



**TRAVEL ADVANCE CLEAR FORM**

8:00AM ~ 17:00 PM

<b>Cash Advance</b>			
Employee Name	San Nang Lin	Estimated Date of Travel	1 ~ 4.9.24
Position Rank	RE BU, ASM	Total Day	4 days
BU/BR/DIV, Dept	RE BU	Destination	Taungoo
Purpose	Branch visit and customer appointment.		

<b>Travelling Permit</b>			
Arrival Place	Taungoo		
Actual Date & Time of Travel	1 ~ 4.9.24		
Total Day	4 days		
HR Name	Hsu Nandani Win.		
HR Sign	Telegram Approved		
BOH/Authorized Person Name	Htet Cho Win.		
BOH/Authorized Person	Telegram Approved		

<b>Advance Clear</b>			
Actual Date & Time of Travel		Total Day	
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
1 ~ 4.9.24	TA charges for 4 days x 1 person x 15,000	60,000/-	
4.9.24	Taxi charges	10,000/-	
4.9.24	Taxi charges	7,000/-	
4.9.24	Car ticket	24,000/-	
<b>Total Expense (Kyats/USD)</b>		<b>101,000/-</b>	
<b>Cash Advance (Kyats/USD)</b>			
<b>Balance Refund/Additional (Kyats/USD)</b>			

<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Zin Zin Oo	Admin		
Approved By Dept Head	Aung Myat Thu	DH		
Approved By GM/AGM/COO	Phyo Thu.	GM		
Acknowledged by related Superior for Job Report	Zaw Min Myal	ACCO		
HR Check & Approved	Nyein Ei Ei Khang	HR		
Cash Received				

**Remark**

# TRAVELLING REPORT

Date : 1.10.24.....

Report To	Ko Phyo Tha	
Employee Name	San Naing Lin	
Position	ASM	
Department	Sales & MKT.	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From .....To .....	
	2. From .....To .....	
	3. From .....To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
1. 9. 2024	Tounggoo Tsp, Ko Kyaw Zin latt Ko Nyein Chan Aung	
2. 9. 2024	Tounggoo Tsp, Daw Khen Thon Win U Htan Htan, U Than Tint	
3. 9. 2024	Meet to Customer, Yedasthe Tsp	
4. 9. 2024	TGO Bo to MOY Br	

Reported by

Sign : *[Signature]*  
Name : San Naing Lin  
Position : ASM

Checked by

Sign : *[Signature]*  
Name : Aung Myat Tha  
Position : DH.

(DH/AGM/GM)

Approved by

Sign : *[Signature]*  
Name : Zaw Min Myat.  
Position : ACOO

(COO)

02-CHL-HRM-FRM-064-00



Hsu Nandar Wint

last seen at 1:07 PM

October 9

UNIG  
TRAVEL ADVANCE CLEAR FORM

Application No: 8001201300111

Applicant Name	Ma Aung Lin	Approved Date & Time	1-4-2024	
Passport No.	32-00-1011	Valid To	10/01/2024	
Employer Name	REBU	Destination	Myanmar	
Category	Research and business activities			
Travel Plan	Myanmar			
Actual Date & Time of Travel	1-4-2024			
Travel Day	4 days			
City Name	Ma / Bhamo (Ma)			
City Code				
Mobile Number of Home Phone	95 9 700 000			
Mobile Number of Home Phone				
Actual Date & Time of Travel		Actual Date & Time		
City	Description	Amount	Unit	
1-4-2024	14 changes for 4 days / power / water	10000	MMK	
Total Expense (MMK) 10000				
Total Expense (USD) 10000				
Return Amount (USD) 10000				
Applicant Name	Signature	Position	Date	Time
Approved By (Applicant)		Ma Aung Lin		
Approved By (Employer)		Ma Aung Lin		
Approved By (Immigration Officer)		Ma Aung Lin		
Approved By (Customs Officer)		Ma Aung Lin		
Approved By (Police Officer)		Ma Aung Lin		

