



TRAVEL ADVANCE CLEAR FORM

Cash Advance

Employee Name	Ankan Kyaw.		Estimated Date of Travel	24.11.24 ~ 7.12.24	
Position Rank	ASM		Total Day	14 days.	
BU/BR/DIV, Dept	RE BD.		Destination	Bathain	
Purpose	Branch visit and customer visit.				

Travelling Permit

Arrival Place	Bathain.				
Actual Date & Time of Travel	24.11.24 ~ 7.12.24.				
Total Day	14 days.				
HR Name	Chao E. Zon.				
HR Sign					
BOH/Authorized Person Name	Su Su Pone.				
BOH/Authorized Person					

Advance Clear

Actual Date & Time of Travel	24.11.24 ~ 7.12.24		Total Day	14 days	
Departure Date & Time			Arrival Date & Time		
Date	Description	Total Amount			
		Kyats	USD		
24.11.24 to 7.12.24	TA charges for 1 person x 15,000/- x 14 days	210,000/-			
24.11.24 to 7.12.24	Car ticket &	17,000/-			
24.11.24 to 7.12.24	Hotel charges.	137,800/-			
24.11.24 to 7.12.24	Taxi charges.	19,000/-			
24.11.24 to 7.12.24	Taxi charges.	22,000/-			
Total Expense (Kyats/USD)		405,800/-			
Cash Advance (Kyats/USD)		250,000/-			
Balance Refund/Additional (Kyats/USD)		155,800/-			

Job Report Status

Authorization	Name	Position	Date	Sign
Prepared By	Sim Sin Oo	Admin.	14.12.24	
Approved By Dept Head	Aung Myat Thu.	OH.	14.12.24	
Approved By GM/AGM/COO	Thgo Thu.	AGM.		
Acknowledged by related Superior for Job Report	Saw Man Myat	ACOO		
HR Check & Approved	Ngein Eie Khaing	HR.		
Cash Received				

Remark

TRAVELLING REPORT

Date :

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	14 days	
Trip Information	1. From Yangon To Patheingyi	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
28.11.2024	-Phyo(Ice Factory) Solar system inquiry followed up. -See Ser(Guest House) Visit for Solar Marketing -Pyae Kyaw Tun(Site Construction) Visit for Solar Marketing -Min Shwe Zin(Rice Factory) Customer Relation.	
29.11.2024	-Aung Naing Thitsar(Rice Factory) Solar Marketing -Green Indo(Rice Factory) Customer relation. -U K Sein(Guest House) After sale service followed up and relation. -Kyal Lin Tun(Guest House) Solar inquiry followed up.	
30.11.2024	Patheingyi Township Visit Lamin Ayeyar Hotel , Shwe Wuttaye Hotel 2 Shwe Wuttaye Hotel 1 , Hotel LonKan Swen Hotel , Myanma Koe Hotel Myat Myintta Hospital , Sein Pwint Hotel La Pyae. Wun Hotel , Centro City Hotel The First Hotel , Moh Moh Hight Sweet Restaurant , Shwe Sin Kyal Hotel Pamma Waddy Hotel	

Reported by
Checked by
Approved by
Sign :

Name : Arkar Kyaw

Position : ASM

Sign :

Name : Aung Myat Thu

Position : DH

Sign :
Name : Zaw Min Myat

Position : ACOO


(DH/AGM/GM)
(COO)


05-CHL-HRM-FRM-064-01

TRAVELLING REPORT

Date :

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	14 days	
Trip Information	1. From Yangon To Patheingyi	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
24.11.2024 25.11.2024	Go to Patheingyi Township Hinthada Township -Pyone Myinttar (KTV & Restaurant) MIO Visit Solar Demand F/p -Aung Motel Visit Generator First, Solar Demand Have Motel Opening Date In 2025 January -Thein Than Htay Rice Mill visit Solar Demand Have. -E.I Solar Installer (Hinthada Tsp) Visit Relation & Demand f/p -Global Guest House (MIO) Visit for Relation & Solar Demand F/p	
26.11.2024	Maubin Township -Zalun Shwe Myay Rice Mill Visit for Solar Marketing -Ko Naing Win Relation & 280ah 3units demand f/p -Maubin Hotel Appointment Req & site Survey	
27.11.2024	-Tun Tauk Lin(Electronic shop) 8KW Solar inquiry followed up. -Du Wun(Electronic Shop) Solar Inquiry followed up. Win win Shin Shin (Gold Shop)	

Reported by
 Sign : 
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 Position : ASM

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

Approved by
 Sign :
 Name : Zaw Min Myat
 Position : ACOO

(DH/AGM/GM)


(COO)


05-CHL-HRM-FRM-064-01

TRAVELLING REPORT

Date :

