



Shwebo Branch

Mandalay-Shwebo Road, No.6 Quarter, Shwe Bo (North of Moke-Oo), Sagaing Division Shwe Bo

Tel :

Fax :

PAYMENT VOUCHER

Voucher No. : SBO-PV-2025-05-0032

Cashier

: *Pwint Thet Htar Khaing*

Voucher Date : 2025-05-26

To

Currency : MMK

Applicant		Adm. Manager		GM
<i>Pwint</i>		<i>Pwint</i>		<i>Ojo</i>
No	Description	Purpose	Subtotal	
1	PAY TO KYAW SOE HLA FOR TAMA -165,000/-, CAR TICKET CHARGES (SBO-YGN) -95,000/-, TAXI CHARGES -50,000/-, TOTAL -310,000/-, GO TO YGN FOR YEARLY BR KPI RESENTATION MEETING ATTEND.			
Total			310,000.00	

Total in Words : _____

Note : PAY TO KYAW SOE HLA FOR TAMA -165,000/-, CAR TICKET CHARGES (SBO-YGN) -95,000/-, TAXI CHARGES -50,000/-, TOTAL -310,000/-, GO TO YGN FOR YEARLY BR KPI RESENTATION MEETING ATTEND.

Date : 26.5.2025 Name/NRC No : Kyaw Soe Hla Signature : *Ojo*



CASH CLAIM FORM

Date 26.5.25

BU/BR/Division SBOR

Department Admin

Basic Amount 310,000,000

USD သို့မဟုတ် တစ်စုံတစ်ရာတို့

Budget include (in) Not

Yes [X] Budgeted Title and Amount :
No [] Reasons for :

Required for:
Payment for BR yearly KPI meeting, (Car ticket charges, Taxi charges, and TA charges) at Yangon (HO).
(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးများအားဖြင့် စသောစာရင်းစစ်ဆေးစစ်ချက်များကို မှန်ကန်စွာ ဖြစ်ပေါ်စေရမည်
(The amount requested must be properly calculated, checked and verified by respective authorized person)
(၂) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိပါက သက်ဆိုင်ရာ တာဝန်ရှိပေးဆောင်ရွက်သူက အပြစ် အာဏာရှိသူအား တာဝန်ယူ ဆောင်ရွက်ပေးရမည်
(If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By Kyaw Soe Hla - Requester
Checked By Thit - Mgr/DH
Checked By Noe Win - Finance & Account
Approved By Kyaw Soe Hla - GM/AGM/COO
Approved By Paing Soe Lynn - CMC/CEO/Chairwoman

Handwritten signature/initials



TRAVEL ADVANCE CLEAR FORM

Travel Advance		Period of Advance (11.5.2025) to (22.5.2025)		
Name	Kyaw See Hla	Total Day	11 days	
Position	ABOH	Department	DR KPI meeting	
For what purpose	For Yarak KPI presentation meeting attend			
Travel Details				
Travel Point	Yangon (HO)			
Actual Date & Time of Travel	11.5.2025 (11:00PM) ~ 22.5.2025 (11:00AM)			
Travel Day	11 Day			
TR Name	Pwint Thein Hla Khin			
TR Sign	Pwint			
TRM Authorized Person Name	Kyaw See Hla			
TRM Authorized Person	Kyaw			
Advance Clear				
Actual Date & Time of Travel		Total Day		
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
11.5.25	Car ticket charges (from SBO to Aung Myingalar)	45,000	-	
12.5.25	Taxi charges (from Aung Myingalar to Shwepyithar)	25,000	-	
21.5.25	Taxi charges (from Shwepyithar to Aung Myingalar)	25,000	-	
21.5.25	Car ticket charges (from Aung Myingalar to SBO DR)	50,000	-	
(11.5.25 ~ 22.5.25)	TA charges (11 days x 15,000 Ks) (12.5.25) at leave.	165,000	-	
Total Expense (Kyats/USD)		310,000	-	
Cash Advance (Kyats/USD)		-	-	
Balance Refund/Additional (Kyats/USD)		310,000	-	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Kyaw See Hla	ABOH	26.5.2025	Kyaw
Approved by Dept Head	Kyaw See Hla	ABOH	26.5.2025	Kyaw
Approved by GM ADMIN (K)	Paing See Lynn	COG	26.5.2025	P.S.L
Authorized by related superior for Job Report	Kyaw See Hla	ABOH	26.5.2025	Kyaw
HR Check & Approved	Pwint Thein Hla Khin	DIH	26.5.2025	Pwint
Cash Received				
Remark				

