



### CASH ADVANCE CLEAR FORM

Date : 5/07/2024

BU/BR/Division : Renewable Energy BU

Department : Sales & Marketing

Advance Issue : 600,000 Kyats / ..... USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 <sup>st</sup> Time Advance	24.06.2024	PV-90237		600,000	Advance clear for TA charges go to Mandalay for branch visit and customer visit. PIC - Phyto Thu, Aung Myat Thu
2	2 <sup>nd</sup> Time Advance					
3	3 <sup>rd</sup> Time Advance					
<b>Total Advance</b>					600,000	
<b>Total Actual</b>					561,800	
<b>Balance Refund/Additional</b>					38,200	

Request By  
*Zin Zin Oo*  
Zin Zin Oo  
Requester

Checked By  
*Telegram*  
Approved.  
Aung Myat Thu  
Mgr/DH

Checked By  
*Nway Nway*  
Nway Nway  
Finance & Account

Approved By  
*Phyto Thu*  
Phyto Thu  
GM/AGM/COO

Approved By  
*Phyto Thu*  
Phyto Thu  
15/7/24  
CMC

*Phyto Thu*  
12/7/24

*Phyto Thu*  
Phyto Thu  
15/7/24

04-CFD-CAS-FRM-002-03



## TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Phyo Thu, Aung Myint Thu	Estimated Date of Travel	26.6.24 ~ 29.6.24
Position Rank	AGM, D.H.	Total Day	4 Days
BU/BR/DIV. Dept	RE-BU	Destination	Mandalay
Purpose	Branch Visit & Dealer Visit		
Travelling Permit			
Arrival Place	Mandalay.		
Actual Date & Time of Travel	26 ~ 29.6.24		
Total Day	4 days.		
HR Name	Nyunt Htwe		
HR Sign	[Signature]		
BOH/Authorized Person Name	Aung Myint Myat		
BOH/Authorized Person	Telegram Approved.		
Advance Clear			
Actual Date & Time of Travel	26 ~ 29.6.24	Total Day	4 days.
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
26 ~ 29.6.24	TA charges for 4 person x 4 days x 10,000/-	80,000/-	
26 ~ 29.6.24	Hotel charges 3 days x 1 day x 55,000/-	165,000/-	
26 ~ 29.6.24	Toll gates charges	9,500/-	
26 ~ 29.6.24	Car fuel for trip	307,000/-	
<b>Total Expense (Kyats/USD)</b>		601,500	
<b>Cash Advance (Kyats/USD)</b>		600,000	
<b>Balance Refund/Additional (Kyats/USD)</b>		38,500/-	
Job Report Status			
Authorization	Name	Position	Date
Prepared By	Sim Sim Oo	Admin.	12.7.24
Approved By Dept Head	Aung Myint Thu.	DH.	12.7.24
Approved By GM/AGM/COO	Phyo Thu.	GM.	13.7.24.
Acknowledged by related Superior for Job Report	Zaw Min Myat.	ACOO.	18.7.24
HR Check & Approved	Nyunt Ee Khin	HR.	15-7-24
Cash Received			
Remark	Hotel groups: ၀၇၂၃၀၀ [Signature] Nyunt Htwe MAY BR.		

04-CTD-CAS-FRM-006-02



Ko Aung Myint My

last seen at 8:30 AM

ကျေးဇူးပါ 10:14 AM ✓✓

July 2

**TRAVEL ADVANCE CLEAR FORM**

<b>Cash Advance</b>			
Employee Name	Phyo Bin Aung Myint My	Estimated Date of Travel	26.6.24 ~ 29.6.24
Proposed Rank	DM	Travel Date	3 Days
Destination/Task	RE-OP	Destination	Mandalay
Purpose	Branch Visit & Reale Visit		
<b>Estimated Expense</b>			
Actual Place	Mandalay		
Actual Date & Time of Travel	26 ~ 29.6.24		
Travel Date	4 days		
Job Name	Myint Myint Myint		
Job Title	DM		
Authorized Person Name	Ko Aung Myint Myint		
<b>Advance Clear</b>			
Actual Date & Time of Travel		Travel Date	
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
26-29.6.24	TA charges for 4 persons (4 days x 10,000/-)	80,000	
26-28.6.24	Hotel charges (3 days x 55,000/-)	165,000	
26-29.6.24	Local charges	1,000	
26-29.6.24	Car fuel for camp	162,000	
Total Expense (Kyats/USD)		308,000	
Cash Advance (Kyats/USD)		600,000	
Balance Refund/Additional (Kyats/USD)		292,000	
<b>Job Report Status</b>			
Authorizations	Name	Position	Date
Proposed By	Zin Zin Oo	Admin	
Approved By Dept Head	Aung Myint Myint	DM	
Approved By CME/CA/CEO	Phyo Tho	GM	
Authorised by related Superior for Job Report	Zaw Min Myint	ACOO	
HR Check & Approved	Nyan Nyan Khin	HR	
Each Receipt			
Remarks: Hotel 600,000 USD			

