



TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Win Maung Hwe, Aung Han Kyaw	Estimated Date of Travel	26.08.25 to 27.08.2025
Position Rank	Project Design, Service	Total Day	2 Days
BU/BR DIV. Dept	BE BU	Destination	
Purpose	Go to May Pui Kaw (Kingaha Hotel solar system site survey)		

Travelling Permit			
Arrival Place	May Pui Kaw		
Actual Date & Time of Travel	26.08.25 ~ 27.08.25		
Total Day	2 Days		
HR Name	Uwe Nwe Hkun		
HR Sign			
BOH Authorized Person Name	Aung Myo Lin		
BOH Authorized Person			

Advance Clear			
Actual Date & Time of Travel	26.08.25 to 27.08.25	Total Day	2 Days
Departure Date & Time	26.08.25 (7:00 AM)	Arrival Date & Time	27.08.2025 (5:30 PM)

Date	Description	Total Amount	
		Kyats	USD
26.08.25 ~ 27.08.25	TA Charges (2 Day x 2 person x 15000)	60000	
"	Busi Charges	54000	
"	Bus Ticket (2 person) - mgo	44000	
"	Bus ticket (2 person) - mgo	44000	
Total Expense (Kyats/USD)		202000	
Cash Advance (Kyats/USD)		200000	
Balance Refund/Additional (Kyats/USD)		2000	

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Nann Oo	Sub Staff	10.08.25	
Approved By Dept Head	Kaung Myat Kyaw	OH	10.08.25	
Approved By GM/AGM/COO	Phyo Phyo	AGM	18.08.25	
Acknowledged by related Superior for Job Report	Ko Aye Win Htoon	COO		
HR Check & Approved	Myin Ei Ei Khin	HR	17.8.25	
Cash Received				

Remark



TRAVELLING REPORT

Date : 21.2.2025

Report To		
Employee Name	Khin Maung Htwe , Aung Than Kyaw	
Position	Project Design Service	
Department	Project Implementation , service department	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	26. Feb. 2025 , 5:30 AM	27. Feb. 2025 , 8:00 PM
Total Days	2 Days	
Trip Information	1. FromYangon.....ToNay Pyi Taw.....	
	2. FromNay Pyi Taw.....ToYangon.....	
	3. FromTo	
Purpose For Travelling	Hotel Thin Ga Ha solar site survey	
Travel Date	Activities	Remark
26. Feb. 2025	Trip to Nay Pyi Taw from Yangon . Hotel Thin Ga Ha solar site survey.	
27. Feb. 2025	Return to Yangon from Nay Pyi Taw	

Reported by

Checked by

Approved by

Sign :

Name : Khin Maung Htwe

Position : Project Design

Sign :

Name : Aung Than Kyaw

Position : OH

Sign :

Name : Ko Aye Min Hloon

Position : COO

(DH/AGM/GM)

(COO)

From (မှ)	To (သို့)
Yangon	Naypyitaw (Bawga)
Traveler (ခရီးသည်)	Contact (ဖုန်းနံပါတ်)
Khin Maung Htwe	09422346600
Seal(s) (ခုံနံပါတ်များ)	
26, 28	
Class/Type	Bus No. (ဘားနံပါတ်)
စီးခိုက်	
Booking Reference	Status
2119-4346	CONFIRMED
Departure (ထွက်ခွာ)	Gate (ဝိတ်)
Feb 26, 7:00 AM	Aung Mingalar Bus Terminal
Special Request (မှတ်ချက်)	

Printed Time : Feb 26, 6:09 AM

Passengers	2
Total	44,000

NRC or Passport is necessary to travel
 မှတ်တမ်း ဝါမှ စီးနင်းဖွင့် ပြုပါသည်

Check-in 30 min before the departure time
 ဘာထွက်ခွာမီ နေ့စဉ် 30 မိနစ် ကြိုတင်စရောင်းရန် လိုအပ်ပါသည်။

Each passenger is allowed one carry-on luggage
 ခရီးသည်တစ်ဦး တစ်ယောက်စီ တစ်ခုစီ နှင့်အတူ နှင့်ရိုက်ပါသည်။

No refund will be issued after the departure.
 ဘာထွက်ခွာပြီးနောက် ပြန်လည်ရောင်းချခြင်း မရှိပါ။

ဝန်ထမ်းများနှင့် ပူးပေါင်း စီမံခန့်ခွဲမှုများကို အသေးစိတ် သိရှိရန်
 ဤအချက်အလက်များကို အသေးစိတ် သိရှိရန် အကျိုးရှိပါသည်။

Contact Phone: CallCenter-09772 889
 908, YGN-095020181, NPT-09251251277, Meikhtila-09788
 885587, MDY-09402671991, Bagan-09429291000, PDL-09
 Pakhoku-09 7733 45 666, Myingyan-09 771 9680
 78, Magway-09 2560 83 936, Tatkhone-0944880 12 556



