



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Maung Maung	Estimated Date of Travel	20.12.24 to 19.1.25	
Position Rank	STDP	Total Day	1 month	
BU/BR/DIV./Dept	RE Service	Destination		
Purpose	Hospitalation, Inspection & 1 MW site maintenance in Myit			
Travelling Permit				
Arrival Place				
Actual Date & Time of Travel	20.12.24 to 19.1.25			
Total Day	1 month			
HR Name	Hsu Nandar Wint			
HR Sign	[Signature]			
BOH Authorized Person Name	More Moss Co			
BOH Authorized Person	[Signature]			
Advance Clear				
Actual Date & Time of Travel	20.12.24 to 19.1.25		Total Day	1 month
Departure Date & Time	20.12.24		Arrival Date & Time	19.1.25
Date	Description	Total Amount		
		Kyats	USD	
20.12.24 to 19.1.25	TA Charges (1 month x 240,000 /) For one person (Maung Maung)	240,000		
	Taxi Charges	20,000		
Total Expense (Kyats/USD)		260,000	1,000	
Cash Advance (Kyats/USD)		300,000	1,100	
Balance Refund/Additional (Kyats/USD)		40,000	1,500	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	E Chwe Phyo	Admin	6.2.25	[Signature]
Approved By Dept Head	Aung Ro Ro Oo	ADH	6.2.25	[Signature]
Approved By GM/AGM/COO	Phyo Chit	AGM	7.2.25	[Signature]
Acknowledged by related Superior for Job Report	Aung Hea Wlon	GM	7.2.25	[Signature]
HR Check & Approved	Rapin E E Khomy	HR	6.2.25	[Signature]
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02

* Stand by mechanic => 8000 / person ✓



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

Print Date : 06-Feb-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	2024-12-20	Renewable Energy	Management	Maung Maung	Installation, INspection and IMW Site maintenance in Myeik	14:00	HO	Airport	20,000	20,000	GA Manager Approved	Tools box, Package, cable and other accessories.



TRAVELLING REPORT

Date: 31.1.25

Report To	Aung Ko Ko Co	
Employee Name	Maung Maung	
Position	STDP	
Department	Server	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	20.12.24	19.1.25
Total Days	1 month	
Trip Information	1. From Y600 To Myeik	
	2. From To	
	3. From To	
Purpose For Travelling	IMW Maintenance, Installation & Inspection in Myeik	
Travel Date	Activities	Remark
	The daily report Attached by below.	

Reported by
 Sign : Maung
 Name : Maung Maung
 Position : STDP

Checked by
 Sign : [Signature]
 Name : Aung Ko Ko Co
 Position : ADH
 (DH/AGM/GM)

Approved by
 Sign : [Signature]
 Name : U Aye Ma Hoon
 Position :
 (COO)

[Signature]
 7/1/2025

Within One Month -
 Cus ① 2 days. Pass ✓
 Cus ② 1 days. Pass ✓
 Cus ③ 1 day. Pass ✓
 MYK BR. - 10 days. Pass ✓
 1M. - 15 days. Pass ✓
 site visit - 2 days. Pass ✓

