





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

Print Date : 23-Oct-2024

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
<del>1</del>	<del>2024-10-13</del>	Renewable Energy	Service	Thet Khaing Htwe	Went to Myeik For installation solar system	14:15	Airport	အမှတ်(၁)ရပ်ကွက် (HTY)	20,000	20,000	GA Manager Approved	Tools and package
2	2024-08-28	Renewable Energy	Service	Thet Khaing Htwe	Went to Myeik for installation 20KW solar system	03:00	Aone Taw (အမှတ်(၁)ရပ်ကွက်)HTY	Airport	22,000	22,000	GA Manager Approved	Lots of tools & package
3	2024-09-02	Renewable Energy	Service	Aung Than Kyaw (2) , Thet Khaing Htwe	To carry Pipe & Other accessories	09:15	သုတေသန Home Mart(Myeik)	U Than Htun Oo Site(Myeik)	10,000	10,000	GA Manager Approved	To carry Pipe & Other accessories
4	2024-09-04	Renewable Energy	Service	Aung Than Kyaw (2) , Thet Khaing Htwe	Come back Office ( Myeik Branch)	17:15	U Than Htun Oo 20kW installation Site (MYeik)	Myeik Branch	5,000	5,000	GA Manager Approved	Toolboxes ( Did't have car in branch that time)
5	2024-09-09	Renewable Energy	Service	Aung Than Kyaw (2) , Thet Khaing Htwe	Come back Office ( Myeik Branch)	17:15	U Toe Ice factory(Myeik)	Myeik Branch	10,000	10,000	GA Manager Approved	Toolboxes ( Did't have car in branch that time)
<del>6</del>	<del>2024-10-09</del>	Renewable Energy	Service	Aung Ko Ko Oo	Went to MDY For training to Delar customer	06:00	Mee Khwet zay	Aungmingalar Highway	22,000	22,000	GA Manager Approved	Training to Delar Customer in MDY.
<del>7</del>	<del>2024-10-12</del>	Renewable Energy	Service	Aung Ko Ko Oo	Went to MDY For training to Delar customer	18:45	Aungmingalar Highway	Mee Khwet Zay	22,000	22,000	GA Manager Approved	Training to Delar Customer in MDY.

**Requestion Date** 10/15/2024  
**Requestion Name** Ei Thwe Phyo  
**Holding Business** Renewable Energy  
**Department** Service  
**HR Acknowledge** Nyein Ei Ei Khaing  
**Total Charges** 47,000.00

Taxi Claim Charges Details

#	Date	Employee N...	Departure TI...	Start Locatio...	End Locatio...	Claim Amou...	Allowed Am...	GA Feedback...	Rental Purp...	Remark
1	08/28/2024	Thet Khain...	03:00	Aone Taw (အုန်းတော)HT Y	Airport	22,000.00	22,000.00		Went to Myeik for installation 20kW solar system	Lots of tools & package
2	09/04/2024	Aung Than ... Thet Khain...	17:15	U Than Htun Oo 20kW installation Site (MYeik)	Myeik Branch	5,000.00	5,000.00		Come back Office ( Myeik Branch)	Toolboxes ( Did't have car in branch that time)
3	09/02/2024	Aung Than ... Thet Khain...	09:15	သုတေသန Home Mart(Myeik)	U Than Htun Oo Site(Myeik)	10,000.00	10,000.00		To carry Pipe & Other accessories	To carry Pipe & Other accessories
4	09/09/2024	Aung Than ... Thet Khain...	17:15	U Toe Ice factory(Myeik)	Myeik Branch	10,000.00	10,000.00		Come back Office ( Myeik Branch)	Toolboxes ( Did't have car in branch that time)

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0   Following   1

October 22, 2024

**Maung Maung Htwe(2)** - now  
 • State: Related HR → GA(GM/AGM)

October 21, 2024

**Phyo Thu** - now  
 • State: Related Manager → Related HR

**Phyo Thu** - now  
 • State: Submit → Related Manager

October 15, 2024

**Zin Zin Oo** - now  
 • State: Draft → Submit

**Zin Zin Oo** - now  
 Taxi Chrages Claim Form created



# TRAVELLING REPORT

Date : 01.10.21

Report To	Aung Po Ko Oo	
Employee Name	Thet Khone Hwe	
Position	MOP	
Department	Service	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	28.8.21	28.9.21
Total Days	27 days	
Trip Information	1. From YSA To Myeik	
	2. From Myeik To	
	3. From To	
Purpose For Travelling	To install 60 kW solar system U Chan Htan Co. in Myeik.	
Travel Date	Activities	Remark
	The daily report attached by below	

Reported by  
Sign : *[Signature]*  
Name : Thet Khone Hwe  
Position : MOP

Checked by  
Sign : *[Signature]*  
Name : Aung Po Ko Oo  
Position : ADH

(DH/AGM/GM)

