



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Htan Aung		Estimated Date of Travel	12.5.25 to 6.6.25
Position Rank	STOP, STOP	Total Day	26 days.	
BU/BR/DIV. Dept	RE Service	Destination		
Purpose	200kw Solar System Installation.			
Travelling Permit				
Arrival Place	MAY			
Actual Date & Time of Travel	12.5.25 to 6.6.25			
Total Day	26 days.			
HR Name	Pann Thi Khany			
HR Sign	Attached by below			
BOH/Authorized Person Name	Aung Myat Myat			
BOH/Authorized Person	Attached by below			
Advance Clear				
Actual Date & Time of Travel	12.5.25 to 6.6.25		Total Day	26 days
Departure Date & Time	12.5.25		Arrival Date & Time	6.6.25
Date	Description			Total Amount
				Kyats USD
12.5.25 to 6.6.25	TA Charges (26 days x \$6,000) For 2 persons HOD, SH			780,000
	Bus ticket			68,000
	Beds/Meals/Exp			24,000
	Cycle fuel Charges (B60-7AW/781A)			30,000
	MAY Hostel Charges			30,000
	Local Charges			15,000
Total Expense (Kyats/USD)				987,000
Cash Advance (Kyats/USD)				4000,000
Balance Refund/Additional (Kyats/USD)				19,000
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	E. Thwe Phyo	Adanson	29.6.25	
Approved By Dept Head	Aung Mo Ko	ADM		
Approved By GM/AGM/COO	Phyo Thu	AGM		
Acknowledged by related Superior for Job Report	U Aye Mon Htoon.			
HR Check & Approved	Uyein E ² Khany	HR.	24.6.25	
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02

17026

မန္တလေးတိုင်း

စွယ်စုံ

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EXPRESS

ရန်ကင်း - **မန္တလေး** - ပြင်ဦးလွင် - လားရှိုး - မုဆယ် - နေပြည်တော်
YANGON MANDALAY PYIN OOLWIN LASHIO MOSE NAYPYITAW

မြဝတီ - မဲဆောက် - ဘားအံ - မိတ္ထီလာ - တောင်ကြီး - ပခုက္ကူ
MYAWADDY MAESOT PHA-AN MEIKTILA TAUNGNYE POKHONG

ပုဂံ-ညောင်ဦး - ကျောက်ပန်းတောင်း - မုံရွာ - ကလေး
BAGAN/NYAUNGGOO KYAUKPANTAUNG MOANYWA KALAY

BUS

နာရီပိုက် (ပိနစ်-၃၀) စာရွက်ကြွရောက်ပေးပါရန်။

Name **Hma Nandar.**

မည်နေ့ / Departure Date **12.5.25**

ခုံနံပါတ် / Seat No. **19.**

မာဠိထွက်ချိန် / Departure Time **9.00 Am.**

ကျသင့်ငွေ / Amount **31000.**

ရောင်းပြီးလက်မှတ်ထွက်ပြန်ပေးပါ။ သက်မှတ်ချိန်ကျော်လွန်ရောက်ရှိခရီးသည်အားတာဝန်မယူပါ။
မိမိ၏တန်ဖိုးရှိရွှေငွေပစ္စည်းများ၊ မိမိနှင့်တစ်ပါတည်းထိန်းသိမ်းထားရှိပါ။ ပျောက်ဆုံးပါကတာဝန်မယူပါ။

- ရန်ကင်း အောင်ပင်လှ (09-2228735, 09-5042644)
- အောင်ဆန်းကွင်း(အရှေ့ဘက်)ဗိုလ်မင်းရောင်လင်း (09-795830435, 09-796577730)
- မန္တလေး ကျွဲဆည်ကန် (09-91006424, 09-2028322) ဗြိတိန်(09-2035814)
- ပြင်ဦးလွင် ပါရမီမလိုင်ပုန်းဆိုင်အနီး(09-2201006) ဈေးလေးကားဝင်း(09-8303945)
- လားရှိုး အခန်းအမှတ်(၂၄) မန်ဆူကားဝင်း (082-26662) ကြယ်ဆိုင် (6881151)
- မုဆယ် အခန်း(၂၀)ဗီစီတိုက်တန်း၊ ပြည်ထောင်စုလမ်းမကြီး (09-256071322)
- နေပြည်တော် ဘောကလီ(067-26286) ပြိပူဈေး (067-420859, 09-8303943)
- မြဝတီ (09-977181179) မဲဆောက် (083-9587712) ဘားအံ (09-977181180)
- တောင်ကြီး အမှတ်(၃၉)ပင်လုံကန်အောက်ရပ်ကွက် (081-2121008) အေးလှသာကွင်းအခန်း(C9) (081-208032)
- ပခုက္ကူ (09-402617087) ပုဂံ/ညောင်ဦး(09-444004530) ကျောက်ပန်းတောင်း (09-444004520)
- မိတ္ထီလာ ပထမလမ်းမတော်၊ ချန်ပီယံပုန်းဆိုင်အနီး (064-24306)
- မုံရွာ (09-2220069) ကလေး (09-47080338, 09-26596874)

