

No - 589-592, Bo Aung Kyaw Street. New Tha Ka Ta (1) Hlaing Thar Yar Township .Yangon
Tel : + 95(1) 9690433, +95(9) 4500 43173, +95(9) 250 745 310, +95(9) 25490 3695
Fax:

ADVANCE CLEARING

Voucher No. : COP-AC2024110010

To : Tin Lin Cho

Voucher Date : 2024-11-19

Advance No : COP-ADV2024100010

Currency : MMK

Payment Method	Status
Cash On Hand - MMK-COP	posted

No.	Description	Track - 1	Track - 2	Amount
1	Advance Clear for Myeik trip to meet prospect customer & job site visit/PIC- Ko Shwe Phyo Kyaw .Adv-500,000/- Issue By Tin Lin Cho,Adv-500,000/-,EXP-130,000/- ReF-370,000/-(COP-ADV2024100010)			130000.00

Advance Total : 500000.00

Expense Total : 130000.00

Refund / Collect : 370000.00

Note : Advance Clear for Myeik trip to meet prospect customer & job site visit/PIC- Ko Shwe Phyo Kyaw .Adv-500,000/- Issue By Tin Lin Cho,Adv-500,000/-,EXP-130,000/- ReF-370,000/-(COP-ADV2024100010)

Date : 19.11.24

Name/NRC No : Tin Lin Cho

Signature : 

12/TaTanacN)199782



CASH ADVANCE CLEAR FORM

Date: 14. Nov. 24

Division: CEP

Department: MSS

Advance Issue: 500,000/- Kyats / USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance	9. Oct. 24	COP-ADV2024100010		500,000	Mysik trip to meet prospect customers
2	2 nd Time Advance					
3	3 rd Time Advance					PIC - Shwe Phyo Kyaw
Total Advance					500,000	
Total Actual					130,000	~
Balance Refund/Additional					370,000	

Request By

Requester

Tin Lin Cho

Checked By

Mgr/DH

Tin Lin Cho

Checked By

Finance & Account

Tinzar Hlaing

Approved By

GM/AGM/COO

Aung Thu Win

Approved By

CMC

04-CFD-CAS-FRM-002-03

Handwritten note: ၂၀၂၄. ၁၁. ၁၄
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TRAVEL ADVANCE CLEAR FORM

Cash Advance		(4:30AM) (3:00PM)	
Employee Name	Ko Shwe Phya Kyaw	Estimated Date of Travel	10. Oct. 24 to 15. Oct. 24
Position Rank	OM	Total Day	6 days
BU/BR/DIV, Dept	CE2, MSS	Destination	Mejeth trip
Purpose			

Travelling Permit				
Arrival Place				
Actual Date & Time of Travel				
Total Day	6 days			
HR Name				
HR Sign		/		
BOH Authorized Person Name				
BOH Authorized Person				

Advance Clear				
Actual Date & Time of Travel		Total Day	6 days	
Departure Date & Time	10. Oct. 24 (4:30 AM)	Arrival Date & Time	15. Oct. 24 (3:00 PM)	
Date	Description	Total Amount		
		Kyats	USD	
10. Oct. 24 & 15. Oct. 24	Taxi charges	40,000		/
10 to 15. Oct. 24	TA allowance (6 x 15,000)	--	90,000	/
Total Expense (Kyats/USD)			130,000	/
Cash Advance (Kyats/USD)			500,000	
Balance Refund/Additional (Kyats/USD)			370,000	

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Tin Lin Cho	ADH	12. Nov. 24	
Approved By Dept Head	Tin Lin Cho	ADH	12. Nov. 24	
Approved By GM/AGM/COO	Aung Thu Win	AGM		
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	10. Nov. 24	
HR Check & Approved	Moe Thazin	HR	14. Nov. 24	
Cash Received				

Remark

2024.10.16

2024



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

Date : 14-Nov-2024

Taxi (Bus,Motorecycle,3-wheel etc...) Charges Form

Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	State	Remark
2024-10-10	Construction Equipment 2	Management	Shwe Phyo Kyaw	Taxi charges for Myeik trip to visit jobsite & to check machine	04:30	Tapinshwhtee	Yangon Airport	20,000	20,000	GA Manager Approved	Taxi charges
2024-10-15	Construction Equipment 2	Management	Shwe Phyo Kyaw	Taxi charges for Myeik trip to visit jobsite & to check machine	15:00	Yangon Airport	Tapinshwhtee	20,000	20,000	GA Manager Approved	Taxi charges

Prepared by
Admin

Tin Lin Cho

Acknowledge by
DH

Tin Lin Cho

Check by
HR

Moe Thazin

Approved by
GM

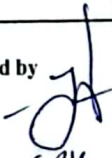
Aung Thu Win

TRAVELLING REPORT

Date :

Report To	AGM	
Employee Name	Shwe Phyo Kyaw	
Position	OM	
Department	Dy	
Business	CE 2+5	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	10.10.24 4:30 AM	15.10.24 3:00 PM
Total Days		
Trip Information	1. From YGN To MYK	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
10.10.24	Go to MYK by flight meet with Nyein Chan KoKo (BK), Ko Zau Moe Co, Ko Aung Zau Moe, U San Mg	ME220 - 4 units hot prospect
11.10.24	Go to Khae Chang meet with Ko Pwint Lin, Ko Aung Win Ko Chit Lwin, Ko Mae	ME220 - 1 unit hot prospect
12.10.24 - 13.10.24	Go to Yadonar Bone meet with Ko Thar Htoo, Ko Mon Zau U Mg Co, U My Nwat, U My Hta U Aung Myo Htwe	ME220 - 3 units prospect
14.10.24	Meet with Nyein Chan KoKo and Kanung Myo Htwe	ME220 - 1 unit dealing.
15.10.24	Go back to YGdo	

Reported by

Sign : 
Name : SPK
Position : OM

Checked by

Sign : 
Name :
Position :

(DH/AGM/GM)

Approved by

Sign : 
Name :
Position :

(COO)

05-CHL-HRM-FRM-064-01