Dear Ma Hsu Nandar Wint  
 Please Approve  
 1~4.09.2024 တွင် Taungoo branch ကို  
 ရောက်ရှိကြောင်းလေး Approve ပေးပေး  
 ပါအုံးရှင် 9:43 AM ✓✓

Zin Zin  
 Dear Ma Hsu Nandar Wint Please...  
 APPROVE PAR SHINT 1:07 PM



Thet Cho Win

last seen at 1:25 PM



1:42 PM

October 9

TRAVEL ADVANCE PERFORM

Employee Name	Mr. Zin Zin	Department	IT
Request No.	1-4.09.2024	Request Date	09/09/2024
Request Type	Travel Advance	Request Amount	1,000,000
Request Reason	For business trip to Taungoo branch		
Request Status	Approved	Approved By	Ma Thet Cho Win
Request Date	09/09/2024	Request Validity	09/09/2024 - 15/09/2024
Request Location	Taungoo branch		
Request Purpose	Business trip		
Request Amount	1,000,000	Request Currency	MMK
Request Status	Approved	Approved By	Ma Thet Cho Win
Request Date	09/09/2024	Request Validity	09/09/2024 - 15/09/2024
Request Location	Taungoo branch		
Request Purpose	Business trip		
Request Amount	1,000,000	Request Currency	MMK

Dear Ma Thet Cho Win  
 Please Approve  
 1~4.09.2024 တွင် ASM ကိုဆန်းနိုင်လင်း  
 Taungoo branch မှာရှိကြောင်းလေး  
 Approve ပေးပေးပါအုံးရှင်

1:14 PM ✓



Zin Zin  
Dear Ma Thet Cho Win Please Ap...

Approved

1:14 PM

Message



Mandalar Minn Express



Booking Ref# 4509-6873

From: တောင်ငူ

Destination: မန္တလေး

Route: တောင်ငူ-ဆွာ-ရေနီ-လယ်ဝေး-ချေပ  
ညီတော် (သပြေကုန်း)-နေပြည်တော်  
(မြို့မ)-မန္တလေး [မှတ်ပုံတင်+ရုပ်ကြ  
က်ထောက်စာ+ရဲစခန်းထောက်စာယူ  
ရန်]

Gate: Not available

Departure Time: Sep 04, 8:00 AM

Check-In Time: Sep 04, 7:30 AM

Arrival Sep 04, 3:00 PM  
Time(EST):

Bus No:

Booking Date: Sep 03, 2024

Status: CONFIRMED

Traveller: San Naing Lin

09799533699

San Naing Lin

09799533699

Contact No: 09799533699

Passengers: 1

Seats: 17 (WINDOWSEAT)

Special Request: ကန်ရိုးရွာနားစီးမည်

ကန်ရိုးရွာနားစီးမည်

Total: 24 000 MMK



**TRAVEL ADVANCE CLEAR FORM**

8:00AM ~ 17:00PM

<b>Cash Advance</b>				
Employee Name	Sah Noring Lin	Estimated Date of Travel	12 ~ 18.9.24	
Position Rank	ASM	Total Day	7 days.	
BU/BR/DIV. Dept	RE BU	Destination	Nepung II	
Purpose	Battery Presentation to Installation and branch visit.			
<b>Travelling Permit</b>				
Arrival Place	Nepung II			
Actual Date & Time of Travel	12 ~ 18.9.24.			
Total Day	7 days.			
HR Name	Stusse, Ced Hmone			
HR Sign	<i>[Signature]</i>			
BOH/Authorized Person Name	Thu Thu Htay			
BOH/Authorized Person	For <i>[Signature]</i>			
<b>Advance Clear</b>				
Actual Date & Time of Travel	12 ~ 18.9.24.	Total Day	7 days.	
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
12 ~ 18.9.24	TA charges for 1 person x 7 day x 15,000/-	105,000/-		
12.9.24	Car drop-off & MUY ~ NYU	22,000/-		
18.9.24	Car picked up NYU ~ MUY	25,000/-		
12.9.24	Taxi charges.	18,000/-		
<b>Total Expense (Kyats/USD)</b>				
<b>Cash Advance (Kyats/USD)</b>				
<b>Balance Refund/Additional (Kyats/USD)</b>				
<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Zin Zin Oo	Admin.		
Approved By Dept Head	Aung Myat Thu	OH.		
Approved By GM/AGM/COO	Phyo Thu	GM.		
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACCO		
HR Check & Approved	Ngen Eik Khing	HR.		
Cash Received				
<b>Remark</b>				