PROFE
GRAPHIC DESIGN & ART
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မန္တလားထွန်း

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ရန်ကင်း - မန္တလေး - ပြင်ဦးလွင် - လားရှိုး - မူဆယ် - နေပြည်တော်
 YANGON MANDALAY PYINGOLWIN LASHIO MUSE NAYPYITAW

မြဝတီ - မဲဆောက် - ဘားအံ - မိတ္ထီလာ - တောင်ကြီး - ပခုက္ကူ
 MYAWADDY MAESOT PHA-AN MEIKTILA TABONGGYI PAKBAUKKU

ပုဂံ-ညောင်ဦး - ကျောက်ပန်းတောင်း - မုံရွာ - ကလေး
 BAGAN/NYAUNGGOO KYAUKPANTAUNG MOANYWA KALAY

BUS

အောက်နာရီဝက် (မိနစ်-၃၀) စောင့်ကြည့်ရောက်ပေးပါရန်။

နာမည်/Name **Shwe Sin Htike.**

အထွက်နေ့ /Departure Date **12.5.25**

ခုံနံပါတ်/Seat No. **20.**

ထွက်ခွာချိန်/Departure Time **9.00Am.**

ကျသင့်ငွေ/Amount **34000**

ရန်ကင်း အောင်ဟင်္ဂလ (09-2228735, 09-5042644)
 အောင်ဆန်းကွင်း(အရှေ့ဘက်)ဗိုလ်မင်းရောင်လမ်း (09-795830435,09-796577730)

မန္တလေး ကျွဲဆည်ကန် (09-91006424, 09-2028322) ပြိုင်လွင်(09-2035814)
 ပြင်ဦးလွင် ပါရီပလိုင်မုန့်ဆိုင်အနီး(09-2201006) ဈေးလေးကားဝင်း(09-8303945)

လားရှိုး အခန်းအမှတ်(၂၄)၊ မန်ဆူကားဝင်း (082-26662) ကြယ်ခေါင် (6881151)

မူဆယ် အခန်း(၂၀)ဗီစီတိုက်တန်း၊ ပြည်ထောင်စုလမ်းမကြီး (09-256071322)

နေပြည်တော် တောဂလီ(067-26286) ပြုံးပျော် (067-420859, 09-8303943)

မြဝတီ (09-977181179) မဲဆောက် (083-9587712) ဘားအံ (09-977181180)

တောင်ကြီး အမှတ်(၃၉)ပင်လုံကန်အောက်ရပ်ကွက် (081-2121008) အေးသာယာကွင်းအခန်း(C9) (081-208032)

ပခုက္ကူ (09-402617087)၊ ပုဂံ/ညောင်ဦး(09-444004530) ကျောက်ပန်းတောင်း (09-444004520)

မိတ္ထီလာ ပထမလမ်းပထောင့်၊ ချန်ပီယံမုန့်ဆိုင်အနီး (064-24306)

မုံရွာ (09-2220069) ကလေး (09-47080338, 09-26596874)

ရောင်းပြီးလက်မှတ်ထွက်ပေးပါ။ သက်မှတ်ချိန်ကျော်လွန်ရောက်ရှိရင်အားတာဝန်မယူပါ။
 မိမိ၏တာဝန်ရှိသူပစ္စည်းများမိမိနှင့်တပ်မတော်ထိန်းသိမ်းထားရှိပါ။ ပျောက်ဆုံးပါကတာဝန်မယူပါ။

PHO GRAPHIC DESIGN

GENERAL EXPENSE CLAIM FORM



Name : RE
 Department Name : Service

No.	Date	Name	Description	Amount	Remark
1.	16.5.25	Hnen Randa	B60-74W	5,000+	
2.	19.5.25	Shwe Sen H'lee	7814	5,000+	
3.	23.5.25			5,000+	
4.	27.5.25		Cycle fuel charges used	5,000+	
5.	31.5.25		for Daw Sue Sue Mynd	5,000+	
6.	5.6.25		200kW Solar System	5,000+	
			Installation.	5,000+	
Total Amount				30,000+	

Requested by: [Signature]
 Name: **E. Thwe Phyo** (Requester)

Approved by: [Signature]
 Name: **Aung Koko Co** (Department Head)

Checked by: [Signature]
 Name: **Zen Mye Aye** (Related FNA/Corp FNA)