Dear Ko Aung Myint Myat  
 Please Approve  
 26~29.06.2024 အထံ Mandalay branch  
 ကိုရောက်ရှိကြောင်းလေး Approve ပေး  
 ပေးပါအံ့ရှင် 10:54 AM ✓✓

**Zin Zin**  
 Dear Ko Aung Myint Myat Please...  
 We acknowledge it 6:41 PM

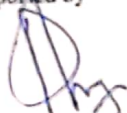
Message




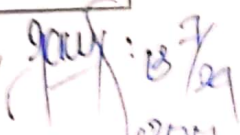
# TRAVELLING REPORT

Date : .....

Report To	COO	
Employee Name	Phyo Thu	
Position	AGM	
Department	Management	
Business	RE - BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	26. 6. 24	29. 6. 24
Total Days	3 day	
Trip Information	1. From ..... Yangon ..... To ..... Mandalay .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling	Go to Mdy branch for dealer/customer Visit	
Travel Date	Activities	Remark
26. 6. 24	Go to Mdy Branch.	
27. 6. 24	Morning Meeting with BR Sales team, Asm for visit way plan. Go to dealer Appointment - U Kyi Soe Hlang - Hertz Solar (to left) - Pro Enging. (Dew Key Travel Left) - PPR CMA Thal Sa Mon.	
28. 6. 24	- Morning Meeting with BR Sales team - Prepare battery & send to customer (Hertz solar) - Pyce Phyo Electronic - Measure Roof area for Mdy branch.	
29. 6. 24	- Go back to Yangon.	

Reported by  
 Sign :   
 Name : Phyo Thu  
 Position :

Checked by  
 Sign :   
 Name : Phyo Thu  
 Position :  
 (DH/AGM/GM)

Approved by  
 Sign :   
 Name : Daw Min Mgah  
 Position :  
 (COO)

 05 CHL-JIRM-FRM-064-01  
 15/07/2024

11:54



Ko Aung Myat Thu

last seen recently



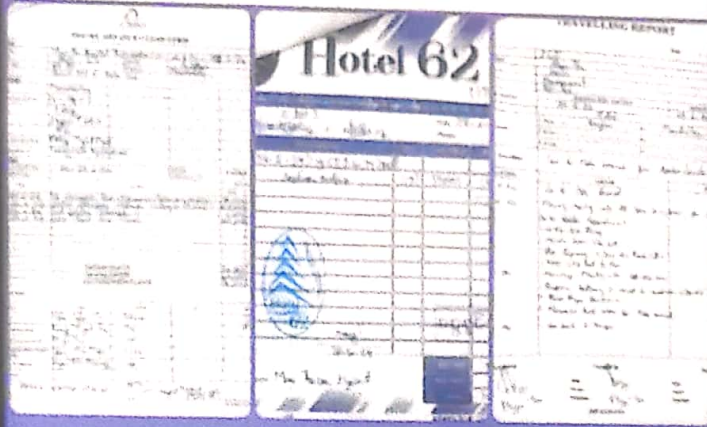
Pls proceed 11:28 AM

**CASH ADVANCE CLEAR FORM**

M/07/2024  
Renewable Energy BU  
Sales & Marketing  
600,000 Kyats / USD

Issue Time	Date	Payment Voucher No	Amount		Description
			USD	Kyats	
Time Advance	24.06.2024	PV-00227		600,000	Advance clear for TA charges go to Mandalay for branch visit and customer visit PIC - Phob Thu Aung Myat Thu
Time Advance					
Time Advance					
Time Advance					
<b>Total Advance</b>				600,000	
<b>Total Actual</b>				561,800	
<b>Balance Refund/Additional</b>				38,200	