04-CFD-CAS-FRM-006-02

# မိန့်ခွဲခွဲ

Van, Saloon, Wish, Hlacc  
အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး

မန္တလေး ⇨ ပုဂံ-ညောင်ဦး

06602

အမည် San Naing Lin	လိုက်ပါမည့်ရက်စွဲ 18. ၄. 2022	ခရီးစဉ် MYU TO TADU
ခုံနံပါတ် 1	ယာဉ်အမှတ်	သင့်ငွေ 25000/-

ယာဉ်ထွက်ချိန်( : )နာရီတိတိ

နံနက်/ညနေ

ရောင်းပြီးလက်မှတ် ငွေပြန်မအပ်ပါ။

မန္တလေး: ဓမ္မေချီအနီး၊ 23(c), 89x90 ကြား၊ သီရိမန္တလာကားကွင်း၊ အပြင်ဘက်တိုက်တန်း။ အခန်း(၁)၊ 09441010969 , 09445557372, 09445557375 (78)လမ်း။ (မန္တလေး-ရန်ကုန်လမ်း)(117)လမ်း၊ ကျွဲဆည်ကန်ပိးပျံ(115)လမ်းအနီး။ 09250675007

ညောင်ဦး: ညောင်ဦး၊ ဓမ္မေမြောက်ဘက်တိုက်တန်း 09250675006 , 09256572775 09942121521, 0612460769

တာဝန်ခံ

090844  
 0855  
 47117246, 09-79109084  
 09-970175551

# HELLO

## အဆင့်မြင့် ခရီးသည်ပို့ဆောင်ရေး

မြင်းခြံမြို့

မန္တလေးမြို့တွင်း၊ ၂၇လမ်း၊ ၈၈x၈၉ကြား၊

မန္တလေး(ချမ်းမြေ့ပြည်ကားကြီးဝင်း)

အိမ်တော်ရာဘုရားမြောက်ဘက်

(ကျွဲသည်ကန်)

Ph:09-262008887

Ph:09-262008881

Ph:09-262008882

Ph:09-762008887

Ph:09-762008881

Ph:09-762008882

Ph:09-962008887

Ph:09-962008881

Ph:09-962008882

Ph:066-22245

အမည်  
 Name of passenger

ကျွဲသည်ကန်

ရက်စွဲ/အချိန်  
 Date of Time

၁၇. ၉. ၇၄ (၈: ၃၀ AM)

ခုံအမှတ်  
 Seat No.

၁၄

သင့်ငွေ  
 Fare

၈၇၀၀၀၀၀

○ ခရီးသည်တစ်ဦးလျှင် လက်ဆွဲအိတ်(၁)လုံးသာ

တာဝန်ခံလက်မှတ်၊

Travel Date	Activities	Remark

# TRAVELLING REPORT

Date : 1.10.24

Report To	Ko Phyo Thu	
Employee Name	San Naing Lin	
Position	ASM	
Department	Sales & MKT	
Business	Renewable Energy	
Departure & Arrival	Departure Date And Time	
Total Days	Arrival Date And Time	
Trip Information	1. From ...Mandalay.....To ...Nyaung U.....	
	2. From .....To .....	
	3. From .....To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
12. 9. 2024	MDY TO NYU Br	
13. 9. 2024	Installer event show	
16. 9. 2024	NYU Tsp, Ko Zabu Kyaw Ko Myo, Ko Win Ko	
17. 9. 2024	Kyaukpadaung Tsp Customer appointment	
18. 9. 2024	NYU Br to MDY Br	

Reported by

Sign :

Name :

Position :

*San Naing Lin*  
San Naing Lin  
ASM

Checked by

Sign :

Name :

Position :

*Aung Myat Thu*  
Aung Myat Thu  
DH.