05-CIL-HRM-FRM 064 01

No.	Date	Status	Job Types/Number
1	20.12.24	Attend	travelled from Yangon to Myeik Branch for Myeik Branch solar system installation and 1MW solar plant maintenance.
2	21.12.24	Holiday	bought the needed medical aids for 1MW site maintenance.went to U Toe 100kW job site for inspection.
3	22.12.24	Holiday	went to U Toe 100kW site for inspection.measured the solar cable dimensions and AC cable ways at Myeik Branch.Checked the needed accessories list for installation.
4	23.12.24	Attend	measured the AC and solar cable lengths.removed old inverters, battery breakers and other accessories, battery connection wires at Myeik Branch.
5	24.12.24	Attend	went to Myeik 1MW site for customer appointment with BOH.ask to Aung Than Kyaw about 1MW job site procedure.installed the earth cable from trunking way to earth cable of solar tables.
6	25.12.24	Holiday	checked the solar panels and panel room.Installed the earth cable from trunking way to earth cables of solar tables.Cleaned the trees around 1MW site area to prevent shading.
7	26.12.24	Attend	checked the solar panels and panel room.cleaned the trees around 1MW site area to prevent shading.cleaned the Aircon filters and resetup.
8	27.12.24	Attend	checked the solar panels and panel room at 1MW site.cleaned the 8 tables of solar panels with cleaning machine.
9	28.12.24	Attend	checked the solar panels and panel room.cleaned the 8 tables of solar panels with cleaning machine at Myeik 1MW job site.
10	29.12.24	Holiday	checked the solar panels and panel room.cleaned the 6 tables of solar panels with cleaning machine at Myeik 1MW job site.Total 22 solar tables were cleaned.
11	30.12.24	Holiday	checked the solar panels and panel room.cleaned the 6 tables of solar panels with cleaning machine at Myeik 1MW job site.28 solar tables were finished.prepared and replaced the pip for pressure pump.
12	31.12.24	Holiday	checked the solar panels and panel room.cleaned the 8 tables of solar panels with cleaning machine at Myeik 1MW job site.36 solar tables are finished.
13	1.1.25	Holiday	checked the solar panels and panel room.joined the pipe for extension.cleaned the 11 tables of solar panels with cleaning machine at Myeik 1MW job site.49 solar tables are finished.
14	2.1.25	Attend	went to Myeik office from 1MW job site.removed old solar cables to replace with a new one and cut the new solar cables for installation.installed 2 pcs of 5kW Austa inverter.
15	3.1.25	Attend	took the accessories box from the bus station to the office.checked the accessories.help to Aung Than Kyaw to go to harbour for 1MW job site.
16	4.1.25	Holiday	checked the tools at Myeik Branch.asked to Aung Than Kyaw about the inverter alarm at 1MW job site.
17	5.1.25	Holiday	ask and learn how to use ENcombi online of 1MW site from Ko Khin Maung Htwe.
18	6.1.25	Attend	made 5S and joined morning meeting at Myeik Branch.setup the cable lugs at battery cables.
19	7.1.25	Attend	bought the needed accessories for Myeik Branch installation.installed AC,DC panels and trunking ways.setup battery breaker and made wire connections and setup cable lugs to battery cables.

Travel.
 Cas; ①
 ① end.
 Cas; ②st.
 Cas ③st.
 1M^{1st}.
 1M^{2nd}.
 1M^{3rd}.
 1M^{4rd}.
 1M^{5th}.
 1M^{6th}.
 1M^{7th}.
 1M^{8th}.
 1M^{9th}.
 1M^{10th}.
 1M^{11th}.
 1M^{12th}.
 MYK^{1st}.
 MYK^{end}.

20	8.1.25	Attend	installed the solar cable and earth cable ways.setup the solar cables and earth cables in pipes.made wire connections from inverter to DB, setup battery cables from inverter to busbar.	MYK.
21	9.1.25	Attend	installed the earth rods and earth link box.setup AC input output and solar cables.setup MC-4 connectors at Myeik Branch	MYK.
22	10.1.25	Attend	setup MC 4 connectors.checked the all connections again.made Firmware Upgraded to 2 pcs of inverters.test and run with loads.wrote the installation report form and explain how to use the system to the customer.	MYK.
23	11.1.25	Attend	checked and watched the usage of the loads.checked the tools list and made handover from Aung Than Kyaw at Myeik Branch.	MYK.
24	12.1.25	Holiday	packed 2 pcs of 550W solar panels 3 pcs of the rail rods for Dawei Branch.delivered them to car gate.checked the battery version.covered the roof with silicon.	MYK.
25	13.1.25	Attend	went to customer site for marketing with sale man. -checked the inverter switches and display.	Site visit.
26	14.1.25	Attend	went customer job site for customer appointment with Myeik branch sale man.went to 1MW job site from Myeik and checked the panel room.	1m ^{13th} .
27	15.1.25	Attend	checked the solar panels and panel room at 1MW site.cleaned the aircon filters.	1m ^{14th} .
28	16.1.25	Attend	send to the photos of special tools to service admin for audit check.joined the solar cables with MC 4 connectors to 4 units of inverters for output.made the list of accessories which has on 1MW job site.filled and bought the panel room Wifi data.	1m ^{15th} .
29	17.1.25	Attend	checked the solar panels and panel room.cleaned the aircon filters.take the solar cables from harbour.take the solar cables in trunking way for five inverters.	MYK.
30	18.1.25	Attend	setup MC 4 connectors to five strings of solar cables.tested and run the outputs.checked the solar panels and panel room.	MYK.
31	19.1.25	Holiday	checked the solar panels and panel room.checked the pipes for solar cleaning.	MYK.

20.12.24 to 19.1.25