



CASH ADVANCE CLEAR FORM

Date : 23/07/2024
 BU/BR/Division : Renewable Energy BU
 Department : Sales & Marketing
 Advance Issue : 300,000 Kyats / USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance	9.07.2024	UBG-REN-2024-07-00024		300,000	Advance clear for TA charges go to GBK/Pyay.PIC-Aung Myat Thu and Arkar Kyaw
2	2 nd Time Advance					
3	3 rd Time Advance					
Total Advance					300,000	
Total Actual					395,700	
Balance Refund/Additional					(95,700)	

Request By

Zin Zin Oo
Requester

Checked By

Telegram Approved

Aung Myat Thu
Mgr/DH

Checked By

Nway Nway
Finance & Account

Approved By

Phyto Thu
GM/AGM/COO

Approved By

CMC

04-CFD-CAS-FRM-002-03

Nyern Ei 2 Khary
25/7/24



TRAVEL ADVANCE CLEAR FORM

8:00 AM ~ 12:00 PM

Cash Advance		Korea		
Employee Name	Aung Myat Thu, Anka	Estimated Date of Travel	9 ~ 13. 7. 21	
Position Rank	DH, ASM	Total Day	5 days	
BU/BR/DIV, Dept	RE BU	Destination	GBK / Popy	
Purpose	Branch visit and customer visit, Product Knowledge training			
Travelling Permit				
Arrival Place	GBK / Popy.			
Actual Date & Time of Travel	9 ~ 13. 7. 21			
Total Day	5 days.			
HR Name	Min Su Hwe			
HR Sign	Telegram Approved.			
BOR/ Authorized Person Name	Chue Nwe Aung			
BOR/ Authorized Person	Telegram Approved.			
Advance Clear				
Actual Date & Time of Travel	9 ~ 13. 7. 21	Total Day	5 days ✓	
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
9 ~ 13. 7. 21	TA charges for <15,000 x 5 days x 2 persons	150,000	✓	
9. 7. 21	Car ticket < YGN ~ Popy	30,000	✓	
13. 7. 21	Car ticket < Popy ~ YGN	80,000	✓	
9 ~ 13. 7. 21	Hotel charges	127,700	✓	
9. 13. 7. 21	Taxi charges	58,000	✓	
Total Expense (Kyats/USD)		395,700	✓	
Cash Advance (Kyats/USD)		300,000	✓	
Balance Refund/Additional (Kyats/USD)		95,700	✓	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Zin Zin Oo	Admin.	23. 7. 21	[Signature]
Approved By Dept Head	Aung Myat Thu	DH.	24. 7. 21	18 Approved
Approved By GM/AGM/COO	Phyo Thu	GM.	24. 7. 21	[Signature]
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACCO	25. 7. 21	25/7/21
HR Check & Approved	Nyem Ei Ei Kheng	HR.	25. 7. 21	[Signature]
Cash Received				
Remark				

Ma Thin Su Htwe

last seen at 11:14 AM

3:41 PM

July 22

UMG
TRAVEL ADVANCE CLEAR FORM

Cash Advance		Kyaung	
Destination	Kyaung, Ankaung	Period of Travel	9-13.7.24
Travel Mode	DRIVE	Travel Day	5 days
Travel Date	9-13.7.24	Destination	Kyaung / Pyay
Purpose: Branch visit and customer visit, financial knowledge sharing			
Travel Mode	Car / Motor		
Travel Date & Time of Travel	9-13.7.24		
Travel Day	5 days		
Officer Name	Thin Su Htwe		
Officer Title			
Approved Date & Time of Travel		Travel Day	
Approved Date & Time		Approved Date & Time	
Date	Description	Estimated Cost	USD
9-13.7.24	Travel charges for 5 days, expenses 150,000		
Total Expense (From USD)			
Cash Advance (From USD)			
Balance Estimated (From USD)			
Job Request Status			
Authorisation	Name	Position	Date
Prepared By	Zin Zin Oo	Admin	
Approved by Dept Head	Aung Myat Thu	DM	
Approved by HR/Accountant	Phyo Thu	GM	
Accounting/Finance Supervisor	Zaw Min Myat	ACCU	
HR Check & Approval	Nyan E Ei Khin	HR	
Cash Received			
Remarks			