Approved by: [Signature]
 Name: **Phyo Aye** (OM/AGM/GM)

Approved by: _____
 Name: _____ (ACOO/COO/MD/FCM)

02-REN-FNA-FRM-002-01

GENERAL EXPENSE CLAIM FORM



RE
Service

Date	Name	Description	Amount	Remark
13.5.25	Havin Randa	Dew U'U' Wan	70,000+	rewards card
to	Shwe San Hlike	09.793 693 218		
13.6.25		For one month		Can use level
				Myself room
				postulation
				room of lab etc
				Project equipment
Total Amount			70,000+	

	Requested by	Approved by	Checked by	Approved by	Approved by
Sign :					
Name :	E. Chue Physo (Requester)	Aung Ko Ko Oo (Department Head)	Zen Mye'n Aye (Related FNA/Corp FNA)	Physo Ther. (OM/AGM/GM)	(ACOO/COO/MD/VCMD)

02-REN-FNA-FRM-002-01

Date: 17-May-2025


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

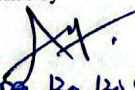
No	Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	State	Remark
1	2025-05-12	Renewable Energy	Service	Thet Khin Hwe	200&W and 150&W solar system installation in MDY	07:00	Near Ohn Taw Bus stop Hlaing Thar Yar	Bogyoke UMG Hostel (Hlaing Thar Yar)	13,000	13,000	GA Manager Approved	Package
2	2025-05-12	Renewable Energy	Service	Shwe San Htike (3) Thet Khin Hwe	200&W and 150&W solar system installation in MDY	07:30	Bogyoke UMG Hostel (Hlaing Thar Yar)	Aung Mingalar Highway	25,000	25,000	GA Manager Approved	Package
3	2025-05-12	Renewable Energy	Service	Hnin Nandar (2)	200&W solar system installation in MDY	07:30	Near 5 lam Bus Stop	Aung Mingalar Highway	15,000	15,000	GA Manager Approved	Package

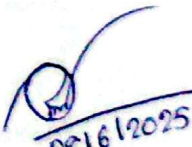
TRAVELLING REPORT

Date: 13.6.25

Report To	Aung Ro Ko Co	
Employee Name	Hna Aun, Shwe Gon Htoke	
Position	STDP, STDP	
Department	Service	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	12.5.25	6.6.25
Total Days	26 day	
Trip Information	1. From YGTD To MOY	
	2. From To	
	3. From To	
Purpose For Travelling	200 kW solar system installation	
Travel Date	Activities	Remark
	Daily report attached by below	

Reported by
 Sign : 
 Name : Hna Aun, SHH
 Position : STDP

Checked by
 Sign : 
 Name : Aung Ro Ko Co
 Position : ADH

Approved by
 Sign : 
 Name : U Aye Mon Htoon
 Position :

(DH/AGM/GM)

(COO)

05-CHL-IIRM-FRM-064-01

→. 200kW. within. proper lead time.
 (Solar + investor)

	Date	Status	Job Types/Number
1	12.5.2025	Attend	Went to Mandalay for 200kW On-grid solar system installation at 555 Plastic factory.
2	13.5.2025	Attend	Attended daily meeting. Prepared and packed 2U of 51.2V 280Ah 1681P lithium batteries and 1U of Mastador Lectro 10kW Off-grid Hybrid inverter to deliver HO. Prepared materials for 200kW On-grid solar system installation at 555 Plastic factory.
3	14.5.2025	Attend	Went to 555 Plastic factory for 200kW On-grid solar system installation. Checked the rooftop condition and prepared accessories for installation. Then, equipped L feet at rooftop and installed rail rods for one building. Inspected the condition of installation and reported to authorized superior.
4	15.5.2025	Attend	Went to 555 Plastic factory for 200kW On-grid solar system installation. Then, equipped L feet at rooftop and installed rail rods for solar panels installation. Inspected the condition of installation and reported to authorized superior. Placed 2pcs of 100kW Inverters and walk way accessories that are delivered from HO.
5	16.5.2025	Attend	Went to 555 Plastic factory for 200kW On-grid solar system installation. Then, equipped L feet at rooftop and installed rail rods for solar panels installation. Inspected the condition of installation and reported to authorized superior. 100% rail rods installation have been finished. Replaced and installed 2pcs of solar panels that are used for power station to CCTV.
6	17.5.2025	Attend	Went to 555 Plastic factory for 200kW On-grid solar system installation. Installed rails and walk way for this site. Inspected the condition of installation and reported to authorized superior.
7	18.5.2025	Holiday	Went to 555 Plastic factory for 200kW On-grid solar system installation. Installed rails and walk way for this site. Then, installed 41pcs of solar panels on the rail rods at rooftop. Inspected the condition of installation and reported to authorized superior. 62% Walk way installation have been finished.
8	19.5.2025	Attend	Went to 555 Plastic factory for 200kW On-grid solar system installation. Installed 114 pcs of solar panels on the rail rods at rooftop. Inspected the condition of installation and reported to authorized superior.
9	20.5.2025	Attend	Went to 555 Plastic factory for 200kW On-grid solar system installation. Installed 112 pcs of solar panels on the rail rods at rooftop. Inspected the condition of installation and reported to authorized superior.
10	21.5.2025	Attend	Went to 555 Plastic factory for 200kW On-grid solar system installation. Installed 115 pcs of solar panels on the rail rods at rooftop. Inspected the condition of installation and reported to authorized superior. Solar panels installation have been 99% finished.
11	22.5.2025	Attend	Went to 555 Plastic factory for 200kW On-grid solar system installation. Prepared and measured lengths for trunking way. Then, installed trunking at rooftop. Inspected the condition of installation and reported to authorized superior.
12	23.5.2025	Attend	Went to 555 Plastic factory for 200kW On-grid solar system installation. Installed trunking way for solar cables at rooftop. Inspected the condition of installation and reported to authorized superior.
13	24.5.2025	Holiday	Went to 555 Plastic factory for 200kW On-grid solar system installation. Installed trunking way for solar cables at rooftop. Inspected the condition of installation and reported to authorized superior.

