



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Kaung Myat Kyaw	Estimated Date of Travel	7.01.2025 to 10.01.2025	
Position Rank	DH	Total Day	4 Days	
BU/BR/DIV, Dept	Renewable Energy	Destination	Kyaukse Pa Daung	
Purpose	GO to Kyaukse Pa Daung 50 KW solar system test run. (May be installation).			
Travelling Permit				
Arrival Place	Kyaukse Pa Daung, May Raj Gao			
Actual Date & Time of Travel	7.1.25 ~ 10.1.25			
Total Day	4 Days			
HR Name	Pee Aye The Htay			
HR Sign				
BOH/Authorized Person Name	Pee Aye The Htay			
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	7.01.2025 to 10.01.2025		Total Day	4 Days
Departure Date & Time	7.01.2025 (6:00 AM)		Arrival Date & Time	10.01.25 (5:30 PM)
Date	Description	Total Amount		
		Kyats	USD	
7.01.25 ~ 10.01.25	TA Charge (1 person x 15000 x 4 Days)	60000		
7.01.25 ~ 9.01.25	Hotel Charge (2 Day x 1 person) - At Kyaukse Pa Daung	80000		
	Hotel Charge (1 Day x 1 person) - At May Raj Gao	40000		
Total Expense (Kyats/USD)		180000		
Cash Advance (Kyats/USD)		300000		
Balance Refund/Additional (Kyats/USD)		120000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Aun Ch	Admin	14.01.25	
Approved By Dept Head	Kaung Myat Kyaw	DH	15.01.25	
Approved By GM/AGM/COO	Phyo Aye	AGM		
Acknowledged by related Superior for Job Report	Ko Aye Aye Myat	ACCO		
HR Check & Approved	Myin Ei Ei Khin	HR	15.01.25	
Cash Received				
Remark				


04-CFD-CAS-FRM-006-02

TRAVELLING REPORT

Date : 12.1.2025.....

Report To	Phyo Thu	
Employee Name	Kaung Myat Kyaw	
Position	D.H	
Department	Project implementation	
Business	R.F BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	7.1.2025 (6:00 AM)	10.1.2025 (4:00 PM)
Total Days	4 day	
Trip Information	1. From ..Yongon.....To ..kyauk Pa Dawng.....	
	2. From ..Kyauk Pa Dawng.....To ..May Pyi Taw.....	
	3. From ..May Pyi Taw.....To ..Yongon.....	
Purpose For Travelling	Test run and handover process at May Yu Purify drinking water factory.	
Travel Date	Activities	Remark
7.1.2025	-Go to kyauk Pa Dawng from Yongon.	
8.1.2025	- Check termination, earthing system and test run.	
9.1.2025	- Test run with load. - Go to NPT and appointment with customer.	
10.1.2025	- Go back to yongon from NPT.	

Reported by

 Sign : 
 Name : Kaung Myat Kyaw
 Position : D.H

Checked by

 Sign :
 Name : Phyo Thu
 Position : AGM

(DH/AGM/GM)

Approved by

 Sign :
 Name :
 Position :

(COO)

05-CHL-HRM-FRM-064-01

