



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Thot Khone Hlwe		Estimated Date of Travel	23. Jan. 2025 to 5. Feb. 2025
Position Rank	MOP, STDP		Total Day	18 Day + 1 day
BU/BR/DM/ Dept	RE Service		Destination	
Purpose	8kw 8.5 kw solar system installation & 100kw inspection			
Travelling Permit				
Arrival Place	Dawei			
Actual Date & Time of Travel	23. Jan. 2025		to 5. Feb. 2025	
Total Day	18 Day + 1 day			
HR Name	Naw Win Myint Kyi			
HR Sign				
BOE Authorized Person Name	Kheh Maung Aye			
BOE Authorized Person	4.2.2025			
Advance Clear				
Actual Date & Time of Travel	23.1.2025 to 5.2.2025		Total Day	14 days
Departure Date & Time	23.1.25		Arrival Date & Time	5.2.25
Date	Description			Total Amount
				Kyats USD
23.1.25 to 5.2.25	TA Charges (14 days x 30,000) For 2 person TKH, WHA			420,000 +
	Bus ticket			44,000 +
	Government Relationship (23.1.25)			125,000 +
	Government Relationship (5.2.25)			118,000 +
	Total Expense (Kyats/USD)			1103,000 +
	Cash Advance (Kyats/USD)			750,000 +
	Balance Refund/Additional (Kyats/USD)			353,000 +
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Chit Khin Phyo	Admin	7.2.25	
Approved By Dept Head	Aung Bo Ko Oo	ADH	7.2.25	
Approved By GM/AGM/COO	Phyo Chit	AGM	8.2.25	
Acknowledged by related Superior for Job Report	Aung Hein Wan	GM		
HR Check & Approved	Dyein E. E. Khann	HR	7.2.25	
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02

Budget / Advance / Expense - ဆက်၍ VC ဝေါဟာရပုံစံ



GENERAL EXPENSE CLAIM FORM



Requester Name : RE
 Department Name : Service

No.	Date	Name	Description	Amount	Remark
10	23.1.25	Thed Khonett Hue	Bus ticket for 2 person	220000T	Bus ticket for 2 person
		Wong Hual Army			Bus ticket for 2 person
	5.2.25		Bus ticket for 2 person	220000T	Bus ticket for 2 person
			Bus ticket for 2 person		Bus ticket for 2 person
			Bus ticket for 2 person		Bus ticket for 2 person
Total Amount				440000T	

Requested by : *Phu*
 Name : E: Phu Phyo Auong Ro Koo (Requester)

Approved by : *Am*
 Name : (Department Head)

Checked by : *Muey*
 Name : (Related FNA/Corp FNA)

Approved by : *Phu*
 Name : (OM/AGM/GM)

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

02-REN-FNA-FRM-002-01





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အကြောင်းအရာ ။ ။ Dawei Job Site သို့ သွားရာတွင် Government Relationship အဖြစ်ပေးဆောင်ခြင်း။

Renewable Energy Business Unit - Service Department မှ PIC - Thet Khine Htwe, Win Htut Aung တို့ သည် Dawei သို့ 8kW Solar System Installation and 5kW Solar System Installation သွားရောက်ပြုလုပ်ရာအတွက် အသွားတွင် Government Relationship အဖြစ် ဝေဖန်လမြိုင်အထွက်တိုးဂိတ်-10,000/-, သံဖြူဇရပ်အဝင်-10,000/-, ဘုရားသုံးဆူ-10,000/-, ဝေဖန်တံတားအတက်-10,000/-, ဝေဖန်တံတားအဆင်း-10,000/-, ဝေဖန်အဝင်ရယ်ဒီဆီဆိုင်အနား-10,000/-, ဝေဖန်အထွက်တံတားကြီး-10,000/-, ဝေဖန်တံတားကြီးဝေကျပ်ဂိတ်-10,000/-, ကိုးမိုင်ဂိတ် ကဗျာတလမ်းခွဲ-10,000/-, မလွဲတောင်ဂိတ်-15,000/-, ကလိန် ဝေအောင်တံတား-10,000/-, ဝေဖြူအတင်-10,000/- ကျပ် စီ ပေးဆောင်ခဲ့ရပါသဖြင့် စုစုပေါင်း - 125,000/- ကျပ်ပြန်လည်ထုတ်ယူခွင့်ပြုပါရန် တောင်းခံအပ်ပါသည်။

Requested By

Thet Khine Htwe

MCDP

Service Dept;

