



TRAVEL ADVANCE CLEAR FORM

8:00AM ~ 17:00PM

Cash Advance				
Employee Name	Ankan Kyaw	Estimated Date of Travel	18 ~ 31.5.25.	
Position Rank	ASPL	Total Day	14 days.	
BU/BR/DIV. Dept	RE BU	Destination	Patheingyi	
Purpose	Branch visit and customer visit.			
Travelling Permit				
Arrival Place	Patheingyi			
Actual Date & Time of Travel	18 ~ 31.5.25.			
Total Day	14 days.			
HR Name	Chaw So Zan			
HR Sign	<i>Chaw So Zan</i>			
BOH Authorized Person Name	Se Se Pone			
BOH Authorized Person	For Chaw So Zan			
Advance Clear				
Actual Date & Time of Travel		Total Day		
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
18 ~ 31.5.25.	TA charges for 1 person x 14 days x 15,000/-	210,000/-		
18 ~ 31.5.25.	Tax charges	15,000/-		
18.5.25.	Car ticket < YAN ~ PTNY	13,000/-		
31.5.25.	Car ticket < PTNY ~ YAN	13,000/-		
	Total Expense (Kyats/USD)	281,000/-		
	Cash Advance (Kyats/USD)	300,000/-		
	Balance Refund/Additional (Kyats/USD)	19,000/-		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Bin Bin Co	Admin.	9.6.25	<i>Bin Bin Co</i>
Approved By Dept Head	Ag Mgat Thu	DH.	9.6.25	<i>Ag Mgat Thu</i>
Approved By CIM AGM/COO	Phyo Thu.	AGM.	9.6.25	
Acknowledged by related Superior for Job Report	Agc Min Htoon.	VCM.	9.6.25	
HR Check & Approved	Nyein Ei Ei Khary	HR.	9.6.25	<i>Nyein Ei Ei Khary</i>
Cash Received				
Remark				



TRAVEL ADVANCE CLEAR FORM

8:00AM ~ 17:00PM


Cash Advance			
Employee Name	Ankan Kpaw	Estimated Date of Travel	18 ~ 31.5.25
Position Rank	ASM.	Total Day	14 days.
BU/BR/DIV, Dept	RE BU	Destination	Padheir
Purpose	Branch. visit and customer visit.		
Travelling Permit			
Arrival Place	Padheir.		
Actual Date & Time of Travel	18 ~ 31.5.25		
Total Day	14 days		
HR Name	Chaw So Zan		
HR Sign			
BOH/Authorized Person Name	See Su Pome		
BOH/Authorized Person	For Chaw So Zan		
Advance Clear			
Actual Date & Time of Travel		Total Day	
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
18 ~ 31.5.25	TA charges for 1 person x 14 days x 15,000/-	210,000/-	
18 ~ 31.5.25	Taxi charges for	45,000/-	
18.5.25	Car ticket & YGM ~ PINY	13,000/-	
31.5.25	Car ticket & PIN ~ YGM	13,000/-	
Total Expense (Kyats/USD)		281,000/-	
Cash Advance (Kyats/USD)		300,000/-	
Balance Refund/Additional (Kyats/USD)		19,000/-	
Job Report Status			
Authorization	Name	Position	Date
Prepared By	Din Din Oo	Admin.	9.6.25
Approved By Dept Head	Ag Mgat Thu	DH.	9.6.25
Approved By GM/AGM/COO	Bye Thu.	AGM.	9.6.25
Acknowledged by related Superior for Job Report	Aye Min Htoon.	VCM.	9.6.25
HR Check & Approved	Nyein Ee; Khary	HR.	9.6.25
Cash Received			
Remark			

TRAVELLING REPORT

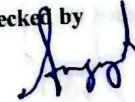
Date :2.06.2025.....