Checked By: Aung Myat Thu (M/204)  
Checked By: Nay Nay (Finance & Account)  
Approved By: Phob Thu (GM/DM/COO)  
Approved By: CMC (GM-CFO-CAS-PRM)



Dear Ko Aung Myat Thu  
Please Approve  
Advance clear for TA charges go to Mandalay for branch visit and dealer visit.  
Refund - 38,200 MMK 11:29 AM ✓

Pls proceed 11:37 AM



Message



လမ်းဦးစီးဌာန  
ရန်ကုန် မန္တလေးအမြန်လမ်း  
C JUNCTION TOLLGATE, Lane 7  
29/06/24 09:55:41 AM

3I-1627

Voucher : L7132287 Section : 105  
From : CJun. To : 3Jun Class : 1  
Weight : 0  
Charge : Ks 2,500



ပျောက်ဆုံး ပျက်စီးပါက ထပ်မံပေးဆောင်ရမည်

လမ်းဦးစီးဌာန  
ရန်ကုန် မန္တလေးအမြန်လမ်း  
3 JUNCTION TOLLGATE Lane 2  
26/06/24 08:43:19 AM

3I-1627

Voucher : L2142760 Section : 92  
From : 3Jun. To : CJun Class : 1  
Weight : 0  
Charge : Ks 2,500



ပျောက်ဆုံး ပျက်စီးပါက ထပ်မံပေးဆောင်ရမည်

လမ်းဦးစီးဌာန  
ရန်ကုန် မန္တလေးအမြန်လမ်း

TAGONTINE TOLLGATE

26-06-2024 15:45:47

Voucher No: 0594068  
Section No: 794  
GateID: 2  
License No : 3I1627  
CLASS : 2  
Weight : 0  
FROM : SKI  
TO : TGT  
Charge : 500

1A21C1E001POV-0594068,S-794,L-3I1627,F-SKI,T-TGT  
.C-2,F-500,N-0,D-240626,T-154947,G-2,N-6100၉၉ C3  
c00

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လမ်းဦးစီးဌာန  
ရန်ကုန် မန္တလေးအမြန်လမ်း

SAKARINN TOLLGATE

29-06-2024 07:27:48

Voucher No: 0323636  
Section No: 812  
GateID: 6  
License No : 3I1627  
CLASS : 1  
Weight : 0  
FROM : SKI  
TO : CJun  
Charge : 2000



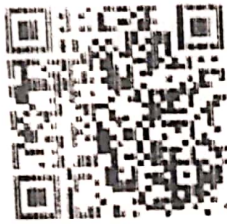
လမ်း ပျောက်ဆုံး ပျက်စီးပါက  
ထပ်မံပေးဆောင်ရမည်

လမ်းဦးစီးဌာန  
ရန်ကုန် မန္တလေးအပြန်လမ်း

TAGONTINE TOLLGATE

29/03/2024 08:39:01

Voucher No: 0446308  
Section No: 804  
GateID: 6  
License No: 31-1672  
CLASS: 1  
Height: 0  
From: TGT  
To: SKI  
Charge: 300



လမ်း ဦးစီးဌာန ပျက်စီးပါက  
ထပ်မံပေးဆောင်ရမည်

လမ်းဦးစီးဌာန  
ရန်ကုန် မန္တလေးအပြန်လမ်း

C-JUNCTION TOLLGATE Lane 3

26/06/24 01:07:02 PM

31-1627

Voucher: L 121371 Section: 87  
From: CJun, To: SKI Class: 1  
Weight: 0  
Charge: Ks 2,000



ပျက်ဆုံး ပျက်စီးပါက ထပ်မံပေးဆောင်ရမည်



# CASH CLAIM FORM

Date : 05.07.2024

BU/BR/Division : Renewable Energy BU

Department : Sales & Marketing

Issue Amount : 307,000 Kyat / .....USD

Budget include (or) Not :

- Yes  Budgeted Title and Amount : Trip fuel ✓
- No  Reasons for :

**Required For:**

Cash claim for trip fuel charges go to Mandalay for branch visit and dealer visit 31/1627.