Dear Ma Thin Su Htwe
Please Approve

9~13.07.2024 တွင် Gyobinkauk/Pyay
branch မှာရှိကြောင်းလေး Approve ပေး
ပေးပါအုံးရှင်

11:12 AM ✓✓

Zin Zin
Dear Ma Thin Su Htwe Please App...
approve ပါ အစ်မ။

11:15 AM

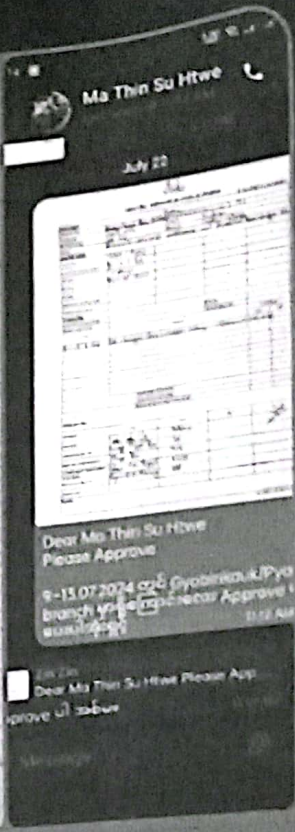
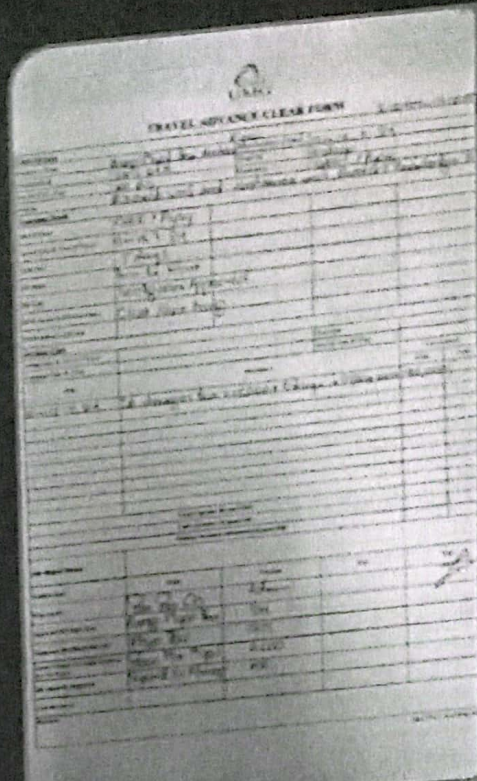
11:34

Ma Chue Nwe Aung

last seen at 11:29 AM



July 22

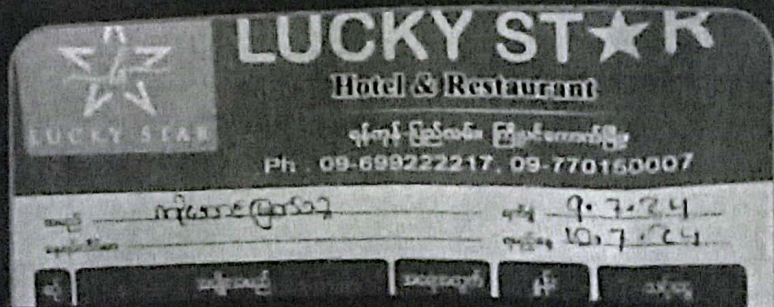


Dear Ma Chue Nwe Aung
Please Approve

9~13.07.2024 တွင် Gyobinkauk/
Pyay branch မှာရှိကြောင်းလေး
Approve ပေးပေးပါအုံးရှင်