(DH/AGM/GM)

Approved by

Sign :

Name :

Position :

*Zaw Min Myat*  
Zaw Min Myat  
ACOO

(COO)

02-CHL-HRM-FRM-064-00



### TRAVEL ADVANCE CLEAR FORM

8:00 AM ~ 17:00 PM

Cash Advance			
Employee Name	San Nang Lin.	Estimated Date of Travel	5 ~ 11.9.24 to 19 ~ 30.9.24
Position Rank	ARM.	Total Day	19 days
BU/BR/DIV, Dept	RE BU	Destination	Mandalay
Purpose	Branch visit and handover process		
Travelling Permit			
Arrival Place	Mandalay.		
Actual Date & Time of Travel	5 ~ 11.9.24 to 19 ~ 30.9.24		
Total Day	19 days.		
HR Name	Me Me Kyaw		
HR Sign	Telegram Approved		
BOH/Authorized Person Name	Aung Myint Moe		
BOH/Authorized Person	Telegram Approved.		
Advance Clear			
Actual Date & Time of Travel	5 ~ 11.9.24 to 19 ~ 30.9.24		Total Day 19 days.
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
5 ~ 11.9.24	FA charges for 1 person x 19 days x 15,000	285,000/-	
19 ~ 30.9.24		18,000/-	
18.9.24	Taxi charges	18,000/-	
		180,000/-	
		303,000/-	
Total Expense (Kyats/USD)			
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			
Job Report Status			
Authorization	Name	Position	Date
Prepared By	San San Oo	Admin	22.10.24
Approved By Dept Head	Aung Myint Moe	DH.	22.10.24
Approved By GM/AGM/COO	Phyo The	GM	22.10.24
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	22.10.24
HR Check & Approved	Nyein Eik Khong	HR.	
Cash Received			
Remark			



← Ko Aung Myint My last seen at 12:15 PM

October 22

**TRAVEL ADVANCE CLEAR FORM** 8:00 AM - 12:00 PM

<b>Cash Advance</b>	
Employee Name	San Naing Lin
Employee Rank	ASM
MDY Site	San Naing Lin
Branch	Branch visit and hardware process
Destination	Mandalay
Start Date & Time of Travel	5-8.9.24 to 19-30.9.24
Travel Day	19 days
MDY Name	Me Me Hpa
MDY Dept	Telecom Approved
MDY Industrial Power Team	Kung Myint Myat
MDY Industrial Power	
<b>Advance Clear</b>	
Advance Date & Time of Travel	9-18.9.24 to 19-30.9.24
Advance Day	19 days
Advance Amount	
Advance Reason	18 changes for 19 days - 18 days 18.9.24. taxi charges 18 days - 18 days
Total Expense (BMM)	
Cash Advance (BMM)	
Balance (BMM)	
<b>Job Report Status</b>	
Submitted	
Prepared By	Zin Zin Oo Admin
Approved By Dept Head	Kung Myint Myat SM
Approved By (MDY ADMIN)	Myo Myo GM
Submitted to MDY Manager	
MDY Check & Approval	Nga Myint Myat ACCO
MDY Manager	Nga Myint Myat HR

Dear Ko Aung Myint Myat  
Please Approve  
5~11.09.2024 to 19~30.092024 အထိ  
MDY Branchတွင် ASM San Naing Lin ရှိ  
ကြောင်းလေး Approve ပေးပေးပါအုံးရှင်  
8:41 AM ✓

