



My Company



No. 592,
Bo Aung Kyaw Street, Yangon-Pathein Highway Road „Hlaingtharya, Yangon

CLAIM REQUEST FORM


Requestor Name : Hnin Yu Yu Khine
 Department Name :
 Payment Date : 2024-12-10
 Payment Voucher : EX-PWG-2024-12-00059
 No
 Payment Method : Cash/Bank
 Payment Amount : 30000.0
 Currency : MMK
 Exchange Rate : 4,500.0

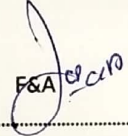
Budget Type : Include Budget
 Payment Type : Claim Payment
 Prepared By : PWG_BudgetDataEntry
 Superior Approved : PWG Rental Admin
 By
 Last Approved By : Soe Htet Tin


No.	Description	Department	Request Amount	Remark
1	TA claim for Ko Aung Ko Oo (19.11.2024 to 20.11.2024)2 Days Purpose - Project site survey and site visit (Customer-Ocean Blue) 30000/-	Rental Department(PWG)	30,000.00	TA claim for Ko Aung Ko Oo (19.11.2024 to 20.11.2024)2 Days Purpose - Project site survey and site visit (Customer-Ocean Blue) 30000/-

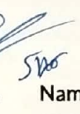
Expense Total 30,000.00 K
Additional/Refund

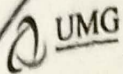
Note: TA claim for Ko Aung Ko Oo (19.11.2024 to 20.11.2024)2 Days Purpose - Project site survey and site visit (Customer-Ocean Blue) 30000/-

Superior Check By: 
 Name :
 NRC No :
 Date :
 Remark : *Amy*

F&A: 
 Name :
 NRC No :
 Date :
 Remark : *Kevin Aung*

GM/AGM: 
 Name :
 NRC No :
 Date :
 Remark :

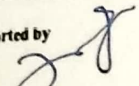
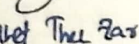
COO: 
 Name :
 NRC No :
 Date :
 Remark :


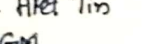


TRAVELLING REPORT

Date: 21.11.2024

Report To	Ko Zaw Min Myat		
Employee Name	Soe Hket Tin + Aung Ho Go		
Position	AGM + DH (Rental)		
Department	AGM BU (Management)		
Business	PG BU		
Departure & Arrival	Departure Date And Time	Arrival Date And Time	
	19.11.24	20.11.24	
Total Days			
Trip Information	1. From YGN To Ngwe Saung		
	2. From Ngwe Saung To PTH		
	3. From PTH, Nyang Tone YGN (HO)		
Purpose For Travelling	Project site Survey & Rental Customer site Visit.		
	Travel Date	Activities	Remark
	19.11.24	YGN to Ngwe Saung Ocean Blue Hotel 500KVA Rental Demand & site visit	(2 Days)
		② Ngwe Saung Youth Club 700 KVA Unit Demand Appointment.	
	20.11.24	③ Ngwe Saung to Patheingyi Branch. Collect Rental payment	
		④ Patheingyi to Nyang Tone - Aung Nang Thit Sar Rice Mill 700 KVA & 950 KVA prospect	
		⑤ Nyang Tone to YGN (HO) Return.	

Reported by 
 Sign : 
 Name : Hket Thee Zar
 Position : SH

Checked by 
 Sign : 
 Name : Soe Hket Tin
 Position : AGM
 (DH/AGM/GM)

Approved by

Sign :
 Name :
 Position :

(COO)

05-CHL-HRM-FRM-064-01