11:24 AM ✓✓

Approved ပါရှင် 11:24 AM



Message



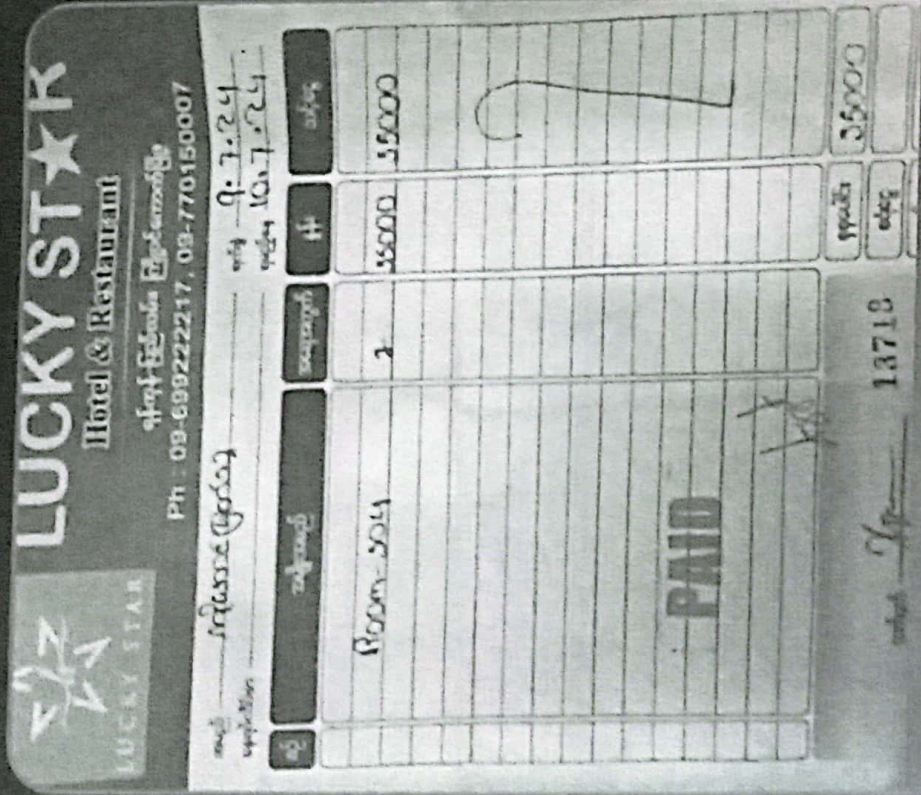
Ma Chue Nwe Aung

last seen at 3:05 PM

11:24 AM

Approved ပါရှင်

11:24 AM



Dear Ma Chue Nwe Aung
Please Approve

Gyobinkauk Branch မှာတည်းလို့အဆင်
မပြေသောကြောင့် Hotel မှာတည်းတာ
သိရှိကြောင်းလေး Approve ပေးပေးပါ
အုံးရှင်

11:52 AM

သိရှိပါတယ်ရှင်။ GBK BR က စောင့်
ခေါင်းအုံးမပြည့်စုံလို့ပါ။



Message



Ko Aung Myat Thu
online

9:20 AM

UMG
CASH ADVANCE CLEAR FORM

28/07/2024
Division: Renewable Energy BU
Department: Sales & Marketing
Currency: 300,000 Kyats / USD

Issue Time	Date	Payment Voucher No.	Amount		Description
			USD	Kyats	
1 st Time Advance	9.07.2024	UMG-REV 2024-07-09024		300,000	Advance clear for TA charges go to GBK/Pyay PIC: Aung Myat Thu and Arkar Kyaw
2 nd Time Advance					
3 rd Time Advance					
Total Advance				300,000	
Total Actual				95,700	
Balance Refund/Additional				95,700	

Checked By: *[Signature]*
Checked By: Aung Myat Thu
Checked By: Nay Mye
Approved By: Myo Thu
Approved By: EAK