Zin Zin  
Dear Ko Aung Myint Myat Please...  
Yes we acknowledge it.  
8:46 AM

ကျေးဇူးပါအကို 8:47 AM ✓

# TRAVELLING REPORT

 Date: 1.10.24


Report To	Aung Myat Thu	
Employer Name	San Nang Lin	
Position	ASM	
Department	S & Mkt.	
Business	RF	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From <u>10.9</u> To <u>11.9</u>	
	2. From _____ To _____	
	3. From _____ To _____	
Purpose For Travelling		
Travel Date	Activities	Remark
5.9.24.	MDY Top customer contact	
6.9.24.	handover. by Tim Lwin @ Hertz, Solar, Pyae Phyo electronic, handover process	
7.9.24.	AZ electronic, PPA electronic and APF electronic handover process.	
9.9.24.	B Flow Sen. OkW system Appointment.	
10.9.24.	Hertz solar Myanmar. appointment.	
11.9.24.	Prospect followup and handover process.	
12.9.24.		


Reported by

Checked by

Approved by

 Sign:   
 Name: San Nang Lin  
 Position: ASM

 Sign:   
 Name: Aung Myat Thu  
 Position: SM

 Sign:   
 Name: Aung Myat Thu  
 Position: ACCU

(DR/AG/UM)

(COO)

05-CIL-FRM-FRM-064-01

# TRAVELLING REPORT

Date : 1.10.21.....

Report To	Aung Myat Thu	
Employee Name	San Nang Lin	
Position	ASM	
Department	R & MKT	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From ..... NYU ..... To ..... MDY .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
19.9.21.	To meet customer. AK power.	
20.9.21.	Ko Kyi soe Hlaing followup	
23.9.21.	To meet customer Ko Wai Hylan	
24.9.21.	Lin Appointment.	
25.9.21.	Bolaz Tech, Harzuli, Ma Myint.	
26.9.21.	Myint Maw.	
27.9.21.	Daw Yupa Thant, San Wai Tun.	
30.9.21.	UKhaing Kyaw Oo.	
	Ko Aung Myat Kyaw <PV appointment>	
	Bolaz Tech < cable follow up	
	U Maw Sein & KW dealings process.	
	To meet customer Smart	
	Myanmar Electronic Appointment.	
	To meet U Maw Sein and	
	Smart Myanmar prospect	
	followup.	

Reported by  
 Sign : *[Signature]*  
 Name : San Nang Lin.  
 Position : ASM.

Checked by  
 Sign : *[Signature]*  
 Name : Aung Myat Thu  
 Position : DT  
 (DH/AGM/GM)

Approved by  
 Sign : *[Signature]*  
 Name : Daw Min Myat  
 Position : ACCO  
 (COO)

Print Date : 10-Oct-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	2024-09-04	Renewable Energy	Sales & Marketing	San Naing Lin	Go to Mandalay from Taungoo branch for handover process.	03:30	Mandalay Bus Station	Mandalay Industrial Yard	12,000	10,000	GA Manager Approved	
2	2024-09-04	Renewable Energy	Sales & Marketing	San Naing Lin	Go to Mandalay from Taungoo branch for handover process.	07:00	Taungoo BR		7,000	7,000	GA Manager Approved	
3	2024-09-12	Renewable Energy	Sales & Marketing	San Naing Lin	Go to Nyaung U branch for battery presentation to installer.	06:00	Nyaung U Bus Station	Nyaung U Branch	8,000	8,000	GA Manager Approved	
4	2024-09-12	Renewable Energy	Sales & Marketing	San Naing Lin	Go to Nyaung U branch for battery presentation to installer.	06:30	Mandalay Industrial Yard	Mandalay Bus Station	12,000	10,000	GA Manager Approved	
5	2024-09-18	Renewable Energy	Sales & Marketing	San Naing Lin	Go back Mandalay from Nyaung.	06:00	Mandalay Bustation	Mandalay Industrial Yard	12,000	10,000	GA Manager Approved	
6	2024-09-18	Renewable Energy	Sales & Marketing	San Naing Lin	Go back Mandalay from Nyaung.	08:00	Nyaung U Branch	Nyaung U Bus Station	8,000	8,000	GA Manager Approved	