



CASH CLAIM FORM

Date : 9th May 2025

BU/BR/Division : TCL BR

Department : Administration

Issue Amount : 227,500/- MMK Kyats/ USD

၂၅ သိန်း ၅၀ သောင်း ချစ်လောင်း ငါးရာကျပ်တိတိ/-

Budget include (or) Not :

Yes Budgeted Title and Amount : Travelling Expense
No Reasons for :

Required For:
Payment for Travelling Expense for Employee - Phyo Phyo Aung
(BR Transfer from PHK BR to TCL BR), Total Amt - 227,500 MMK
Car Charges - 120,000 MMK (From PHK to TCL)
Car Fuel Charges - 30,000 MMK (From MKN BR to MKN Airport) TA - 37,500 MMK
Taxi Charges - 40,000 MMK

မှတ်ချက်။
(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံး သေချာစွာစစ်ဆေး၊ တွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။
(The amount requested must be properly calculated, checked and verified by respective authorized person)
(၂) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက၊ သက်ဆိုင်ရာ၊ တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည့် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်
(If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By: Phyo Phyo Aung (Requester)
Checked By: Phyo Phyo Aung (Mgr/DH)
Checked By: Phyo Phyo Aung (12.5.2025) (Finance & Account)
Approved By: Phyo Phyo Aung (GM/AGM/COO)
Approved By: Phyo Phyo Aung (CMC/CEO/Chairwoman)





TRAVELLING REPORT

Date: 9th May 2025

| | | |
|------------------------|-----------------------------------|---|
| Report To | | |
| Employee Name | Phyo Phyo Aung | |
| Position | MTOP | |
| Department | Administration | |
| Business | TCL BR | |
| Departure & Arrival | Departure Date And Time | Arrival Date And Time |
| | 12. Apr. 24 (7:00 A.M) | 24. Apr. 24 (4:00 P.M) |
| Total Days | | |
| Trip Information | 1. From Pharkant To Myitkyina | |
| | 2. From Myitkyina To Yangon | |
| | 3. From Yangon To Tardileik | |
| Purpose For Travelling | BR Transfer from PHK BR to TCL BR | |
| Travel Date | Activities | Remark |
| 12. Apr 24 | Pharkant to Myitkyina (by Car) | Departure - 7:00 A.M Arrival - 4:00 P.M |
| 14. Apr. 24 | Myitkyina to Yangon (By Air) | Departure - 12:00 p.M Arrival - 8:00 p.M |
| 24. Apr. 24 | Yangon to Tardileik (By Air) | Departure - 12:00 p.A.M Arrival - 4:00 P.M |

Reported by
 Sign :
 Name : Phyo Phyo Aung
 Position : MTOP

Checked by
 Sign :
 Name : Pyae Phyo Tun Aung
 Position : ABOH
 (DH/AGM/GM)

Approved by
 Sign :
 Name : Paing See Lynn
 Position : COO
 (COO)

05-CHL-HRM-FRM-064-01



TRAVEL ADVANCE CLEAR FORM

| Cash Advance | | | | |
|---|---|--------------|--------------------------|---------------------|
| Employee Name | Phyo Phyo Aung | | Estimated Date of Travel | 8 Days 12 Apr 24 |
| Position Rank | 22 | | Total Day | 8 Days |
| BU/BR/Div, Dept | ICL BR Admin Dept | | Destination | ICL BR |
| Purpose | BR Transfer from PHK BR to ICL BR | | | |
| Travelling Detail | | | | |
| Arrival Place | Myitkyina | Yangon | Taschileik | |
| Actual Date & Time of Travel | 12 Apr 24 | 14 Apr 24 | 24 Apr 24 | |
| Total Day | 1 | 1 | 1 | |
| HR Name | Phyo Phyo Aung | | | |
| HR Sign | | | | |
| BOH Authorized Person Name | Aye Phyo ThutHay | | | |
| BOH Authorized Person | | | | |
| Advance Clear | | | | |
| Actual Date & Time of Travel | 12 Apr 24 (9:00 A.M) | | Total Day | 3 Day |
| Departure Date & Time | 12 Apr 24 (6:00 A.M) | | Arrival Date & Time | 24 Apr 24 (5:00 PM) |
| Date | Description | Total Amount | | |
| | | Kyats | USD | |
| 12 Apr 24 | Car Charges (From PHK to MKN) | 170000 | | |
| 14 Apr 24 | Car Fuel (to MKN BR Car) | 30000 | | |
| 14 Apr 24 | Taxi Charges (From YGN Airport to YGN Home) | 20000 | | |
| 24 Apr 24 | Taxi Charges (From YGN Home to YGN Airport) | 20000 | | |
| 12 Apr 24 ~ 24 Apr 24 | TA (2.5 Days) | 27500 | | |
| Total Expense (Kyats/USD) | | 227500 | | |
| Cash Advance (Kyats/USD) | | 0 | | |
| Balance Refund/Additional (Kyats/USD) | | 227500/- | | |
| Job Report Status | | | | |
| Authorization | Name | Position | Date | Sign |
| Prepared By | Phyo Phyo Aung | MTOP | 9th May 25 | |
| Approved By Dept Head | Aye Phyo Thut Hay | ABOH | 9th May 25 | |
| Approved By GM/AGM/COO | Paing Soe Lynn | COO | 9th May 25 | |
| Acknowledged by related Superior for Job Report | | | | |
| HR Check & Approved | Phyo Phyo Aung | MTOP | 9th May 25 | |
| Cash Received | Phyo P | | | |
| Remark | | | | |

