



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	KHU, Kawng Hloog		Estimated Date of Travel	20.6.2025 to 26.6.25
Position Rank	SH		Total Day	
BU/BR/DIV. Dept	RE		Destination	Mandalay
Purpose	Go to Mandalay 200 KW on Grid. Solar system installation.			
Travelling Permit				
Arrival Place	Mandalay			
Actual Date & Time of Travel	20.6.25 to 26.6.25			
Total Day	6 Days			
HR Name	Pana Trai Khawng			
HR Sign				
BOH Authorized Person Name	Aung Myit Myat			
BOH Authorized Person				
Advance Clear				
Actual Date & Time of Travel	20.6.25 to 26.6.25		Total Day	5 Day & Half Day
Departure Date & Time	20.6.25 (8:30 PM)		Arrival Date & Time	26.6.2025 (10:30 AM)
Date	Description	Total Amount		
		Kyats	USD	
20.6.25 to 26.6.25	TA Charges (5 Day & Half Day x 1 person)	82500		
20.6.25	Car Ticket 22200	31000		
26.6.25	Car ticket 20000	31000		
20.6.25, 26.6.25	Taxi Charges	54000		
Total Expense (Kyats/USD)			198500	
Cash Advance (Kyats/USD)			500000	
Balance Refund/Additional (Kyats/USD)			301500	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Norn Oo	Staff	21.7.25	
Approved By Dept Head	Kawng Myat Kyaw	DH	21.7.25	
Approved By GM/AGM/COO	Phyo Thu	AGM		
Acknowledged by related Superior for Job Report	Ko Aye Win Hloog	VCM		
HR Check & Approved	Ngein Ei Ei Khawng	HR	23.7.25	
Cash Received				
Remark				

TRAVELLING REPORT

Date : 1.7.2025

Report To	Kung Myt Kyo	
Employee Name	Khin Maung Htwe	
Position	Project Design Engineer	
Department	Project Implementation	
Business	RE BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	20-Jun-25 4:00 PM	26-Jun-25 (10:30 AM)
Total Days	7 days	
Trip Information	1. From Yangon AMBL To Mdy (my 22 Sof : m : of : 28)	
	2. From Mdy (my 22 Sof) To Ygn AMBL	
	3. From To	
Purpose For Travelling	555 Plastic 200kw solar Testing & Commissioning and Dr-San Htun 150 KW solar Testing.	
Travel Date	Activities	Remark
20-Jun-25	Trip to Mdy from Yangon	
21-Jun-25	Go to Dr-San Htun site solar installation	
22-Jun-25	555 Plastic solar Plant testing & commissioning and handover.	
23-Jun-25	Material Purchasing for Dr-San Htun site	
24-Jun-25	LA material Purchasing for Dr-San Htun site	
25-Jun-25	Dr-San Htun Site solar testing & trip to Yangon	
26-Jun-25	arrive to Ygn at 10:30 AM	

Reported by

Checked by

Approved by

Sign :



Sign :



Sign :

Name :

Khin Maung Htwe

Name :

Kung Myt Kyo

Name :

Position :

Project Design

Position :

(DH/AGM/GM)

Position :

(COO)

05-CHL-HRM-FRM-064-01



Khin Maung Htwe <iamkhinmghtwe@gmail.com>

ELite Express Eticket

1 message

ELite Express <ticketscare@eliteexpressmyanmar.com>
To: iamkhinmghtwe@gmail.com

20 June 2025 at 08:53



Economy Class Boarding pass

09-977 838 311/ 322/ 344 , 09-977838164/ 226, 09-977838008
Issued date : 20/06/2025 08:53:32

Status

Confirmed

0608181

From

(မှ)

Yangon (ရန်ကုန်)

To

(သို့)

Mandalay (မန္တလေး)

Date

(ထွက်ခွာရန်နေ့စွဲ)

Jun 20

Time

(ထွက်ခွာရန်အချိန်)

07:30 PM

Seat(s)No.

ခုံနံပါတ် (များ)

29

Amount

(သင့်ငွေ)

31000 MMK

Class

(အတန်းအစား)

Economy Class

Place

(နေရာ)

အောင်မင်္ဂလာ

Included by Travelling Insurance Fees : (ခရီးသွားအာမခံပါဝင်ပြီး)

Pickup Place

(ယာဉ်စီးမည့်နေရာ) : Aungmyingalar High Way Station (အောင်မင်္ဂလာ

အဝေးပြေးဝင်း)

Name (အမည်)

: Khin Maung Htwe

NRIC (မှတ်ပုံတင်)

: 12/LaThaYa(N)000641

Contact (ဖုန်းနံပါတ်) : 09422346600

You have purchased the e-ticket. Please process 30mins before departure time.
ယာဉ်မထွက်ခွာမီ မိနစ် ၃၀ ကြိုတင်ရောက်ပေးပါရန်။

မှတ်ပုံတင်မှုရင်း ယူဆောင်လာပါရန်။

Replies to this message are undeliverable. Please do not reply.

Elite Express Public Company Limited

Booking Confirmed. Mandalay to Yangon on Jun 25. Reference: 3665-4077

1 message

MM Bus Ticket <notification@mmbusticket.com>
To: iamkhinmghtwe@gmail.com

25 June 2025 at 13:03



Hotline : 09 777 111 811

Your booking from **Mandalay to Yangon** is confirmed. Thank you for booking with us on MMBusTicket.

Booking Reference

3665-4077

Bus Operator

Mandalar Minn Express

Route

Mandalay - Yangon

Departure Date

Jun 25, 8:29 PM

Bus Type

VIP - Yutong (1+1+1)

Seat Info

1 seat (D3)

Notices from Mandalar Minn Express

- Near Tagon Taing Roundabout,73st
- NRC+Letter of Endorsement from ward+Letter of Endorsement from Police
- Road Passenger Not Allow between Mile 352 and Mile 325
- Foreigner: Immigration Form C

Full Itinerary

Mandalay-Yangon

From Mandalay (origin)

Jun 25, 08:29 PM

From Mandalay

Jun 25, 08:29 PM

Arrives Yangon

Jun 26, 06:59 AM

(Estimate)

Pick-up Location

•

Drop-off Location

•

Traveller Information

Name

Khin Maung Htwe

Phone

09422346600

Traveller Type

Local

Special Request to Mandalar Minn Express

Old Ref 2292-3835

Summary of Charges

Subtotal

MMK 42,000

Convenience Fee

MMK 0

Discount Amount

(-) MMK 0

Total Amount

MMK 42,000

Standard Type ⇒ 31,000 ငွေတစ်ထောင် ။

စုစုပေါင်း
၃၂,၀၀၀



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

Print Date : 22-Jul-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	2025-06-20	Renewable Energy	Service	Khin Maung Htwe (2)	Mandalay 200KW & 150KW Solar System Installation.	18:00	Hlaing Thar Yar (Mee Gwat Zay)	Aung Mingalar High Way Bus Station.	27,000	27,000	GA Manager Approved	A lot of Package & Tools Box.
2	2025-06-26	Renewable Energy	Service	Khin Maung Htwe (2)	Return Mandalay 200KW & 150KW Solar System Installation.	10:30	Aung Mingalar High Way Bus Station.	Hlaing Thar Yar (Mee Gwat Zay).	27,000	27,000	GA Manager Approved	A lot of Package & Tools Box.