



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Hay Mar Soe	Estimated Date of Travel	20.08.24 to 23.08.2024	
Position Rank	SH	Total Day	4 Days	
BU/BR/DIV. Dept	Renewable Energy	Destination	Kyaukse, Mòktùla	
Purpose	Go to customer appointment for Project.			
Travelling Permit				
Arrival Place	Mòktùla, Kyaukse			
Actual Date & Time of Travel	20.08.24 to 23.08.2024			
Total Day	4 Days			
HR Name	Ko Arkar Paw			
HR Sign				
BOH/Authorized Person Name	Ko Arkar Paw			
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	20.08.2024 to 23.08.2024	Total Day	4 Days	
Departure Date & Time	20.08.2024 (6:30 AM)	Arrival Date & Time	23.08.2024	
Date	Description	Total Amount		
		Kyats	USD	
20.08.2024 to 23.08.2024	TA Charges (1 person x 4 Days x 15000)	60000		
20.08.2024	Hotel charges	25750		
22.08.2024	Hotel charges	30000		
Total Expense (Kyats/USD)		115750		
Cash Advance (Kyats/USD)		150000		
Balance Refund/Additional (Kyats/USD)		34250		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Nann Oo	Admin	26.08.2024	
Approved By Dept Head	Hay Mar Soe	SH	26.08.2024	
Approved By GM/AGM/COO	Phyo Thu	AGM	27.08.2024	
Acknowledged by related Superior for Job Report	Ko Paw Min Myat	ACOO	30.08.2024	
HR Check & Approved	Myin Ei Ei Khainng	HR	28.8.2024	
Cash Received				
Remark				



TRAVELLING REPORT

Date : 26.8.2024.....

Report To	Ko Phyoo Thu	
Employee Name	Hay Mar Soe	
Position	SH	
Department	Project Sales	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	20.8.2024 (6:30 AM)	23.8.2024
Total Days		
Trip Information	1. From ...YGN.....To ...Meiktila.....	
	2. From ...Meiktila.....To ...Kyaukse.....	
	3. From ...Kyaukse.....To ...YGN.....	
Purpose For Travelling	Customer appointment for project.	
Travel Date	Activities	Remark
20.8.2024	Go Yangon to Meiktila. Assist prepare for installer event.	
21.8.2024	Go Meiktila to Kyaukse. Discuss the quotation for HV 50kW Hybrid. Revise the quotation and discuss with customer for payment. visit to customer site.	
22.8.2024	Go Kyaukse to Meiktila. Visit to 100kW HV Project inquiry site. Discuss with MHL APOM for project sales demand & market condition.	
23.8.2024	Go back to Yangon.	

Reported by

Sign :
Name : Hay Mar Soe
Position : SH

Checked by

Sign :
Name : Ko Phyoo Thu
Position : AGM

Approved by

Sign :
Name : Ko Eaw Min Nyat
Position : ACOO

(DH/AGM/GM)

(COO)



Arkar Zaw
online



August 26

NOVIA
Hotel

Ph: 09-257037373, 257037272, 2201829

No. 25507⁵¹⁴ Date 20.8.24

check in - check out	2	5	000
12:00pm - 12:00pm			
20.8.24 - 21.8.24			
အခမဲ့			
Tea		7	50
Total		2	5750

Hotel

yk

Dear Ko Arkar Zaw... ကျနော်တို့ RE BUမှ Project Sales Dept မှ Ma Hay Mar Soe Meikhtila သို့ Customer Appointment လာရောက်ရာတွင် Branch တွင် တည်းခို အဆင်မပြေပါသဖြင့် သင့်တင့်သော Hotel တွင် တည်းခိုခြင်းကို သိရှိကြောင်း Approve လေး လိုချင်လို့ပါ အကို 🙏🙏🙏

2:58 PM ✓

Ok bro approve 🙏 2:59 PM

Arkar Zaw
Ok bro approve 🙏
ဟုတ်.. ကျေးဇူးပါ ကိုအာကာဇော်.. 🙏🙏

3:00 PM ✓



NOVIA Hotel

Ph:09-257037373,257037272,2201829

No. 025507⁵¹⁴ Date 20.8.24

check in -> check out 2 5 000

12:00pm -> 12:00pm

20.8.24 -> 21.8.24
မဝေမာမာ

Tea

7 50



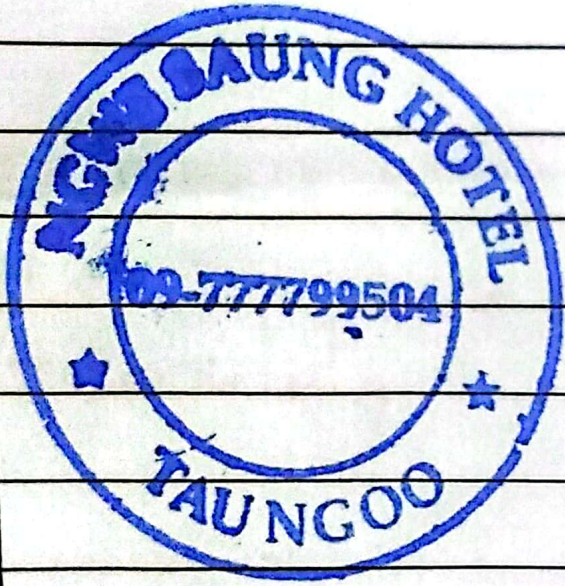
Hotel

[Signature] Total 2 5 7 50
[Signature]

CASH MEMO

CUSTOMER NAME အမည်	ဖေဟာမာရီ	DATE ရက်စွဲ	၇၇/၈/၂၄
ADDRESS လိပ်စာ			

NO. စဉ်	DESCRIPTIONS အမျိုးအမည်	QTY ဦးရေ	UNIT PRICE ဈေးနှုန်း	AMOUNT သင့်ငွေ
1.	Room (102)	1	45000	45000
2.	Break Tax	2	1000	2000
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				



311

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AUTHORIZED BY *[Handwritten signature]*



ADV / DIS

NCE

TAL

SH Approve

47000
30000