



TRAVEL ADVANCE CLEAR FORM

Cash Advance		Aung Chan Kyaw		27.6.25 to 8.7.25	
Employee Name	Uet Khine Htwe	Estimated Date of Travel	27.6.25 to 28.7.25		
Position Rank	MC SP	Total Day	6 days / 12 days		
BU/HR/STV Dept	RF Service	Destination	Dr. San Han Mytha		
Purpose	150kw solar system installation				
Travelling Permit					
Arrival Place	MAY Mytha				
Actual Date & Time of Travel	27.6.25 to 28.7.25				
Total Day	8 days / 12 days				
HR Name	Mo Mo Kyaw				
HR Sign					
BOH/Authorized Person Name	Aung Myint Myint				
BOH/Authorized Person					
Advance Clear					
Actual Date & Time of Travel	27.6.25 to 28.7.25		Total Day	6 days / 12 days	
Departure Date & Time	27.6.25		Arrival Date & Time	8.7.25	
Date	Description	Total Amount			
		Kyats	USD		
27.6.25 to 28.7.25	TA Charges (6 days x 15,000/-) For Uet Khine Htwe	90,000/-			
27.6.25 to 8.7.25	TA Charges (12 days x 15,000/-) For Aung Chan Kyaw	180,000/-			
	Bus ticket	84,000/-			
	Taxi charges	280,000/-			
Total Expense (Kyats/USD)				882,000/-	
Cash Advance (Kyats/USD)				600,000/-	
Balance Refund/Additional (Kyats/USD)				282,000/-	
Job Report Status					
Authorization	Name	Position	Date	Sign	
Prepared By	E Thwe Phyo	Admin	14.7.25		
Approved By Dept Head	Aung Ro Ko Oo	ADH	15.7.25		
Approved By GM/AGM/COO	Phyo Thu	AGM	14.7.25.		
Acknowledged by related Superior for Job Report	U Aye Man Htoon				
HR Check & Approved	Nyein E E Pharyng	HR	18.7.25		
Cash Received					
Remark					

01144

မန္တလား



ShweMandalarExpress@Facebook

EXPRESS

ရန်ကင်း - မန္တလား - ပြင်ဦးလွင် - လားရှိုး - မုဆယ် - ရေပြည်တော်
YANGON MANDALAY PYIN OOLWIN LASHIO MOSE NAYPYITAW

မြဝတီ - မဲဆောက် - ဘားအံ - မိတ္ထီလာ - တောင်ကြီး - ပခုက္ကူ
MYAWADDY MAESOT PHA-AN MEIKTILA TAUNGGYI PAKKABKKO

ပုဂံ-ညောင်ဦး - ကျောက်ပန်းတောင်း - ပုံရွာ - ကလေး
BAGAN/NYAUNGGOO KYAUKPANTAUING MOANYWA KALAY



BUS

ယာဉ်ထွက်ချိန်ထက်နာရီဝက် (ပိနစ်-၃၀) စောင့်ကြိုရောက်လာပါရန်။

အမည်/Name *Thet khine Htwe*

သွားမည့်နေ့ /Departure Date *2.7.2025*

ခုံနံပါတ်/Seat No. *8*

ယာဉ်ထွက်ချိန်/Departure Time *8:30 PM*

ကျသင့်ငွေ/Amount *34000/-*

ရောင်းပြီးလက်မှတ်ထွက်ပြန်ပါအပ်ပါ။ သက်မှတ်ချိန်ကျော်လွန်ရောက်ရှိခရီးသည်အားတာဝန်မယူပါ။
မိမိ၏တာဝန်ရှိငွေပစ္စည်းများမိမိနှင့်တစ်ပါတည်းဆိုင်ဆောင်ထားရပါမည်။ ပျောက်ဆုံးပါကတာဝန်မယူပါ။