Report To	Aung Myat Thu	
Employee Name	Arkar Kyaw	
Position	ASM	
Department	S & MKT	
Business	RE BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days	14 Days	
Trip Information	1. FromYangon.....ToPatheingyi.....	
	2. FromTo	
	3. FromTo	
Purpose For Travelling		
Travel Date	Activities	Remark
22.05.2025 23.05.2025 24.05.2025 25.05.2025 26.05.2025	DC Cable Prospect f/p HTY BR Prospect f/p YGN BR Prospect f/p Today Patheingyi BR Way Pro Engineering Cable Delivery Latputtha Tsp Call 1.AKS Solar DC Cable Prospect f/p YGN All BR Dealer Customer List Collection Patheingyi BR Products Knowledge Sharing Load Calculation Sharing Off Day Off Day Visit 1.Myat Thara Phu(Oil Station) New Customer 16kw System Prospect (Customer Class B) 2.Zar Ma Ni(Rice Mill) New Customer 150 On Grid (RBF Plus Product)(Customer Class B) 3.Ko Pwar Lay(Installer)(Customer Class C)280ah without display After Sale Service 4.Pyone Myintta Restaurant(MIO) (Customer Class A)Lose Sale Deye 50kw HV & 100Ah 12pcs Anko Solar 615W Bi 85pcs Call SDG BR Prospect f/p	

Reported by

Sign : 
Name : Arkar Kyaw
Position : ASM

Checked by

Sign : 
Name : U Aung Myat Thu
Position : DH

(DH/AGM/GM)

Approved by

Sign :
Name : U Aye Min Htoon
Position : VCM

(COO)


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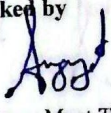
TRAVELLING REPORT

Date :2.06.2025.....

 Report To
 Employee Name
 Position

Report To	Aung Myat Thu	
Employee Name	Arkar Kyaw	
Position	ASM	
Department	S & MKT	
Business	RE BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days	14 Days	
Trip Information	1. FromYangon.....To Pathein.....	
	2. FromTo	
	3. FromTo	
Purpose For Travelling		
Travel Date	Activities	Remark
18.05.2025 19.05.2025	Go to Pathein Branch Visit 1.AD Myanmar Private School Visit for RE Marketing Call 1.AK Mobile Appointment Re for RE Marketing 2.Kaung Solar Appointment Re for RE Marketing	
20.05.2025	Visit 1.AD Myanmar Private School Visit for RE Marketing 2.MK Solar Introduce RE Marketing 3.Thu Mar Di Rice Mill Introduce RE Marketing Call 1.AKS Solar DC Cable Inquiry	
21.05.2025	Visit 1.AD Myanmar Private School Visit for RE Marketing 2.MK Solar Introduce RE Marketing 3.Thu Mar Di Rice Mill Introduce RE Marketing Call 1.AKS Solar /DC Cable Inquiry	

Reported by
 Sign : 
 Name : Arkar Kyaw
 Position : ASM

Checked by
 Sign : 
 Name : U Aung Myat Thu
 Position : DH

Approved by
 Sign :
 Name : U Aye Min Htoon
 Position : VCM

(DH/AGM/GM)

(COO)


05-CHL-HRM-FRM-064-01

TRAVELLING REPORT

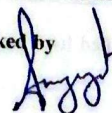
Date :2.06.2025.....

Report To	Aung Myat Thu	
Employee Name	Arkar Kyaw	
Position	ASM	
Department	S & MKT	
Business	RE BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days	14 Days	
Trip Information	1. FromYangon.....To Patheingyi.....	
	2. FromTo	
	3. FromTo	
Purpose For Travelling		
Travel Date	Activities	Remark
27.05.2025	Visit 1.MK Electronic(Class B) Visit for RE Marketing 2.Lamin Ayar Guest House (Class A) Visit for Relation 3.Ko Win Myint Than (Installer) (Class C) Visit for Relation & demand F/p Call SDG BR quotation f/p	
28.05.2025	1.Myint Myat Electronic(Class C) Appointment Re Visit 1.National Electronic Shop(Class C) Visit for RE Marketing 2.Aung Thein Kyaw Electronic Shop(C) Visit for RE Marketing 3.Gone Yee Electronic Shop(Class C) Visit for RE Marketing Call 1.Grand Electronic (Class C) Relation & DC Demand F/p 2.AKS Solar (Class A) Relation Demand F/p 3.Kaung Htet Solar (Class C) Relation & Demand F/p	
30.05.2025	Visit 1.Tha Pyay Htun Guest House (Class A) Relation & Demand F/p 2.GSM (Class A) Introduce RE Marketing (HV Inquiry) 3.Oscar Electronic (Class B) Introduce DC Cable Call 1.YGN 9 Electronic (Class B) ML 100KW On Grid Inverter Int F/p YGN BR F/p SDG BR F/p	
31.05.2025	Go back Yangon	