Approved by  
Sign : *[Signature]*  
Name : U Aye Man Htoon.  
Position :

(COO)

05-CHL-HRM-FRM-064-01

No.	Date	Status	Job Types/Number
1	28.8.24	Attend	Arrived at Myeik office in Yangon. Myeik customer U Than Htun Oo site 20 kw on grid system I measured the place to install solar panel and inverter.
2	29.8.24	Attend	Morning exercises and Morning meeting .Delivered and placed Matador Lectro 570W 42 pcs and rail road 25 pcs at customer U Than Htun Oo site.Bought needed accessories for 20KW ongrid site.
3	30.8.24	Attend	Morning exercises .Installed Matador Lectro 20Kw on grid inverter,No.2 panel and trunking.Installed rail road and L-feet at Myeik Customer U Than Htun Oo site.
4	31.8.24	Holiday	Installed L feet and Rail road for solar panel 42pcs at Myeik customer U Than Htun Oo 20 kw ongrid site.Picked up items at Shwe Weymin bus station.
5	1.9.24	Holiday	Set up DB box for Solar 42pcs and panel trunking.Installed MCCB breaker and connected inverter and DC breaker.
6	2.9.24	Attend	Myeik customer U Than Htun Oo site 20 kw ongrid system Set up Eastron meter at panel and communication cable meter to inverter.Installed MC 4 connector for solar 4 string DC breaker to inverter.Measured and cutted solar cable for solar panel 42 pcs.
7	3.9.24	Attend	Made morning exercise and attended meeting at Myeik branch. Myeik customer U Than Htun Oo site 20kw ongrid system. Installed solar cable for solar panel 42 pcs and cable pipe.
8	4.9.24	Attend	Made morning exercise ,5s and attended meeting at Myeik branch.Installed Matador Lectro solar panel 570w 42 pcs at customer U Than Htun Oo site
9	5.9.24	Attend	Made morning exercise and attended meeting at Myeik branch.Connected MC4 connector for solar 4 string and joined string.Installed earthing system at customer U Than Htun Oo site 20kw ongrid system.
10	6.9.24	Attend	Made morning exercise and attended meeting at Myeik branch.Myeik customer U Than Htun Oo site 20kw ongrid system Connected MC4 connector 4string for inverter output load.Measured the earthing system with earth meter at customer U Than Htun Oo site.It was ok.Went to 10kw ongrid system site and checked wire connection and output load.
11	7.9.24	Holiday	Made morning exercise and attended meeting at Myeik branch.Went to customer U Toe cold factory and removed solar panel and structure.
12	8.9.24	Holiday	Checked stock list and cleaned accessories room at Myeik branch.
13	9.9.24	Attend	Made morning exercise and attended meeting at Myeik branch.Went to Customer U Toe cold factory and installed solar panel 10 pcs at customer site.
14	10.9.24	Attend	morning exercises at myeik brandMorning meeting.customer U Toe tickets. I send brochures to beexpress
15	11.9.24	Attend	Made morning exercise, made 5s and attended meeting at Myeik branch.Went to 1MWsite from Myeik branch.
16	12.9.24	Attend	Cleaned the grass under the solar plant.Checked panel room and inverter panel.Checked the power output load at 1MW site.
17	13.9.24	Attend	Cleaned the grass under the solar plant.Checked panel room and inverter panel. Checked the power output load at 1MW site.

18	14.9.24	Holiday	Checked panel room and inverter panel. Checked the power output load and Encombi communication at 1MW site.
19	15.9.24	Holiday	Cleaned the grass under the solar plant. Checked panel room and inverter panel. Checked the power output load at 1MW site.
20	16.9.24	Attend	Cleaned the grass under the solar plant with two labour. Checked panel room and inverter panel. Checked the power output load and Encombi communication at 1MW site.
21	17.9.24	Attend	Cleaned the grass under the solar plant with two labour at 1MW site. Checked panel room and inverter panel. Checked the power output load and Encombi communication at 1MW site.
22	18.9.24	Attend	Checked panel room and inverter panel. Checked the power output load and Encombi communication at 1MW site. Checked and Photoed solar plant at 1MW site.
23	19.9.24	Attend	Cleaned panel room and inverter panel. Cleaned air cooler and checked the power output load at 1MW site.
24	20.9.24	Attend	Returning to Myeik brand office at Myeik customer U San Maung 1MW solar plant site.
25	21.9.24	Attend	At myeik office, morning exercises morning meeting, cleaning the solar and accessories stock from myeik brand. customer U Than Htun Oo I called to ask about the wiring installation process
26	22.9.24	Holiday	Made Morning exercise and attended meeting at Myeik branch. Checked encombi communication and output load at 1MW site.
27	23.9.24	Attend	Made Morning exercise and attended meeting at Myeik branch. Checked the stock list and cleaned the stock room