- ရန်ကင်း အောင်မင်္ဂလာ (09-2228735, 09-5042644)
- အောင်ဆန်းကွင်း(အရှေ့တက်)မိုင်မင်းရောင်လင်း (09-795830435, 09-796577730)
- မန္တလေး ကျွဲဆည်ကန် (09-91006424, 09-2028322) ဗြူကွင်း(09-2035814)
- ပြင်ဦးလွင် ပါရမီမလိင်ပုန်းဆိုင်အနီး(09-2201006) ရှေးလေးကာလ(09-8303945)
- လားရှိုး အခန်းအမှတ်(၂၄) မန်ဆူကားလင်း (082-26662) ကြယ်ခေါင် (6881151)
- မုဆယ် အခန်း(၂၀)ပီပီတိုက်တန်း၊ ပြည်ထောင်စုလမ်းမကြီး (09-256071322)
- ရေပြည်တော် ဘောဂသီရိ(067-26286) ပြို့ပူကျေး (067-420859, 09-8303943)
- မြဝတီ (09-977181179) မဲဆောက် (083-9587712) ဘားအံ (09-977181180)
- တောင်ကြီး အမှတ်(၃၃)ပင်လုံကန်အောက်ရပ်ကွက် (081-2121008) အလယ်ကာလကွင်းအခန်း(C9) (081-208032)
- ပခုက္ကူ (09-402617087)၊ ပုဂံ/ညောင်ဦး(09-444004530) ကျောက်ပန်းတောင်း (09-444004520)
- မိတ္ထီလာ ပထမလမ်းမတော်၊ ချန်ပီယံပုန်းဆိုင်အနီး (064-24306)
- ပုံရွာ (09-2220069) ကလေး (09-47080338, 09-26596874)





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

Print Date : 08-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	Status	Remark
1	2025-07-03	Renewable Energy	Service	Thet Khaing Htwe	Come back to YGN HO from Myothar 150kW solar system installation.	09:30	Aung Mingalar Highway	Home (Near Ghm Taw Bus stop Hlaing Thar Yar)	28,000	28,000	QA Manager Approved	Tools box and package

TRAVELLING REPORT

Date: 21.7.25

Report To	Aung Ko Ko Co	
Employee Name	U Aye Man Htoon, Aung Chen Kyaw	
Position	MCOP	
Department	Service	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	27.6.25	8.7.25
Total Days	12 days	
Trip Information	1. From To	MAY
	2. From To	
	3. From To	
Purpose For Travelling	150 kW Solar System installation.	
Travel Date	Activities	Remark
	Daily report attached by below.	

Reported by

Sign :
 Name : U Aye Man Htoon
 Position : MCOP

Checked by

Sign :
 Name : Aung Ko Ko Co
 Position : ADH

(DH/AGM/GM)

Approved by

Sign :
 Name : U Aye Man Htoon
 Position :

(COO)

22/7/2025

05-CHL-HRM-FRM-064-01

150 kW Solar System installation test run - 5 days ✓
 Customer - 5 Conspection & troubleshooting) ✓
 Branch Stock Check - 1 day ✓

		Status	Job Types/Number
	2025	Attend	Wait item and We placed iron rods and other accessories sent from Mandalay for lightning system. Test loading with solar and battery at Mhyotha customer Dr.San Htun site.
	28.6.2025	Attend	Hit earth rods at two points for lightning system. We made of footing three points and measured earth ohm at Myotha customer Dr San Htun site.
3	29.8.2025	Holiday	We made lightning rod and installed at Myotha customer Dr.San Htun site. Made of footing for lightning rod.
4	30.6.2025	Attend	Installed testing box at lightning footing and joined earhth cable from earth point to testing box at Myotha customer Dr.San Htun site. Myotha customer Dr.San Htun 150KW high voltage system installation finished.
5	1.7.2025	Attend	Test loading with solar and battery and We made handover process at Myotha customer Dr.San Htun site. We comeback to Mandalay from Myotha site.
6	2.7.2025	Attend	Went to Mandalay Beexpress. Checked the Matador lectro 3.2kw inverter setting and found damage VA protactor. Change a new VA protactor and charging with EPC. It was Ok.
7	3.7.2025	Attend	Made morning exercise at Mandalay branch. Checked Matador lectro 52.2V 100AH battery 2 pcs at Mandal branch. Went to customer Daw Swe Swe Myint site and meet to electronic installer.
8	4.7.2025	Attend	Made morning exercise and attended meeting at Mandalay branch. Checked the battery stock list at Mandalay branch.
9	5.7.2025	Holiday	Went to Mandalay customer Daw Swe Swe Myint site. Meet and discus to place Inverter & battery stand and AC input& output cable way.
10	6.7.2025	Holiday	Customer U Soe has been in contact with the phone because of inverter error and report to RE service GP.
11	7.7.2025	Attend	Went to Mandalay Customer U Soe site. Checked the wire connection and found wifi board error. Inverter was Normal when the Wifi Board.
12	8.7.2025	Attend	Went to Hertz customer job site. We checked wire connection and updated 16s1p battery because of when the water motor running cut of from battery