သို့) Yangon
Traveler (ခရီးသည်) Min Hain Khant Contact (ဖုန်းနံပါတ်) 09780258802

Seal(s) (ခုံနံပါတ်များ) H3 32-4447

Class/Type Scania Bus No. (ကားနံပါတ်) 32-4447
Touring (2+1) Booking Reference 7514-9747 Status CONFIRMED

Departure (ထွက်ခွာ) May 06, 7:00 PM Gate (စိတ်) Chen Mya Shwe Pyi
Bus Terminal

Special Request (မှတ်တမ်း) ဖုန်းဆက်ဆံပေးပါ

Printed Time : May 06, 6:59 PM

Passengers Total

43 000
35000

NRIC or Passport is necessary to travel
နယ်စပ်ဒေသများသို့ ခရီးသည်များသည်

Check-in 30 min before the departure time.
ကားထွက်ခွာမီ 30 မိနစ် အတိုင်း ချက်ချင်း ဝင်ရောက်ရမည်။

Each passenger is allowed one carry-on luggage.
ခရီးသည်တစ်ဦးစီသည် လက်ဆွဲဆိတ်ဆိတ်ကိရိယာတစ်ခုသာ ဝင်ခွင့်ရှိပါသည်။

No refund will be issued after the departure.
ကားထွက်ခွာပြီးနောက် ချက်ချင်း ပြန်လည်ရရှိခြင်း မရှိပါ။

ငွေပြန်လှောင်ပေးခြင်း မရှိပါ။ မိမိနှင့် အတူ ခရီးထွက်သူများ ဝင်ခွင့် မရှိပါ။ တစ်စုတည်း ဝင်ခွင့်ရှိပါ။ ချက်ချင်း ဝင်ခွင့် မရှိပါ။

Contact Phone: CallCenter-09772 689
99E, A/CN-095020181, NPT-09251251777, Meikhtila-09788
885537.MDY-09402651991 Bagan-09429291000.P.N-09
Fakhkha (H) 7733 45 006, Myanmar 09 771 9680
7th Mayway 09 2500 33 936, Tallone 094480 12 576



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

Print Date : 08-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	2025-04-12	Truck & Bus	Service	Zaw Khant Win		10:30	ခရေပင်လမ်းခွဲ	ရွှေပြည်သာတောပါကွေ	10,000	10,000	GA Manager Approved	လျှင်ဘေးကူညီရန်သွားခြင်း၊ ပြန်လာရာတွင်တက္ကစက အမှန်၁၄၀၀၀ကြပါတယ်ဂရုတစစ်လိုက်တာ၇၅၀၀၀ကြပါတယ် ညဘက်တွင်ကားမရသောကြောင့် ၁၀၀၀၀ နှင့် HR မှ ပြတ်ပေးထားပါသည်

8-15125
ZMG

Print Date : 08-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	2025-05-06	Truck & Bus	Service	Min Hein Khant		09:30	ခရိုင်လမ်းခွဲ	သင်္ဃန်းကျွန်းခြံ	10,000	10,000	GA Manager Approved	ငလျင်ဘေးကုန်ရန်အားဖြင့် ပြန်လာရာတွင်တက္ကသိုလ်

8151704
2025



OVERTIME REQUEST FORM

BU/BR/DIV Name : Trade and Bus
 Department Name : Service
 Reason for Overtime : Mandalay Volunteer

1510

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	1.5.25	Min Heinkhal	AGM 2F	5:00PM	7:30PM	2:30	3 775	
2.	2.5.25	Min Heinkhal	AGM 2F	5:00PM	7:30PM	2:30	3 775	
3.	3.5.25	Min Heinkhal	AGM 2F	5:00PM	7:30PM	2:30	3 775	
4.	4.5.25	Min Heinkhal	AGM 2F	5:00PM	7:30PM	2:30	3 775	
						2	2	
						Total Hours	10 AM	15,100
						Total Amount		

Requested by
 Sign:
 Name: Min Heinkhal
 (Requestor)

Approved by

 (DH)
 MPH

Approved by

 (GM/AGM/COO)
 Min Heinkhal

Checked by

 8/5/25
 (HR) ZMS
 05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : Truck and Bus
 Department Name : Service
 Reason for Overtime : Mandalay Volunteers

1200

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	8.4.25	Min Hein Khant	AGM 3F	5:00 PM	7:30 PM	2:30	3,000	
2.	9.4.25	Min Hein Khant	AGM 3F	5:00 PM	7:30 PM	2:30	3,000	
3.	10.4.25	Min Hein Khant	AGM 3F	5:00 PM	8:30 PM	3:30	4,200	
4.	11.4.25	Min Hein Khant	AGM 3F	5:00 PM	9:30 PM	4:30	4,800	-30
5.	12.4.25	Min Hein Khant	AGM 3F	5:00 PM	9:30 PM	4:30	4,200	
6.	25.4.25	Min Hein Khant	AGM 3F	5:00 PM	8:00 PM	3:00	3,600	
7.	27.4.25	Min Hein Khant	AGM 3F	5:00 PM	7:00 PM	2:00	2,400	
8.	28.4.25	Min Hein Khant	AGM 3F	5:00 PM	7:00 PM	2:00	2,400	
9.	29.4.25	Min Hein Khant	AGM 3F	5:00 PM	8:00 PM	3:00	3,600	
Total Hours						26	31,200	
Total Amount								