Reported by

Sign : 
 Name : Arkar Kyaw
 Position : ASM

Checked by

Sign : 
 Name : U Aung Myat Thu
 Position : DH

Approved by

Sign :
 Name : U Aye Min Htoon
 Position : VCM

(DH/AGM/GM)

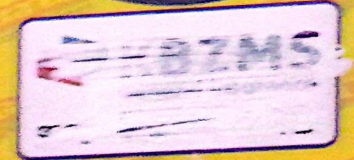
(COO)

05-CHL-HRM-FRM-064-01



ကံထူးအောင်

KANHTOO AUNG AIR-CON EXPRESS



အဆင့်မြင့် ခရီးသည်ပို့ဆောင်ရေး

ရန်ကုန်(အင်္ဂုရောက်) ⇒ ပုသိမ် ⇒ ရေပူကောင်းမြို့(ဂေါ်ရန်ကျကျန်း) ⇒ ကျုံကူး ⇒ ဟိုင်းကြီးကျန်းမြို့(ဖော်တင်ရွန်းဘုရား)

ယာဉ်အမှတ် -----

သွားမည့်ရက် -----

အမည်
<i>[Handwritten Signature]</i>

ထိုင်ခုံအမှတ်
4

ယာဉ်ထွက်ချိန်
<i>[Handwritten Time]</i>

မှတ်ချက်။ ။ယာဉ်မထွက်ခွာမှီ မိနစ်(၃၀)ကြိုတင် အရောက်လာရမည်။ ဝယ်ပြီးလက်မှတ်ငွေပြန်မအမ်းပါ။ 13,000/-



ပုခွံ ဝဋ် ယံယံ

ကံထူးအောင်

KANHTOO AUNG AIR-CON EXPRESS



အဆင့်မြင့် ခရီးသည်ပို့ဆောင်ရေး



ရန်ကုန်(အင်္ဂလိပ်) ⇌ ပုသိမ် ⇌ ငရုပ်ကောင်းမြို့(ဂေါ်ရန်ကျကျွန်း) ⇌ ကျိုက္ကူး ⇌ ဟိုင်းကြီးကျွန်းမြို့(မော်တင်ရွန်းဘုရား)

ယာဉ်အမှတ် -----

သွားမည့်ရက် 31/5

အမည်	ထိုင်ခုံအမှတ်	ယာဉ်ထွက်ချိန်
အောင်စိန်ကျော်	17	1,200

မှတ်ချက်။ ။ယာဉ်မထွက်ခွာမီ မိနစ်(၃၀)ကြိုတင် အရောက်လာရမည်။ ဝယ်ပြီးလက်မှတ်ငွေပြန်မအမ်းပါ။ 13,000/- ✓



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

Print Date : 09-Jun-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	2025-06-01	Renewable Energy	Sales & Marketing	Arkar Kyaw(2)	Go to Pyay.	11:30	Taw Tike Wark,Mingalardone	Aung Mingalar Bus Station	14,000	14,000	GA Manager Approved	
2	2025-05-18	Renewable Energy	Sales & Marketing	Arkar Kyaw(2)	Go to Pathein Branch.	07:00	Mingalardone, Taw Tike Ward.	Dagon Ayyar Bus Station	23,000	23,000	GA Manager Approved	
3	2025-05-31	Renewable Energy	Sales & Marketing	Arkar Kyaw(2)	Go back Yangon.	12:00	Dagon Ayyar Bus Station	Mingalardone, Taw Tike Ward.	22,000	22,000	GA Manager Approved	
4	2025-05-21	Renewable Energy	Sales & Marketing	San Naing Lin	Go to Tarchileik from Mandalay.	12:30	Mandalay Industrial Yard	Mandalay Airport	35,000	35,000	GA Manager Approved	