**မှတ်ချက်။**

- (၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး သေချာစွာစုံစမ်းစစ်ဆေးတွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။  
(The amount requested must be properly calculated, checked and verified by respective authorized person)
- (၂) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက၊ သက်ဆိုင်ရာ တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည့် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်  
(If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By  
  
Zin Zin Oo  
Requester

Checked By  
Telegram  
Approval  
Aung Myat Thu  
Mgr/DH

Checked By  
  
Nway Nway  
Finance & Account

Approved By  
  
Phyto Thu  
GM/AGM/COO

Approved By  
  
.....  
CMC/CEO/Chairwoman

Myeik Ei-2 Khainp  
12/7/24  
  
May Myat Thu

04-CFD-CAS-FRM-005-03

13/7/24  
20111



# TRIP CAR USED FORM

BU/BR/DIV : RE BU  
 Driver Name : Aung Myat Thu  
 Car User Name : Aung Myat Thu  
 Trip Title : Branch visit and dealer visit.  
 Trip Location : Mandalay.  
 Car No. : 31 / 1627.  
 Car Type : Rat:ces.  
 Estimate Date : 4 days.  
 Participant : Phyo Thu , Aung Myat Thu and Khin Myat Thu

Date	Start Kilo	End Kilo
26.6.24 ^ ^	348617.	349272
27.6.24 ^	349272	349312
28.6.24	349312.	349371
29.6.24 ^ ^ ^	349371	350014

Request By

Requester

Zin Zin Co

Checked By

Related GM/AGM

Phyo Thu

Acknowledge By

GAV Head

Maung Maung Htue

Approved By

CAM GM/AGM/COO

05-CHL-GAV-FRM-015-01



PHYU (115 MILE) STATION  
Contact No : 09 940 549 192

Receipt No: 04601523  
Date/Time : 26-06-2024(10:44)  
Pump/Noz : 5/ 3  
Product : OCTANE 95 RON  
Lit/Price : 9.800 x 2755 K

Total : 27,000 K  
MOP : Cash  
Plate : 3I1627  
Thank you ... See You Again!



HLAINGTHAYA (1) STATION  
Contact No : 09 940 549 227

Receipt No: 10005294  
Date/Time : 26-06-2024(07:07)  
Pump/Noz : 16/ 1  
Product : OCTANE 95 RON  
Lit/Price : 32.045 x 2715 K

Total : 87,000 K  
MOP : Cash  
Plate : CC 3I1627  
Thank you ... See You Again!



**REGENCY**  
**PETROL STATION**  
Naypyitaw(0709)

☎ 09-668878217,423033441,421148355

**Octane 95**

Open Daily at : 24 Hours

Cashier : Hein Zaw Bo

Voucher No : C2-280

Pump No : P-3

Date : 26/06/2024 12:31

အမှတ်အသား : 3I1627

Gal	Liter	Price	Amount
2.383	10.831	2770	30000

တောင်းပန်မှုများအတွက်

Thanks You



**ZTH**

Yangon-Mandalay Highway  
Ph : 09-402542299

Sale Person : cashier2

Counter : # 1

Vr No : 374578 Vehicle No: 3I/1627

Pump : 2 Product : 95

Hose : 1

Sale Time : 2024-06-29 09:58:47 AM

Print Time : 2024-06-29 09:58:51 AM

Gallon	Liter	Price	Total Amount
3.866	17.574	2,845.00	50,000.00

Payment Type : Cash (Normal)

Discount : 0.00

Net Amount : 50,000.00

Thank You ..... See You Again ....!



PHYU (115 MILE) STATION  
Contact No : 09 940 549 192

Receipt No: 04606108  
Date/Time : 29-06-2024(11:36)  
Pump/Noz : 4/ 2  
Product : OCTANE 95 RON  
Lit/Price : 8.834 x 2830 K

Total : 25,000 K  
MOP : Cash  
Plate : 3I 1627  
Thank you ... See You Again!



MANDALAY (SAY-OE-BO) STATION  
Contact No : 09 940 549 260

Receipt No: 04178650  
Date/Time : 29-06-2024(06:49)  
Pump/Noz : 5/ 3  
Product : OCTANE 95 RON  
Lit/Price : 11.518 x 2865 K

Total : 33,000 K  
MOP : Cash  
Plate : CC3I1627  
Thank you .. See You Again!