Requested by

Sign :
 Name : Min Hein Khant
 (Requestor)

Approved by

(DHI)
 WPH

Approved by

(GM/AGM/COO)
 Min Tunji Nwe

Checked by

(HR)
 2MS

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : Truck & Bus
 Department Name : Service
 Reason for Overtime : Mandalay Volunteer

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1.	8-4-25	Yax Zar Lin	AGIMDF	5:00 Pm	7:30 Pm	2:30	3000	
2.	9-4-25	Yax Zar Lin	AGIMDF	5:00 Pm	7:30 Pm	2:30	3000	
3.	10-4-25	Yax Zar Lin	AGIMDF	5:00 Pm	8:30 Pm	3:30	4200	
4.	11-4-25	Yax Zar Lin	AGIMDF	5:00 Pm	9:30 Pm	4:30	5400	
5.	12-4-25	Yax Zar Lin	AGIMDF	5:00 Pm	8:30 Pm	3:30	4200	
Total Hours						16:30	19800	
Total Amount								

Requested by
 Sign: *Yax Zar Lin*
 Name: Yax Zar Lin
 (Requestor)

Approved by
[Signature]
 (DH)
 WPH

Approved by
[Signature]
 (GM/AGM/COO)
 Lalun Mye Aue

Checked by
[Signature]
 (HR)
 UMS
 05-CHL-HRM-FRM-020-05

အာပီဒီ

အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး

မန္တလေး - ရန်ကင်း

အမည် 3975

■ ကိုတင်အုန်းကျော် နေ့စွဲ 7.4.25

Bus

■ ၃၆-၈၈၁၆ ခရီးစဉ် Andy

ယာဉ်ထွက်ချိန်

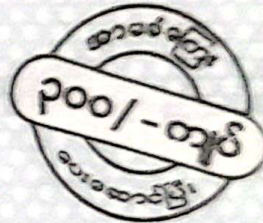
■ (နံနက် နာရီ) | (ညနေ 5:30 နာရီ)

ခုံအမှတ်

■ 1, 2, 3, 4 ကျသင့်ငွေ 140000

YLN → MDY
တာဝန်ခံလက်မှတ်

Handwritten signature and date: 8.5.25



မန္တလေး

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From (မှ)
Mandalay

To (သို့)
Yangon

Traveller (ခရီးသည်)
Min Hein Khant

Contact (ဖုန်းနံပါတ်)
09780258802

Seat(s) (ခုံနံပါတ်များ)
H3

3Q-4447

Class/Type

Bus No. (ကားနံပါတ်)

အထူးကား - Scania

Touring (2+1)

Booking Reference

Status

7514-9747

CONFIRMED

Departure (ထွက်ခွာ)
May 06, 7:00 PM

Gate (ဝိတ်)

Chan Mya Shwe Pyi

Bus Terminal

Special Request (မှတ်ချက်)

ဖုန်းဆက်ဆံပေးပါ

Printed Time : May 06, 6:39 PM

Passengers
Total

43 000

35000

NRC or Passport is necessary to travel

မှတ်ပုံတင် ဝါမှ စီးနင်းခွင့် ပြုပါမည်

Check-in 30 min before the departure time

ကားမထွက်မီ မိနစ် 30 ပြန်တင်ရောက်ရှိရန် လိုအပ်ပါသည်။

Each passenger is allowed one carry-on luggage.

ခရီးသည်တစ်ဦးလက်ဆွဲအိတ်တစ်ခုစီမူရင်းပေးခွင့်ရှိပါသည်။

No refund will be issued after the departure.

ကားထွက်ချိန်လွန်ပြီးမှ ရောက်ရှိလာလျှင် အခမ်းပါ။

ငယ်ပြိုင်လက်မှတ်ဖြင့် အခမ်းပါ။ မိမိနှင့် အတူပါလာသော ဝန်ထမ်းများ မိမိနှင့် တပါတည်း တားရှိပါ။ လျှောက်ခမ်းပါက တားနာပါသည်။

Handwritten signature and date: 8-5-25

Contact Phone: CallCenter-09772 889
998, YGN-095020181, NPT-09251251277, Meikhtila- 09788
885587, MDY-09402651991, Bagan-09429291000, P DL-09
Pakkoku-09 7733 45 666, Myingyan 09 771 9680
78, Magway-09 2560 83 936, Tatkone-094480 12 51 6