



TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Net Rhne Htwe	Estimated Date of Travel	21.9.24 to 13.10.24
Position Rank	MCOP	Total Day	20 Days
BU/BR/DIV, Dept	RE Service	Destination	
Purpose	To install 20 kW Solar System & 90kW Solar System U San Mye & T8 Myeik		

Travelling Permit			
Arrival Place	Myeik		
Actual Date & Time of Travel	21.9.24 to 13.10.24		
Total Day	20 days		
HR Name	Pho Phyo Aung		
HR Sign	<i>[Signature]</i>		
BOH/Authorized Person Name	MOA MON Oo		
BOH/Authorized Person	<i>[Signature]</i>		

Advance Clear			
Actual Date & Time of Travel	21.9.24 to 13.10.24	Total Day	20 Days
Departure Date & Time	21.9.24	Arrival Date & Time	13.10.24
Date	Description	Total Amount	
		Kyats	USD
21.9.24 to 13.10.24	TA Charges (20 x 15000) 1 Person Net Rhne Htwe.	300000	
	Per diem charges	20000	
Total Expense (Kyats/USD)		320000	
Cash Advance (Kyats/USD)		350000	
Balance Refund/Additional (Kyats/USD)		30000	

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Pho Phyo Aung	Admin	28.10.24	<i>[Signature]</i>
Approved By Dept Head	Aung Po Ko Oo	ADH	24.10.24	<i>[Signature]</i>
Approved By GM/AGM/COO	Phyo Phyo	AGM	24.10.24	<i>[Signature]</i>
Acknowledged by related superior for Job Report	Aung Hein Win	GM		<i>[Signature]</i>
HR Check & Approved	Ayein E E Rhine	HR	24.10.24	<i>[Signature]</i>
Cash Received				
Remark				



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

Print Date : 23-Oct-2024

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	2024-10-13	Renewable Energy	Service	Thet Khaing Htwe	Went to Myeik For installation solar system	14:15	Airport	အုန်းတော (HTY)	20,000	20,000	GA Manager Approved	Tools and package
2	2024-08-28	Renewable Energy	Service	Thet Khaing Htwe	Went to Myeik for installation 20kW solar system	03:00	Aone Taw (အုန်းတော)HTY	Airport	22,000	22,000	GA Manager Approved	Lots of tools & package
3	2024-09-02	Renewable Energy	Service	Aung Than Kyaw (2) , Thet Khaing Htwe	To carry Pipe & Other accessories	09:15	သုတေသန Home Mart(Myeik)	U Than Htun Oo Site(Myeik)	10,000	10,000	GA Manager Approved	To carry Pipe & Other accessories
4	2024-09-04	Renewable Energy	Service	Aung Than Kyaw (2) , Thet Khaing Htwe	Come back Office (Myeik Branch)	17:15	U Than Htun Oo 20kW installation Site (MYEIK)	Myeik Branch	5,000	5,000	GA Manager Approved	Toolboxes (Did't have car in branch that time)
5	2024-09-09	Renewable Energy	Service	Aung Than Kyaw (2) , Thet Khaing Htwe	Come back Office (Myeik Branch)	17:15	U Toe Ice factory(Myeik)	Myeik Branch	10,000	10,000	GA Manager Approved	Toolboxes (Did't have car in branch that time)
6	2024-10-09	Renewable Energy	Service	Aung Ko Ko Oo	Went to MDY For training to Delar customer	06:00	Mee Khwet zay	Aungmingalar Highway	22,000	22,000	GA Manager Approved	Training to Delar Customer in MDY.
7	2024-10-12	Renewable Energy	Service	Aung Ko Ko Oo	Went to MDY For training to Delar customer	18:45	Aungmingalar Highway	Mee Khwet Zay	22,000	22,000	GA Manager Approved	Training to Delar Customer in MDY.

Requisition Date 10/15/2024
Requestion Name Ei Thwe Phyo
Holding Business Renewable Energy
Department Service
HR Acknowledge Nyein Ei Ei Khaing
Total Charges 20,000.00

Taxi Claim Charges Details

#	Date	Employee N...	Departure Ti...	Start Locatio...	End Locatio...	Claim Amou...	Allowed Am...	GA Feedback...	Rental Purp...	Remark
1	10/13/2024	Thet Khain...	14:15	Airport	အမှတ်တံဆိပ် (HTY)	20,000.00	20,000.00		Went to Myeik For installation solar system	Tools and package

[Add a line](#)

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0 [Following](#) 1

October 22, 2024



Maung Maung Htwe(2) - now

- State: Related HR → GA(GM/AGM)

October 21, 2024



Phyo Thu - now

- State: Related Manager → Related HR



Phyo Thu - now

- State: Submit → Related Manager

October 15, 2024



Zin Zin Oo - now

- State: Draft → Submit



Zin Zin Oo - now

Taxi Chrages Claim Form created

TRAVELLING REPORT

Date : 14.10.24

Report To	Aung Ro Ro Oo	
Employee Name	Theit Khone Hwe	
Position	MCOP	
Department	Service	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	21.9.24	13.10.24
Total Days	20 days	
Trip Information	1. From Mgeik To YAN	
	2. FromTo	
	3. FromTo	
Purpose For Travelling	To install 20 kW on grid solar system U San Maung Mgeik.	
Travel Date	Activities	Remark
	The daily report attached by below.	