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Employee Name	Arkar Kyaw	
Position	ASM	
Department	Sales & Marketing	
Business	RE BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days	14 days	
Trip Information	1. From Yangon To Patheingyi	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
2.12.2024	Patheingyi Township Visit -Thukha San Motel , Sun Mobile , Shekinah Hotel Ka Thit Oo Motel , Day To Day Motel	
3.12.2024	Visit -Great 1 Home Material Visit For Solar Marketing -Ei Ei Cho Visit not meet with customer,tomorrow appointment -Ko Arkar Soe Visit for Solar Marketing -Ko Aung Naing Fashion Shop Visit for Solar Marketing	
4.12.2024	Visit -Ei Ei Cho Appointment,60kw On Grid System Prospect & ESS Respect -Adin See Sar Hotel Visit for Relation -AKD Hotel Visit for HV System F/p	
5.12.2024	Maw Kyun Visit -Thapyay Htun Motel -U 3 Guest House	

Reported by
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 Position : ASM

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

Approved by
 Sign :
 Name : Zaw Min Myat
 Position : ACOO

(DH/AGM/GM)


(COO)


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	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
6.12.2024	Maubin Township Visit	
7.12.2024	1. Phyo Ice Factory 2. Hotel Maubin 3. Win Win Shin Shin (Gold Shop) Maubin To Yangon	

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

Approved by
 Sign :
 Name : Zaw Min Myat
 Position : ACOO

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01

Print Date : 11-Dec-2024

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	2024-11-24	Renewable Energy	Sales & Marketing	Arkar Kyaw(2)	Go to Pathein branch visit and customer visit.	08:30	Taw Tike Ward(Mingalardone)	Dagon Ayar Bus Station	19,000	19,000	GA Manager Approved	
2	2024-12-07	Renewable Energy	Sales & Marketing	Arkar Kyaw(2)	Go back Yangon	05:30	Dagon Ayar Bus Station	Taw Tike Ward(Mingalardone)	22,000	22,000	GA Manager Approved	



ကံထူးအောင်

KANHTOO AUNG AIR-CON EXPRESS

အဆင့်မြင့် ခရီးသည်ပို့ဆောင်ရေး

ရန်ကုန် (YANGON) ပုသိမ် (PATHEIN)

ယာဉ်အမှတ် -----

သွားမည့်ရက် -----

Handwritten signature

အမည်

ထိုင်ခုံအမှတ်

ယာဉ်ထွက်ချိန်

Handwritten name

12000/- 14

10:30 AM

မှတ်ချက်။ ယာဉ်ထွက်ခွာဖို့ မိနစ်(၃၀)ကြိုတင် အရောက်လာရမည်။ ဝယ်ပြီးလက်မှတ်ငွေပြန်မအမ်းပါ။

ခရီးသွားပြည်သူများရှင်လန်းသွမ်းခြေကြပါစေ

အောက်ချမ်းသာ အောက်သူခ

7.12.24

အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး

ယာဉ်အမှတ်

ရန်ကုန် ↔ ရေလဲ ↔ ရွှေတောင်မော် ↔ လှိုင်းတာ ↔ ကျိုက်ပီ ↔ မော်ကျန်း

အမည် အာကာကျော်		နေ့စွဲ
ယာဉ်ထွက်ချိန်	ထိုင်ခုံအမှတ်	သင့်ငွေ
		5,000 /-

အပူ-ရောအဝေးပြေး: 📞 09-785067305 📞 09-785067307

အရိန္ဒမာ HOTEL

ဦးပါရဲဘုရားအနီး၊ ဝိုက်ချုပ်လမ်း၊ ဟင်္သာတမြို့


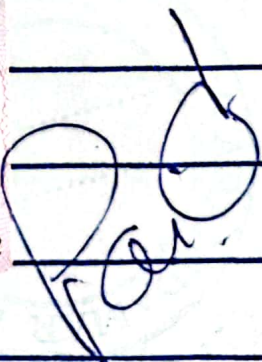
Near U Par Ye Pagoda, Bogyoke Road, Hinthada Township.

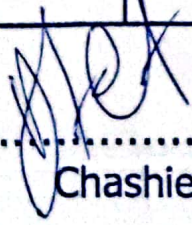
Ph.09-5208293,09-5033013, 0442021311/Email:araindamarhinthada@gmail.com

GUEST FOLIO

Sr. No.

GUEST'S NAME အကာဇော် ROOM No 102
 CHECK IN DATE 25.11.24 PAX _____
 CHECK OUT DATE 26.11.24 ROOM RATE 28000
 T & T NAME _____ ROOM TYPE _____

DATE	BILL NO.	DESCRIPTION	AMOUNT	BALANCE
25.11.24		NO. 102	28000	28000
		Pase 37		300
				
				
		Grand Total		28800

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 Chashier

.....
 Guest's Signature

Shwe Ye Oo

Guest House

The Top Of Dhamma Thingaha St, & Chaung Twin Road,

(14) Quarter, Pyapon Tsp.

Tel : 09-250121250

Date 5. 12. 24

အခန်းခန်း ၁ နေ့ ၁ နေ့ ၁ နေ့ 17000

Paid

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17000/-