04-CFD-CAS-FRM-006-02

Taxi(Bus, Motorcycle, 3-wheel etc...) Charges Form
 / Phyo Phyo Aung(5)

— Edit + Create

Action

15 / 15 < >

Draft Submit Related Manager Related HR GA/GM/AGM

Holding Business Tar Chi Laik
Department Administration
HR Acknowledge Phyo Phyo Aung(5)
Total Charges 40 000 00

Taxi Claim Charges Details

| # | Date | Employee Name | Departure Time | Start Location | End Location | Claim Amount... | Allowed Amount | GA Feedback... | Rental Purpose | Remark... |
|---|------------|-------------------|----------------|---------------------------|---------------------------|-----------------|----------------|----------------|--|-----------|
| 1 | 04/14/2025 | Phyo Phyo Aung(5) | 18:30 | Yangon Airport | Yangon Home (Shwepyithar) | 20 000 00 | 20 000 00 | | To go to home for Thingyan Holiday from Pharkant Branch | |
| 2 | 04/24/2025 | Phyo Phyo Aung(5) | 11:00 | Yangon Home (Shwepyithar) | Yangon Airport | 20 000 00 | 20 000 00 | | To take flight from Yangon to Tarchileik to go to Tarchileik Branch because of Branch Transfer | |

Add a line

ဝင်းသဏ္ဍာ (အထူးချောစာပို့.ယာဉ်)

ဖားကန့်
0947012110, 09440002500

ရက်စွဲ - 12.4.25

ကားထွက်ချိန် -

ယာဉ်အမှတ် -

ခရီးသည်အမည် - မဖြိုးဖြိုးမောင်

မှတ်ပုံတင်အမှတ် -

ရုံးအမှတ် - ရောက်ချိန်

ကားခ - 120,000/-

ခရီးစဉ် (ဖားကန့်) မှ (မုခ်ကြီး) ထိ

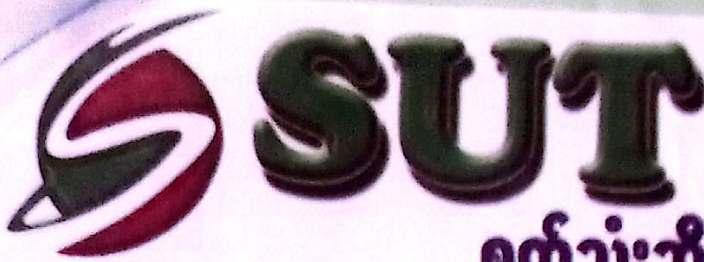
- ❖ ဥပဒေနှင့်မလွတ်ကင်းသောကုန်များလက်မခံပါ။
- ❖ ရောင်းပြီးလက်မှတ်ငွေပြန်မအမ်းပါ။

ကားကြီးဝင်း - 074-20716, 09-47008200, 09440002500

အိမ် - 074-21485, 09-2400600, 09-2066300

0385

လက်မှတ်ရောင်းသူ



စက်သုံးဆီအရောင်းဆိုင်

☎ - 09400208070, 09 400 209070, 09 770008070, 09 770009070

ဆွမ်ရာဘွမ်လမ်းမကြီး၊ တပ်ကုန်းဈေးအနီး၊ မြစ်ကြီးနားမြို့

အမည် _____

နေ့စွဲ 14.4.25

P. Diesel -

300000

3.53 li x 8500

7

PAID

300000

အားပေးမှုကို အထူးကျေးဇူးတင်ပါသည်။

မြန်မာ့အလင်းစာမဂ္ဂဇင်း၊ ၀၉၂၃၁၄၅၃၊ ၀၉၂၃၁၉၀၇

လက်မှတ်.....