94-EPD-CAS-FRM-001

Dear Ko Aung Myat Thu
Please Approve

Advance clear for TA charges go to GBK/Pyay.
PIC-Aung Myat Thu and Arkar Kyaw.
Additional - 95,700 MMK

9:22 AM ✓

Pls proceed 9:24 AM

Message

ASIA EXPRESS

Connecting People & Places

အဆင့်မြင့်ခရီးစဉ်များဆောင်ရွက်

ရန်ကုန် ↔ ပြည် ↔ အောင်လံ ↔ တောင်တွင်းကြီး

ပြည် ↔ ရန်ကုန် ↔ ဘားအံ ↔ မြဝတီ ↔ ရန်ကုန် ↔ တောင်ကြီး ↔ ဟိုပုံး

Handwritten signature

အမည် -	ကျော်အောင်မြင်
ခုံနံပါတ် -	၅၂၆
သွားမည့်မြို့ -	ကျောက်
ကျသင့်ငွေ -	၃၀၀၀၀/-

နေ့စွဲ	13.7.24.
ယာဉ်ထွက်ချိန်	၇:30 နာရီ
ယာဉ်အမှတ်	၇၂၁၅

Handwritten signature 00769

- ရန်ကုန် ph: 09-799961366, 09-799961336, 09-777684407
- ရန်ကုန်တန်ဆာ ph: 09-405516699, 09-792888106, 09-792888109
- ပြည် ph: 09-945000114, 09-945000115, 09-790800370, 09-257364766
- အောင်လံ ph: 069-2201119, 09-259888453, 09-756083777
- တောင်တွင်းကြီး ph: 09-777958816, 09-255548571
- မြဝတီ ph: 09-891142298, 09-891142289

အောင်ဆန်းကွင်း

ph: 09-799953633, 09-405516688

ယ/၆ မော်လမြိုင်လမ်း၊ အောင်မင်္ဂလာအဝေးပြေးကားဝန်း၊ ရန်ကုန်မြို့။



KBZMS
General Insurance
အထူးခရီးသွားအာမခံပါရှိပြီး

ပြည်ထောင်စု...
ပြည်ထောင်စု...
ပြည်ထောင်စု...

NEW GENERATION CLASSIC EXPRESS

ရက်စွဲ ၄.၇.၂၄



ပြည်ထောင်စု

ပြည်ထောင်စု - ဥက္ကဋ္ဌ - ဝန်ထမ်းကန် - ဆီဆုံကုန်း - ပေါင်းတလည် - ပေါက်ခေါင်း
ပြည် - မော်လမြိုင် - မုဒုံ - သံဖြူဇရပ် - ကျိုက္ခမိ
ပြည် - တောင်ကုတ် - ရမ်းဗြဲ - ကျောက်ဖြူ
ပြည် - ကျိုက္ခမိ - သံတွဲ - ငပလီ
ပြည် - လှိုင်ကော် - ဒီးမော့ဆို
ပြည် - တောင်ကုတ် - သံတွဲ - ငပလီ
ပြည် - အောင်လံ
ပြည် - မိုးညှင်း - ဟိုပင်း - မိုးကောင်း - နမ့်တီး - မြစ်ကြီးနား

11286

Handwritten signature

ခရီးစဉ် - ၀

ယာဉ်ထွက်ခွါချိန်
၈.၃၀.၂၄

ပြည် ----- ၂၃ ဦးရေ ----- ၂
မုတ် ----- ၂၃-၂၄ ----- သင့်ငွေ ----- paid 30,000

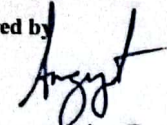
Handwritten signature
တာဝန်ခံလက်မှတ်


ထွက်ချိန်ထက်နာဂိုဝက်စော၍လာပါ။ ဝယ်ပြီးလက်မှတ်ငွေပြန်မအမ်းပါ။ မူးယစ်သောက်စား၍ လိုက်ပါခွင့်မပြု။”

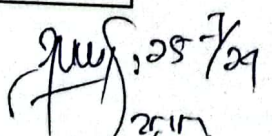
TRAVELLING REPORT

Date :