Reported by

 Sign : *Hwe*
 Name : Theit Khone Hwe
 Position : MCOP

Checked by

 Sign : *AR*
 Name : Aung Ro Ro Oo
 Position : ADU

(DH/AGM/GM)

Approved by

 Sign :
 Name : U Aye Mon Htoon
 Position :

(COO)

05-CHL-HRM-FRM-064-01

No.	Date	Status	Job Types/Number
1	24.9.24	Attend	Morning exercises, Morning meeting Myeik brand solar panel 32pcs, washed and cleaned, inverter and battery wiring connections checked, battery breaker(1)pcs burnt.
2	25.9.24	Attend	Made morning exercise and attended meeting at Myeik branch.Checked solar cable way, piping and connected inverter and battery at Myeik branch.Measured and cutted earth cable 185m to transfer HO.Delivered earth cable drum 185m to Sin Min station.
3	26.9.24	Attend	Went to 1MW site from Myeik branch.Checked panel room and inverter panel.Resolved inverter common alarm and change ID NO for inverter 10 pcs at 1MW site.120 ohm installed for communication error in terminal block at No 10 panel.
4	27.9.24	Attend	Checked panel room and inverter panel.Cleaned the panel room and inverter panel.Cleaned air con 2 pcs and washed air filter at 1MW site panel room.
5	28.9.24	Holiday	At the 1MW site, the earth points under the solar plant were painted. Checked panel room and inverter panel .Checked the power output load and wifi connection at 1MW site.
6	29.9.24	Holiday	Checked panel room and inverter panel.Checked encombi panel ,encombi communication and the power output load at 1MW site.Checked and counted stock list at 1MW site.
7	30.9.24	Attend	Myeik customer U San Maung site 1MW came back to the Myeik office: I met with the person who cut down the trees at the customer U San Maung site 20kw and gave me the solar panel dimensions.I went to myeik car park to pick up the items sent from yangon.
8	1.10.24	Attend	Made morning exercise and attended meeting at Myeik branch.Went to customer U Than Htun Oo site.Installed CT coin for Eastron to breaker and AC cable.Produced needed accessories for Customer U San Maung site from Myeik branch.
9	2.10.24	Attend	Myeik customer U Than Htun Oo site 20kw ongrid system test run, it's fine. The solar 2 pallet & inverter 30kw sent by truck to Yangon are placed at the ongrid myeik office. We do T8 site servy and see the rooftop dimensions and where to put the inverter.Myeik brand new battery breaker 2pcs installed.
10	3.10.24	Attend	Myeik customer U San Maung is doing site structure. We take the product from the car and send it to the site.Look at the Luck Moon site for the inverter & solar panel and measure the width of the building.
11	4.10.24	Attend	Made morning exercise and attended meeting at Myeik branch.Bought needed accessories for Customer U San Maung 20kw ongird site.Went to customer U Toe Gold factory and checked inverter and output load.Checked and measured the battery voltage and solar input voltage at Myeik branch.

12	5.10.24	Attend	Made morning exercise and attended meeting at Myeik branch. Went to Customer U Toe Ice factory .Installation of 20kw ongrid system at Myeik customer U San Maung site. Inverter panel breaker wiring connections are installed.
13	6.10.24	Holiday	Myeik customer U San Maung site 20kw ongrid system.install solar breaker panel and many wiring connections. Eastron meter & wiring cables installed MC4 installed
14	7.10.24	Attend	Made morning exercise and attended meeting at myeik brand. Myeik customer U San Maung site 20kw ongrid system Earth type inverter The building is smooth inside and out, so the rest of the parts can't be done. To install Lucky Moon 20kw ongrid system solar panel, I met with the structure engineer and told him the dimensions.
15	8.10.24	Attend	I think with laborer for scaffolding at T8 site. I met with the fireman to adjust the load. Generator & Solar output wiring connections are checked at Customer U Toe Site
16	9.10.24	Attend	Myeik customer U Aung Myo site servy. Customer U San Maung site 20kw ongrid system is not structuredJust have to send the pistols. Checked cable drums for 100kw for Dawein. Went to meeting for U Toe solar extension
17	10.10.24	Attend	Morning exercise and Morning meeting at Myeik brand. For Dawei customer Ko Mg Mg 100kw ongrid installation solar cable 6qmm (R+B) =3000M is prepared.I called to ask if there is a structure for the U San Maung site 20kw Ongrid system. I will do the structure tomorrow.
18	11.10.24	Attend	Morning exercise,Morning meeting Myeik brand. -We produce accessories for customer U San Maung site 20kw ongrid system installation. We produce accessories for T8 Hair salon 30kw ongrid system installation
19	12.10.24	Attend	Morning exercise and Morning meeting Myeik brand. T8 Hair salon 30kw ongrid system installation kit. U San Maung site 20kw ongrid system installation structure is being done and we went to see it
20	13.10.24	Holiday	Myeik brand returns to Yangon.

UMG

ADVANCE REQUEST FORM

Applicant Name: **Thet Khine Htine** Project Title: **U San Maung**
 Telephone No: **09-555-1111** Project Type: **Residential/Commercial**
 Project Location: **U San Maung, Yangon** Project Status: **On Hold**
 Project Manager: **Thet Khine Htine** Project Manager: **Thet Khine Htine**
 Contact Email: **thetkhinehtine@gmail.com** Project Address: **U San Maung, Yangon**
 License No: **123456** License No: **123456**
 Date: **2024/08/28** Date: **2024/08/28**

No.	Description	Department	Request Amount	Remark
1	Advance Request for Power for U San Maung (11.4kW solar power and 20kW On Grid Three Phase Solar system) at U San Maung	Engineering	350,000/-	
Total Request Amount			350,000/-	

Approved By: **Thet Khine Htine** Date: **2024/08/28**
 Signature: *[Signature]* Signature: *[Signature]*

(၁) အမည်: **Thet Khine Htine**
 (၂) နာမည်: **Thet Khine Htine**
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 (၁၀) နာမည်: **Thet Khine Htine**

Dear MD,
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