Checked By

Aung Ko Ko Oo

ADH

Service Dept;

Checked By

Nyein Ei Ei Khaing

HR

Administration

Acknowledged By

Phyo Thu

AGM

Management

Approved By

U Aye Min Htoon

Vice Chairman

Management

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<i>Thet Khine Htwe</i> Requested By	Checked By	Checked By	Acknowledged By	Approved By
Thet Khine Htwe	 Aung Ko Ko Oo	 Nyein Ei Ei Khaing	 Phyoo Thu	U Aye Min Htoon
MCDP	ADH	HR	AGM	Vice Chairman
Service Dept;	Service Dept;	Administration	Management	Management



TRAVELLING REPORT

Date: 7.8.25

Report To	Aung Ro Ro Co	
Employee Name	The Phone Htoo, Klon Htoo Aung	
Position	MCOP, STDP	
Department	Service	
Business	RR	Arrival Date And Time
Departure & Arrival	Departure Date And Time	5.8.25
Total Days	8.8.25	4 days
Trip Information	1. From	Y.S.R. To
	2. From	Thax To
	3. From	Y.S.R. To
Purpose For Travelling	Bkw Solar System installation, 5kw & 100kw Inspection.	
Travel Date	Activities	Remark
	Daily report attached by below.	

Reported by

Sign : KBNR
Name : The Phone Htoo
Position : MCOP

Checked by

Sign :
Name : Aung Ro Ro Co
Position : ADH

(DH/AGM/GM)

Approved by

Sign :
Name : U Aye Man Htoo
Position :

(COO)

05-CHL-HRM-FRM-064-01

8/9/2025

Date	Status	Job Types/Number
23.1.25	Attend	Went to Dawei from YGN.
24.1.25	Attend	Dawei Customer U Tin Sein 50kW On-grid site survey Measure the solar panel location. Measure the load used.
25.1.25	Attend	Dawei customer Ko Mg Mg site 100kw ongrid inverter display board replacement, supplier did not respond to request for replacement, so no replacement.
26.1.25	Holiday	Dawei customer U Nay Myo Thwin 8 kw solar, inverter & battery installation purchase.
27.1.25	Attend	Dawei customer Ko Mg Mg site 100kw ongrid inverter display board replacement, it is ok.
28.1.25	Attend	ake the morning exercise with Dawei branch member. Go to Customer U Nay Myo Thwin Job site disscue the inverter place and solar panel place. Installed the 8kW inverter(1pcs), 200Ah battery(2pcs), AC panel, DC panel, battery breaker box and bus-bar panel. Connected the AC cable and DC cable. Make the trunking way.
29.1.25	Attend	Go to customer job site .Installed the L. feet and rai road.
30.1.25	Attend	Dawei customer U Nay Myo Thwin has installed 16 solar panels at his site. The solar cables are still being installed.
31.1.25	Attend	Go to Dawei customer U Nay Myo Thwin job site connected the MC-4 and join the solar cable from solar panel to DC breaker. Join the AC input/output cable. Charge the battery with solar and EPC. It is Ok
1.2.25	Holiday	Go to Dawei Customer U Nay Myo Thwin installation job site test and run. Connected the wifi. It is Ok.
2.2.25	Holiday	Go to ZiZWar Win fuel station installed the L-feet, rail road and solar panel(10pcs).
3.2.25	Attend	Go to customer Ko Mg Mg job site draw the solar cable and pipping way. Make the earthing system.
4.2.25	Attend	Did the morning exercise with Dawei branch and joi the daily meeting. Go to customer Ko Mg Mg job site make the distribution panel relocated.
5.2.25	Attend	Come Back YGN from Dawei.

Cus ①
Cus ②
Cus ③
Cus ②^{2a}
Cus ③^{2nd}
Cus ②^{4th}
Cus ③^{2nd}
Cus ③^{3rd}
Cus ③^{4th}
Cus ④
Cus ②^{5th}
Cus ②

Travelling - 2 days.

Cus ① U tin Sein. - Survey. - 1 day. (pass.)

Cus ② Ko Mg Mg - Display board replacement, earthing system. - 1 days. (pass.)
 (1 day waste. cause of supplier. supplier and can reduce other task during this time)

Cus ③ 8 kW - solar, investor, battery installation. - STD lead time - 3 to 5 days.
Nay Myo Thwin: Actual working days - 6 days. (pass.)

Cus ④ ZiZWar Win. - installation - 1 day.

Total 14 days. (pass.) ✓

Proper lead time: ✗