



Shwebo Branch

Mandalay-Shwebo Road, No.6 Quarter, Shwe Bo (North of Moke-Oo), Sagaing Division Shwe Bo

Tel :

Fax:

PAYMENT VOUCHER

Voucher No. :SBO-PV-2025-06-0006

Cashier

:Pwint Thet Htar Khaing

Voucher Date :2025-06-10

To

:

Currency :MMK

Applicant		Adm. Manager		GM
No	Description	Purpose	Subtotal	
1	PAY TO PWINT THET HTAR KHAING FOR MEAL ALLOWANCE EXPENSE -599,500/- FOR MAY'25 SHWEBO BRANCH EMPLOYEE -11 PAX.			
			Total	599,500.00

Total in Words :

Note : PAY TO PWINT THET HTAR KHAING FOR MEAL ALLOWANCE EXPENSE -599,500/- FOR MAY'25 SHWEBO BRANCH EMPLOYEE -11 PAX.

Date : 10.6.2025

Name/NRC No : Pwint Thet Htar Khaing

Signature :

Date: 10.6.2025

Branch: Shwabo

Department: Admin

Claim Amount: 599,500 / Kyat USD 211,237, ကိုးသောင်း၊ ကိုးထောင်၊ ငါးရာကျပ်

Budget include (or) Not:

Yes Budgeted Title and Amount:
No Reasons for :

Required For: Meal Allowance Expense -599,500 / For May'25
shwabo branch employee - 11 pax.

မှတ်ချက်
(၁) အဆိုပါအတိုင်းအတာတန်ဖိုးဖြင့်အတိအကျစစ်ဆေးတွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရမည်
(The amount requested must be properly calculated, checked and verified by respective authorized person)
(၂) ဆုတ်ယူမှုနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ပို့ခဲ့ပါက သတ်ဆိုင်ရာ တာဝန်ခံစေရမည်
(If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Requested By: P. Htet Htet Khin
Checked By: P. Htet Htet Khin
Checked By: N. Aung Mye Win
Approved By: K. Mye Win
Approved By: P. Soe Lynn

04-CFD-CAS-FRM-005-03

Handwritten signature/initials

Meal Allowance Form

No	Month	Branch Name	Name	ID No	Position	Department	Actual Meal Amount	Total Meal	Actual Meal Paid Amount	Local (L) (or)	Remarks (သော့ချက်တွင် ဖော်ပြပါ အချက်များကို အခြေခံ၍)	Sign
1	May 25	Shwabo	Ryaw Soe Hla	13497	ABOH	Administration	70,000	19	42,903.23	NL	(13-Apr-2025) at leave and (12-21-May-2025) at travelling KPI	
2	May 25	Shwabo	Pwint Thet Htar Khin	9044	Admin Head	Administration	35,000	31	35,000.00	L ✓		
3	May 25	Shwabo	Noe Noe Win	14029	FADP-16	Administration	35,000	30	33,870.97	L ✓	(9-May-2025) at leave	
4	May 25	Shwabo	Zaw Min Oo	14458	Security	Administration	35,000	30	33,870.97	L ✓	(23-May-2025) at leave	
5	May 25	Shwabo	Nyo Naing Tun	14527	MCDP-98	Service	70,000	26	58,709.68	NL	(5, 6, 7, 8, 9-May-2025) at travelling job site	
6	May 25	Shwabo	Ingin Non	15930	S'part Admin	S'part	70,000	30	67,741.94	NL	(23-May-2025) at leave	
7	May 25	Shwabo	Ye Yint Aung	14759	SEDP-22	Unit Sales	70,000	31	70,000.00	NL		
8	May 25	Shwabo	Lin Htet Aung	10926	Sales Head	Unit Sales	70,000	31	70,000.00	NL		
9	May 25	Shwabo	Phu Su Zaw	7539	Service Admin	Service	70,000	31	70,000.00	NL		
10	May 25	Shwabo	Arr Mann Thit	14443	AGNDF	Service	70,000	26	58,709.68	NL	(5, 6, 7, 8, 9-May-2025) at travelling job site	
11	May 25	Shwabo	Aung Yar Zar	14673	MCDP-99	Service	70,000	26	58,709.68	NL	(5, 6, 7, 8, 9-May-2025) at travelling job site	
Total									599,516			

2258
1129


 Checked and Approved
 By
 HR or Admin Head


 Approved by
 BOH/ABOH

Acknowledge by
 Corp HR

 10.6.2025


 Checked by
 Htet Nandar Wint