TRAVEL ADVANCE CLEAR FORM

| | | | | |
|---|---|-------------------------|---------------------|------------------------|
| TRAVELER | | | | |
| Employee Name | Phyo Phyo Aung | Intended Date of Travel | 3 Days 12 Apr 24 | |
| Position Rank | PP | Travel Day | 3 Days | |
| HR/TM Dept | ICL BR Admin Dept | Destination | ICL BR | |
| Purpose | BR transfer from PHK BR to ICL BR | | | |
| Travel Itinerary | | | | |
| Area of Place | Myitkyina | Yangon | Kachileik | |
| Actual Date & Time of Travel | 12. Apr. 24 | 14. Apr. 24 | 21. Apr. 24 | |
| Total Day | 2 | 2 | 1 | |
| HR Name | Phyo Phyo Aung | | | |
| HR Sign | [Signature] | | | |
| BCR1 Authorized Person Name | Aye Phyo Thuy Htay | | | |
| BCR1 Authorized Person | [Signature] | | | |
| Advance Cost | | | | |
| Actual Date & Time of Travel | 12. Apr. 24 (7:00 A.M) | | Travel Day | 3 Days |
| Departure Date & Time | 12. Apr. 24 (6:00 A.M) | | Arrival Date & Time | 21. Apr. 24 (5:00 P.M) |
| Date | Description | Total Expense | | |
| | | Kyats | USD | |
| 12. Apr. 24 | Car Charges (From PHK to MKN) | 12000/- | | |
| 14. Apr. 24 | Car Fuel (to MKN BR Car) | 8000/- | | |
| 14. Apr. 24 | Taxi Charges (From YGN Airport to YN/HR) | 2000/- | | |
| 21. Apr. 24 | Taxi Charges (From YGN Home to YGN Airport) | 2000/- | | |
| 12. Apr. 24 ~ 21. Apr. 24 | TA (2.5 Days) | 27500/- | | |
| | | 7 | | |
| Total Expense (Kyats/USD) | | 227500 | | |
| Cash Advance (Kyats/USD) | | 0 | | |
| Balance Received/Additional (Kyats/USD) | | 227500/- | | |
| Job Report Status | | | | |
| Authorization | Name | Position | Date | Sign |
| Prepared By | Phyo Phyo Aung | MTOP | 9th May 25 | [Signature] |
| Approved By Dept Head | Aye Phyo Thuy Htay | ABOH | 9th May 25 | [Signature] |
| Approved By GM/AGM/COO | Paing See Lynn | COO | 9th May 25 | [Signature] |
| Acknowledged by related Superior for Job Report | | | | |
| HR Check & Approved | Phyo Phyo Aung | MTOP | 9th May 25 | [Signature] |
| Cash Received | Phyo P | | | |
| Remarks | | | | |

04-CFD-CAS-TRM-006-01

Lead

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TRAVELLING REPORT

1st May 2024

| Report To | Mr Ng Ng Aung | |
|------------------------|---|---|
| Reporting Name | MSP | |
| Position | Administration | |
| Department | TCL PR | |
| Departure & Arrival | Departure Date and Time 22 Apr 24 11:00 AM | Arrival Date and Time 24 Apr 2024 4 PM |
| Trip Information | 1 From Phantant to Myittha 1 From Myittha to Yangon 1 From Yangon to Tardikik | |
| Purpose for Travelling | PR transfer from MR HD to TCL PR | |
| Travel Date | Activities | Remarks |
| 22. Apr 24 | Phantant to Myittha (by car) | Departure - 7:00 A.M Arrival - 9:00 P.M |
| 24. Apr 24 | Myittha to Yangon (By Air) | Departure - 12:00 p.m Arrival - 8:00 p.m |
| 24. Apr. 24 | Yangon to Tardikik (By Air) | Departure - 12:00 p.m Arrival - 4:00 P.M |

Reported by

Sign:
 Name: Png Ng Aung
 Position: MSP

Checked by

Sign:
 Name: Png Ng Aung
 Position: ASCH
 (DH/ACMCM)

Approved by

Sign:
 Name: Png See Lynn
 Position: P COS
 (COO)

05-CYL-HRM-FRM-004-01