	25.5.2025	Holiday	Went to 555 Plastic factory for 200kW On-grid solar system installation. Installed trunking way for solar cables at rooftop and inverter panels room. Inspected the condition of installation and reported to authorized superior.
15	26.5.2025	Attend	Checked the condition of installation at 555 Plastic Factory and wait for making of inverter panel room.
16	17.5.2025	Attend	Went to 555 Plastic factory for 200kW On-grid solar system installation. Installed trunking way for solar cables at inverter panels room. Then, measured lengths the cables way for each solar string. Checked and measured voltage for moisturized solar panels, it was normal. Inspected the condition of installation and reported to authorized superior.
17	28.5.2025	Attend	Went to 555 Plastic Factory for 200kW On-grid solar system installation. Equipped PVC pipes at trunking way for solar cables way and pulled solar cables for each solar string. Inspected the condition of installation and reported to authorized superior.
18	19.5.2025	Attend	Went to 555 Plastic Factory for 200kW On-grid solar system installation. Equipped PVC pipes at trunking way for solar cables way and pulled solar cables for each solar string. Inspected the condition of installation and reported to authorized superior.
19	30.5.2025	Attend	Went to 555 Plastic Factory for 200kW On-grid solar system installation. Equipped PVC pipes at trunking way for solar cables way and pulled solar cables for remaining solar strings. Installed grounding lugs and pulled earth cables for solar panels. Inspected the condition of installation and reported to authorized superior.
20	31.5.2025	Attend	Went to 555 Plastic Factory for 200kW On-grid solar system installation. Installed earth cables for the remaining solar strings today. Connected solar strings looping cables. Pv wiring connections inside inverter panels were installed in cables tube. Inspected the condition of installation and reported to authorized superior.
21	1.6.2025	Holiday	Went to 555 Plastic Factory for 200kW On-grid solar system installation. The remaining solar cables are pulled and inserted into the trunking. Earth system is made and solar string cables are installed with MC4 connectors. Measured voltage for the solar 24 strings (Average 720V) and it was good. Inspected the condition of installation and reported to authorized superior.
22	2.6.2025	Attend	Went to 555 Plastic Factory for 200kW On-grid solar system installation. Pulled the AC cables and put them in the trunking way. Installed the earth rods. Insulation test for solar cables that are used for solar strings. Inspected the condition of installation and reported to authorized superior.
23	3.6.2025	Attend	Waited for the replacement of AC distribution panel in inverter panels room at 555 Plastic Factory. Bought needed accessories for this site.
24	4.6.2025	Attend	Went to 555 Plastic Factory for 200kW On-grid solar system installation. The remaining AC cables are installed. Earth points are measured with Ohm and earth powder is added. Trunking ways in the panel room are completed. Inspected the condition of installation and reported to authorized superior.
25	5.6.2025	Attend	Went to 555 Plastic Factory for 200kW On-grid solar system installation. AC cables are being installed into the inverter panels. CT coils sensing cables are being installed into the AC trunking way. System earth is being made. Inspected the condition of installation and reported to authorized superior.

26	6.6.2025	Attend	Went to 555 Plastic Factory for 200kW On-grid solar system installation. MCA connectors are being installed on the solar cables in the inverter panels room. Delivering the materials to Customer Dr. San Htun Myo Tha site. Inspected the condition of installation and reported to authorized superior.
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