



ADVANCE CLEAR VOUCHER

Requestor Name : Zin Zin Oo
 Department Name :
 Payment Date :
 Payment Voucher : AC-REN-2025-02-00027
 No
 Payment Method : Cash/Bank
 Payment Amount : 354000.0
 Currency : MMK
 Exchange Rate : 4,600.0

Budget Type : Include Budget
 Payment Type : Advance Clearing
 Advance No : ADV-REN-2025-01-00030
 Prepared By : REN Budget Requestor
 Superior Approved : REN S&M DH
 By
 Last Approved By : REN S&M DH

No.	Description	Department	Request Amount	Remark
1	Advance clear for ASM TA charges. PIC-San Naing Lin ADV 300,000/- , EXP 354,000/- , ADD 54,000/- ADV-REN-2025-01-00030	Sales and Marketing Department(RE)	354,000.00	Advance clear

Expense Total 354,000.00 K ✓
 Advance Total 300,000.00 K ✓
 Additional 54,000.00 K ✓

Note: _____

Superior Check By Name : <u>Aung Myat Thu</u> NRC No : <u>12/TGK(N)160903</u> Date : <u>7.02.2025</u> Remark : _____	Name : _____ NRC No : _____ Date : _____ Remark : _____	F&A Name : <u>Nway Nway</u> NRC No : <u>9/NHK(N)169305</u> Date : <u>7.02.2025</u> Remark : _____ 	GM/AGM Name : <u>Phyo Thu</u> NRC No : <u>9/KAZ(N)002364</u> Date : <u>7.02.2025</u> Remark : _____ 	ACOO Name : <u>Zaw Min Myat</u> NRC No : <u>12/MYK(N)114411</u> Date : <u>7.02.2025</u> Remark : _____
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U Aye Min Htoon
 VCM



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	San Mying Lin	Estimated Date of Travel	27.01.25	
Position Rank	R-ASM	Total Day	1 day	
BU/BR/DIV, Dept	REBU	Destination	Yangon & HO, REBU	
Purpose	For Sales Meetings			
Travelling Permit				
Arrival Place	Yangon & HO, REBU			
Actual Date & Time of Travel	27.01.25			
Total Day	1 day			
HR Name	Nyein Ee Ei Khawng			
HR Sign				
BOH/Authorized Person Name	Pyo Thu			
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	27.01.25		Total Day	1 day
Departure Date & Time			Arrival Date & Time	
Date	Description	Total Amount		
		Kyats	USD	
27.01.25	Tax charges for 1 person x 1 day x 15,000/-	15,000/-	✓	
27.01.25	Car ticket & YGM - MDY	35,000/-	✓	
27.01.25	Taxi charge	54,000/-	✓	
28.01.25	Car ticket & MDY - YGM	35,000/-	✓	
Total Expense (Kyats/USD)		139,000/- ✓		
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Zin Zin Oo	Admin	4.2.25	
Approved By Dept Head	Aung Myat Thu	DH	5.2.25	
Approved By GM/AGM/COO	Pyo Thu	AGM	7.2.25	
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACCO	7.2.25	
HR Check & Approved	Nyein Ee Ei Khawng	HR	5.2.25	
Cash Received				
Remark				

07/02/25
Admin



TRAVELLING REPORT

Date: 5.02.25

Report To	Aung Myat Thu	
Employee Name	San Nang Lin	
Position	ASM	
Department	S & MKT	
Business	REBU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	26.1.25	27.1.25
Total Days		
Trip Information	1. From M.D.Y. To Y.G.N.	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
27.1.25	Sales Training and Meetings	High Voltage

Reported by

[Signature]

Checked by

[Signature]

Approved by

[Signature]
07/02/25
A. Myat

Sign :

Name : San Nang Lin

Position : ASM

Sign :

Name : Aung Myat Thu

Position : DM

(DH/AGM/GM)

Sign :

Name : Aung Myat Thu

Position : ACOO

(COO)

05-CHL-HRM-FRM-064-01

တက်နေလင်း

ရန်ကုန် ⇌ မန္တလေး

03326

အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး

အမည် - ကိုစန်းစွယ်လတ်

ခုံနံပါတ် - ၇၀

ယာဉ်ထွက်ချိန် - ၇:၀၀ PM နာရီ

ကျသင့်ငွေ - 35000

နေ့စွဲ - 26.1.25

သွားမည့်မြို့ - Y. G. L

ယာဉ်ထွက်ချိန်ထက် မိနစ်(၃၀)စောလာပါ။
ရောင်းပြီးလက်မှတ် ငွေပြန်မအမ်းပါ။

တာဝန်ခံ

ရန်ကုန် - 09-954044455 မန္တလေး(သီရိမန္တလာကားဝင်း) - 09-259034440, 09-797385598
09-695404445 မန္တလေး(ဒေါ်နန္ဒာဘွားဂိတ်) - 09-890588884, 09-751588884



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

Print Date : 04-Feb-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	2025-01-27	Renewable Energy	Sales & Marketing	San Naing Lin	Go to Yangon for Sales Meeting.	05:30	Aung Mingalar Bus Station	UMG Head Office	27,000	27,000 ✓	GA Manager Approved	
2	2025-01-27	Renewable Energy	Sales & Marketing	San Naing Lin	Go back Mandalay	04:00	UMG Head Office	Aung Mingalar Bus Station	27,000	27,000 ✓	GA Manager Approved	Not have car in BU.