MANDALAY THEIKPAN STATION

Contact No : 09 940 549 267

Receipt No: 03221446  
Date/Time : 27-06-2024(16:51)  
Pump/Noz : 2/ 2  
Product : OCTANE 95 RON  
Lit/Price : 19.678 x 2795 K  
-----  
Total : 55,000 K  
MOP : Cash  
Plate : 3I1627  
Thank you ... See You Again!

Print Date : 03-Jul-2024

**Petrol Requisition By Month Report**

No. Vehicle No	Issued Date	Referenced Code	For Month	Contract Name	Charges/ gallon	Advance				Actual			Input User Name	Remark			
						Req: gl	Amount	Status	Voucher No.	Issued gallon	Extra gallon	Allow			Amount	Status	Voucher No.
1:3I/1627 HATCH BACK(4x2) (R)	02-Jul-2024	MCS/F/38 391	Jun-2024	Phyo Thu	0	0	120,000	✓		0	25		307,000	✓		ZIN ZIN OO	Cash claim for trip fuel charges go to Mandalay for branch visit and dealer visit. Jun'24
Total Charges :							120,000						307,000				

Zin Zin Oo  
Lins.

Aung Myad Thu  
Telegram  
Approved.

12/7/24  
Ngaing Ei Ei Khaing  
Phyo Thu  
Phyo

Phyo  
13-7-24

Maung Maungs Htwe  
CAMI

1397 (trip kilo) ÷ 25 gl = 56 kilo per gl  
Trip Amount = 307,000

Print Date : 09-Jul-2024

### Vehicle Exit Permit Summary

No.	VehicleNo	OutDate	TimeOut	InDate	TimeIn	Start Kilo	End Kilo	Purpose	Destination
1	3I/1627	26-Jun-2024	08:00	26-Jun-2024	17:00	348617	349272	customer visit and branch visit	Go to Mandalay
						409 ML			
2	3I/1627	27-Jun-2024	08:00	27-Jun-2024	17:00	349272	349312	customer visit and branch visit	At Mandalay
						25 ml			
3	3I/1627	28-Jun-2024	08:00	28-Jun-2024	17:00	349312	349371	customer visit and branch visit	At Mandalay
						36 ml			
4	3I/1627	29-Jun-2024	08:00	29-Jun-2024	17:00	349371	350014	Customer visit and branch visit	Go back Yangon
						401 ml.			

Start kilo → 348617.

End kilo → 350014

Difference → 1397

Total gallon → 25 gal. < trip back.

→ 56 km per gal.

→ 35 miles.



Ko Aung Myat Thu  
online



Zin Zin

Dear Ko Aung Myat Thu Please Ap...

Pls proceed

11:27 AM

**CASH CLAIM FORM**

**Personnel Information**

Name: \_\_\_\_\_  
 Dept: \_\_\_\_\_  
 Position: \_\_\_\_\_

**Vehicle Information**

No.	Vehicle Name	Charge	Rate	Amount	Status	Vehicle No.
1	Myat Thu	1	100,000	100,000		
Total Charges				100,000		

For: Aung Myat Thu, Nyaung U, Yangon

**Remarks:** Trip fuel charges go to Mandalay for branch visit and dealer visit.

**Approval:**

Checked By: \_\_\_\_\_  
 Approved By: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

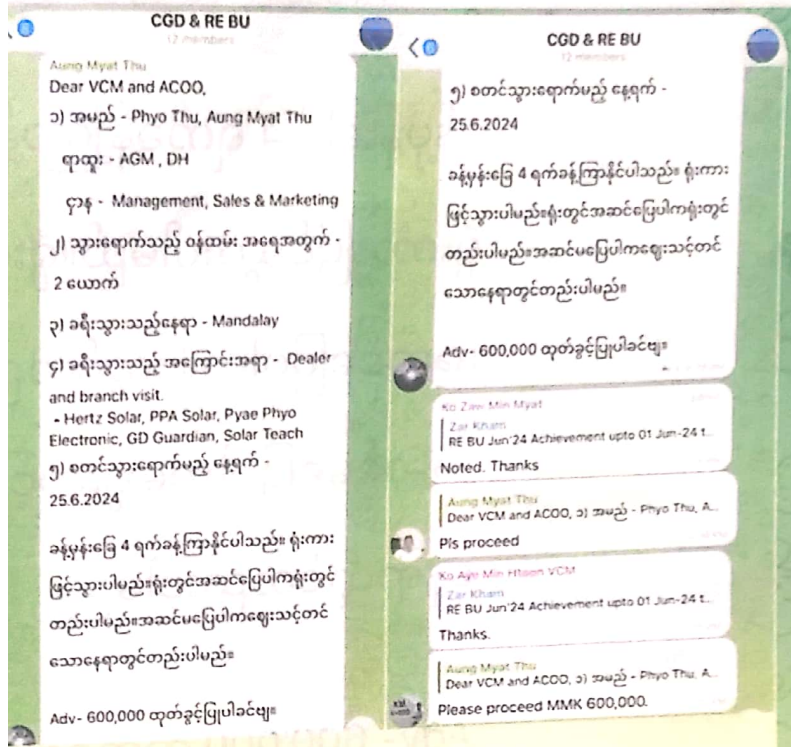
Dear Ko Aung Myat Thu  
 Please Approve  
 Cash claim for trip fuel charges  
 go to Mandalay for branch visit  
 and dealer visit.  
 307,000 MMK