Report To	AGM	
Employee Name	Amy Myat Thu	
Position	J.H	
Department	Sales & Mkt	
Business	RE - BU	
Departure & Arrival	Departure Date And Time	
	9.7.24 (6:30)	Arrival Date And Time
Total Days	15.7.24 (4:45)	
Trip Information	1. From Yangon To Gyobin Kyauk	
	2. From Gyobin Kyauk To Pyay	
	3. From To	
Purpose For Travelling	Go to Branch visit & customer visit & product knowledge sharing.	
Travel Date	Activities	Remark
9.7.24	Go to Gyobin Kyauk branch and meet with BOLD & discuss about current market conditions and plan for way.	
10.7.24	Go to pyay branch meet with customer & Dealer Gold Light, Shwe Myar, Shwe Kyel Motel, NSM Mobile shop.	
11.7.24	Meeting with branch sales team. Appointment & visit KM M&E Group, TZ Electrice, Win Light, Amy Kang Sen.	
12.7.24	Meeting with branch sales team. Customer visit. Kang Electrice, NSM Mobile, Win Yan Pans, U Ye Htat, U Htin ² , PZP Electrice.	
13.7.24	Meet with customer Shwe Kyel Motel, (Survey) Go back to Yangon.	

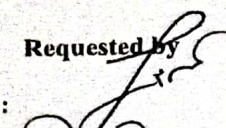
Reported by
 Sign : 
 Name : Amy Myat Thu
 Position : J.H

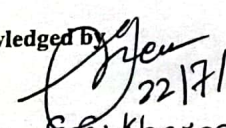
Checked by
 Sign : 
 Name : Amy Myat Thu
 Position : J.H
 (DH/AGM/GM)

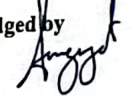
Approved by
 Sign : 
 Name : Daw Min Myat
 Position : ACOO
 (COO)
 25/07/2024
 05-CHL-IHRM-FRM-064-01


TAXI CHARGES FORM

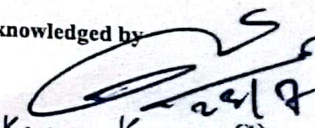
No.	Date	Name	Description	Departure Time	Department Name : Sales & MKT		Cost	Remark
					Routes			
					From	To		
1.	9.7.24	Aung Myat Thu	Go to GBK / Pyay Bon	6:30 AM	ရန်ကင်း	ဒေသခံမိတ်ကု ဒဂုံ: ၆၆၆	20,000/-	
2.	9.7.24	Azka L Kyaw	branch visit and appointment knowledge sharing	7:00 AM	မင်္ဂလာဒုံ	ဒေသခံမိတ်ကု ဒဂုံ: ၆၆၆	9,000/-	
3.	13.7.24	Aung Myat Thu	Go back Yangon.	1:30 PM	ဒေသခံမိတ်ကု ဒဂုံ: ၆၆၆	ရန်ကင်း	20,000/-	
4.	13.7.24	Azka L Kyaw	Go back Yangon.	1:30 PM.	ဒေသခံမိတ်ကု ဒဂုံ: ၆၆၆	မင်္ဂလာဒုံ	9,000/-	
Total Taxi Charges							58,000/-	

Requested by
 Sign : 
 Name : Zin Zin Oo
 Dept. : Sales & MKT.
 (Requestor)

Acknowledged by
 Sign : 
 Name : Ngein Ee Khaing
 Dept. : Administration.
 (HR/Admin)

Acknowledged by
 Sign : 
 Name : Aung Myat Thu
 Dept. : Sales & MKT
 (DH)

Approved by
 Sign : 
 Name : Phyo Thu
 Dept. : Management.
 (ABOH/BOH/AGM/GM)

Acknowledged by
 Sign : 
 Name : Kyaw Kyaw Win.
 Dept. : CAM
 (HO-GA)

05-CHL-GAV-FRM-018-01