Tat Nay Linn



Booking Ref# 8785-5725

From: ရန်ကုန်

Destination: မန္တလေး

Route: ရန်ကုန်-မန္တလေး[မှ

တံပိုတင်+ရပ်ကွက်

ထောက်ခံစာ+ရဲစခန်း

ထောက်ခံစာယူရန်]

[Foreigner Not Allow]

[Bread is served]

Gate: Aung mingalar Bus
Terminal

Departure Jan 27, 7:00 PM
Time:

Check-In Jan 27, 6:30 PM
Time:

Arrival Jan 28, 5:00 AM
Time(EST):

Bus No:

Booking Jan 27, 2025

Date:

Status: CONFIRMED

Traveller: San Naing Lin

San Naing Lin

Contact No: 09799533699

Passengers: 1

Seats: 5B (AISLESEAT)

Special

Request:

Total: 35,000 MMK



TRAVEL ADVANCE CLEAR FORM

8:00 AM ~ 17:00 PM

Cash Advance				
Employee Name	San Nangs Len	Estimated Date of Travel	(1.1.25 to 9.1.25)	
Position Rank	Asst.	Total Day	9 days	
BU/BR/DIV, Dept	REBU	Destination	Tazhylek	
Purpose	Branch visit and customer visit.			
Travelling Permit				
Arrival Place	Tazhylek			
Actual Date & Time of Travel	12.9.1.25			
Total Day	9 days			
HR Name	Thant Win ² Htun			
HR Sign	Thant Win			
BOH/Authorized Person Name	May Win Aung			
BOH/Authorized Person	May Win Aung			
Advance Clear				
Actual Date & Time of Travel	12.9.1.25	Total Day	9 days	
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
12.9.1.25	TA charges for 1 person x 9 days x 20,000/-	180,000/-		
9.1.25	Tax & charges	35,000/-		
Total Expense (Kyats/USD)		215,000/-		
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Bin Bin Oo	Admin.	1.2.25	[Signature]
Approved By Dept Head	Aung Myat Thu	DH.	5.2.25	[Signature]
Approved By GM/AGM/COO	Thyo Thu.	AGM.	7.2.25	[Signature]
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACCO.	7.2.25	[Signature]
HR Check & Approved	Nyein Ei Ei Khin	HR.	5.2.25	[Signature]
Cash Received				
Remark				

07/02/25
Aung Myat Thu




TRAVELLING REPORT


Date: 25.02.2025

Report To	Aung Myat The	
Employee Name	San Nang Lin	
Position	ASM	
Department	S & MKT	
Business	RE BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days	9 days	
Trip Information	1. From Tanchileik To Tanchileik 2. From To 3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
2.1.25.	Shae Saung Hospital, U Sai Ngumt. appointment.	
3.1.25.	U Sai Kham Khone, U Sae Shwe Shan Min appointment.	
6.1.25.	May Htan Shake, shae. Saung Hospital, Sa Sgae Sone Hospitals.	
7.1.25.	Find new customer, Ko Sae, Ko Aung Nang Soe.	
8.1.25.	Effective Coaching Training	
9.1.25.	TEL BR to MY BR.	


Reported by

Sign : 
 Name : San Nang Lin
 Position : ASM

Checked by

Sign : 
 Name : Aung Myat The
 Position : Dkt.

Approved by

Sign : 
 Name : Daw Min Myat
 Position : ACOO

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01



Ko Aung Myint Myat

last seen at 9:04 AM

Dear Ko Aung Myint Myat
Please Approve

11.12.2024 မှ 13.12.2024 အထိ ASM San Naing Lin ပြင်ဦးလွင်ကိုရောက်ရှိကြောင်း Approve ပေးပေးပါအုံးရှင့်

1:25 PM



Zin Zin

Dear Ko Aung Myint Myat Please...

Yes we acknowledge par



2:11 PM

January 10

Dear Ko Aung Myint Myat

9.12.2025 တွင် Tarchileik မှပြန်လာသော ASM San Naing Lin ကို MDY လေယာဉ်ကွင်းမှာ Branch ဘက်ကိုလာကြိုခိုင်းတာ Branch ဘက်မှာ ကားမရှိဘူးပြောပါတယ် အကို
ရှိတဲ့ 5E/4761 ကလည်း Sale way သွားနေသောကြောင့် လာကြိုဖို့အဆင်မပြေဘူးလို့ ပြောပါတယ်ရှင့်
အဲဒါကြောင့် Taxi စီးပြီး စက်မှုခြံကိုပြန်ခဲ့တာ သိရှိကြောင်း Approve လိုချင်လို့ပါ အကို

5:00 PM

Zin Zin

Dear Ko Aung Myint Myat 9.12.2025 တွ...

သိရှိပါသည် ခင်ဗျာ

8:57 PM



Message



Print Date : 04-Feb-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	2025-01-09	Renewable Energy	Sales & Marketing	San Naing Lin	Go back Tarchileik.	01:30	Mandalay Air port	Mandalay Industrial Yard	35,000	35,000	GA Manager Approved	Not have car in Mandalay branch.