11:28 AM

Pls proceed

11:28 AM

Message



Dear MD,

၁) အမည် - Phyo Thu, Aung Myat Thu

ရာထူး - AGM , DH

ဌာန - Management, Sales & Marketing

၂) သွားရောက်သည့် ဝန်ထမ်း

အရေအတွက် - 2 ယောက်

၃) ခရီးသွားသည့်နေရာ - Mandalay

၄) ခရီးသွားသည့် အကြောင်းအရာ - Dealer and branch visit.

- Hertz Solar, PPA Solar, Pyae Phyo Electronic, GD Guardian, Solar Teach

၅) စတင်သွားရောက်မည့် နေ့ရက် -

25.6.2024



ခန့်မှန်းခြေ 4 ရက်ခန့်ကြာနိုင်ပါသည်။  
ရုံးကားဖြင့်သွားပါမည်။ရုံးတွင်  
အဆင်ပြေပါကရုံးတွင်တည်းပါမည်။  
အဆင်မပြေပါကဈေးသင့်တင်သော  
နေရာတွင်တည်းပါမည်။

Adv- 600,000 ထုတ်ခွင့်ပြုပါခင်ဗျ။

8:38 AM ✓

**UMG**  
CASH ADVANCE REQUEST FORM

Date: 21.06.2024  
 BU/Section: Myanmar Energy  
 Department: Sales & Marketing  
 Advance Type: 600,000 (Six hundred thousand)  
 Budget Allocation No: \_\_\_\_\_

For:  Original Use and Advance / Change  
 For:  Reimbursement

**Requested For:**  
 Advance required for 04 Budget go to Myanmar for oil and marketing 04 project activities  
 For other than this: \_\_\_\_\_

**Justification:**  
 (Advance must be repaid within 07 days from issue date)  
 The amount requested must be approved and signed by the authorized person.  
 If there is error, fault or misrepresentation, the authorized person must take full responsibility to return the cash.

Signature	Name	Position	Signature	Position
	Mr. Aung Mye Thaz	General Manager		Director
	Mr. Aung Mye Thaz	General Manager		Director

Dear MD,



မကြေးမုံ

last seen recently



ခန့်မှန်းခြေ 15ရက်ခန့်ကြာနိုင်ပါသည်။

ရုံးကားဖြင့် သွားပါမည် ။ရုံးတွင်

အဆင်ပြေပါကရုံးတွင်တည်းပါမည်။

အဆင်မပြေပါကသင့်တင့်သော

တည်းခိုခန်းတွင်တည်းပါမည်။

Adv- 300000 ထုတ်ခွင့်ပြုပါ ခင်ဗျာ။

8:39 AM ✓



Phyo Thu

Dear MD, ဝ) အမည် - Phyo Thu, Aung Myat Th...

8:41 AM

Pls process

သွားတာတော့ အတူတူသွားတာလား

8:42 AM



Phyo Thu

Dear MD, ဝ) အမည် - Khin Myat Thu ရာထူး - Pr...

8:42 AM

Pls process

ဟုတ်ကဲ့ပါ MD...အတူတူသွားပါမယ် ခင်ဗျာ

8:42 AM ✓

Phyo Thu

ဟုတ်ကဲ့ပါ MD...အတူတူသွားပါမယ် ခင်ဗျာ

Noted

8:42 AM