Booking Confirmation

Booking Ref: **7269-5511** | Mandalar Minn Express | CallCenter-09772 889 998,YGN-095020181,NPT-09251251277,Meikhtila-09788885587,MDY-09402651991,Bagan-09429291000,POL-0943133533,MWD-09779950501,TGI-0978117 2003,MLM-09263679305, Pakkoku-09 7733 45 666,Myingyan-09 771 9680 78,Magway-09 2560 83 936,Tatkone-094480 12 556



Booking Details

Route	Departure Time	Departure Gate
Naypyitaw (Bawga) - Yangon	Feb 27, 10:00 AM	NA
Bus Operator	Booking Date	Total
Mandalar Minn Express	Feb 26, 08:18 PM	44000.0 MMK

Traveller Information

Traveller Name	Phone Number	Seat Number
Khin Maung Htwe	09422346600	29, 30 ✓

Special Request to Mandalar Minn Express
(Not Filled)

Terms & Condition

- All the tickets bought are not refundable or exchangeable.
- Travellers must reach the bus station 45 minutes before the departure time.

10:22 AM

VPN 5G



← Search Trip

EN မြန်မာ

Yangon → Naypyitaw (Myoma)

Mar 28 Local 1 Seat

07:00 AM , Standard **22,000 MMK**

Yangon-Naypyitaw (Myoma)- 22,000 x 1 Seat

Naypyitaw (Thapyaygone)-

Naypyitaw (Bawga)-Tatkon

Departure Time : Mar 28 07:00 AM

Arrival Time : Mar 28 04:00 PM

Duration : 9 Hours

Select

07:30 AM , VIP - Higer (2+1) **29,000 MMK**

Yangon-Naypyitaw (Myoma)- 29,000 x 1 Seat

Naypyitaw (Thapyaygone)-

Naypyitaw (Bawga)

Departure Time : Mar 28 07:30 AM

Arrival Time : Mar 28 12:30 PM

Duration : 5 Hours

Select

08:30 AM , Standard - Scania **22,000 MMK**

Yangon-Naypyitaw (Myoma)- 22,000 x 1 Seat

Naypyitaw (Thapyaygone)-

Naypyitaw (Bawga)

Departure Time : Mar 28 08:30 AM

Arrival Time : Mar 28 01:30 PM

10:22 AM



Mandalar Minn Ex...

EN



From



To



Departure Date



1 - Seat



Local



Foreigner

Search

Need Help?



09772 889 998,

Powered by Innoveller



To (သို့)
Naypyitaw (Bawga)

Contact (ဖုန်းနံပါတ်)
09422346600

Traveler (ခရီးသည်)
Xim Maung Htwe

Seat(s) (ခုံနံပါတ်များ)
26, 28

Bus No. (ကားနံပါတ်)

Class/Type
ခ.ခ.
ပီ.ပီ

Booking Reference
2119-4346

Status
CONFIRMED

Departure (ထွက်ခွာ)
Feb 26, 7:00 AM

Gate (ခိတ်)
Aung Mingalar Bus
Terminal

Special Request (မှတ်ချက်)

Printed Time : Feb 26, 6:09 AM

Passengers
Total

2
44,000

NRC or Passport is necessary to travel
မှတ်ပုံတင် ဝါး စီအက်စ်အိုင် ဖြစ်ပါသည်။

Check in 30 min before the departure time
ထွက်ခွာမီ 30 မိနစ် အထိ ရောက်ရှိရန် မှတ်ပုံတင်ပါသည်။

Each passenger is allowed one carry-on luggage.
ခရီးသည်တစ်ဦးတည်း တစ်ယောက်တည်း မှတ်ပုံတင်ခွင့် ရှိပါသည်။

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ထွက်ခွာချိန် ဖြစ်ပြီးနောက် မှတ်ပုံတင်ခွင့် ပြန်ရယူရန် မဖြစ်ပါ။

တစ်ပြိုင်တည်း နှစ်ဦးစီ မှတ်ပုံတင်ခွင့် ရှိပါသည်။ မှတ်ပုံတင်ခွင့် ရှိပါသည်။
မှတ်ပုံတင်ခွင့် မရှိပါ။ မှတ်ပုံတင်ခွင့် ရှိပါသည်။ မှတ်ပုံတင်ခွင့် ရှိပါသည်။

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78, Magway-09 2560 83 936, Tatkone-094480 12 596



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

Print Date : 06-Mar-2025

Taxi (Bus,Motorecycle,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	2025-02-26	Renewable Energy	Project Implementation, Service	Aung Than Kyaw (2) , Khin Maung Htwe(5)	Go to Nay Pyi Taw Thingaha Hotel Solar System Site Survey.	07:00	Hlaing Thar Yar (MeeGwatZay & BoGyok)	Aung Mingalar High Way Bus Station.	27,000	27,000	GA Manager Approved	A lot of package & tools box. (2 Person in One Way).
2	2025-02-27	Renewable Energy	Project Implementation, Service	Aung Than Kyaw (2) , Khin Maung Htwe(5)	Return Nay Pyi Taw Thingaha Hotel Solar System Site Survey.	17:00	Aung Mingalar High Way Bus Station.	Hlaing Thar Yar (MeeGwatZay & BoGyok)	27,000	27,000	GA Manager Approved	A lot of package & tools box. (2 Person In One Way).