U/CIT/CAS/JRM/00-22

twi

MT
SCANIA EXPRESS

Car Ticket charges (SRU → YAN) **ပင်လယ်** အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး
SCANIA EXPRESS

ရွှေဘို ⇌ ရန်ကုန် ⇌ ကန့်ဘလူ ⇌ ကျွန်းလှ

00612

အမည်
ထိုင်ခုံအမှတ်
ယာဉ်ထွက်ချိန်
ခရီးစဉ်
သွားမည့်ရက်
ယာဉ်အမှတ်
ကျသင့်ငွေ

ကိုကျော်စိုးလှ
E1
ခရီးစဉ်
YAN
11.5.25
-
45000



ကျေးဇူးပြု၍ ယာဉ်မထွက်မီ (၃၀) မိနစ် ကြိုတင်အရောက်လာပါ



ရန်ကုန် 09-890020062, 09-947130002
09-441511911, 09-772100583
ရွှေဘို 09-890020061, 09-947130001
09-890020065, 09-947130005

ကန့်ဘလူ 09-890020063, 09-947130003
ကျွန်းလှ 09-890020064, 09-947130004
09-772100587, 09-952100587

Ticket charges
 MKN → SBO
မန္တလေး
EXPRESS

Gyan

From (မှ) Yangon To (သို့) Shwebo

Traveller (ခရီးသည်) Kyaw Soe Hla Contact (စုန်းနံပါတ်) 09973252387

Seat(s) (ခုံနံပါတ်များ) 16

Class/Type VIP BUS Bus No.(ကားနံပါတ်)

Booking Reference 3834-4962 Status CONFIRMED

Departure (ထွက်ခွာ) May 21, 6:00 PM Gate (ဂိတ်) Aung Mingalar Highway Bus Termin

Special Request (မှတ်ချက်)

Printed Time :May 21, 5:25 PM

Passengers	1
Total	50,000

NRC or Passport is necessary to travel

မှတ်ပုံတင် ဝါဒ ဝိနည်းနှင့် ပြုပါမည်

Check in 30 min before the departure
 ကာမထွက်ခွာမီ မိနစ် 30 ပြီးတင် ပျောက်ရှိရန် လိုအပ်ပါသည်။

Each passenger is allowed one carry-on luggage.
 ခရီးသည်တစ်ဦး တစ်ဆူ အိတ်တစ်ခုအထိ ယူခွင့်ရှိပါသည်။

No refund will be issued after the departure.
 ကာမထွက်ခွာချိန်လွန်ပြီးမှ ပျောက်ရှိပါက အငွေပြန် ပေးမပါ။

ဝယ်ပြီးလက်မှတ်မပြုမီ မှတ်ပုံတင် ဝါဒ ဝိနည်းနှင့် အကျဉ်းချုပ်အား ဝေဖန်
 နှစ်ဖွဲ့ ဝါဒ ဝိနည်း တာဝန်ရှိပါ။ ပျောက်ခံရပါက တာဝန်မ
 ယပါ။

Contact Phone:
 Ygn-09777188830, Mdy 09777188876 Shwebo-0977718
 8845, Mohnvin-09777877749, MKN 09777899942, 094588

UMG

TAXI CHARGES FORM

R/DIV Name : SGO BR				Department Name : Administration			
Date	Name	Description	Departure Time	Routes		Cost	Remark
				From	To		
17.5.2025	SGO BR	From Aung Myingalar Highway bus terminal to Shwepyithar.	9:00(A.M)	Aung Myingalar Highway Bus	Shwepyithar	25,000Ks	
						-	
21.5.2025	"	From Shwepyithar to Aung Myingalar Highway Bus Terminal.	4:00(P.M)	Shwepyithar	Aung Myingalar Highway Bus	25,000Ks	
						-	
						-	
						-	
						-	
Total Taxi Charges						50,000Ks	

Requested by : *[Signature]*
 : Kyaw Soe Hla
 : Administration
 (Requestor)

Acknowledged by : *[Signature]*
 Sign : *[Signature]*
 Name : Pwint Thein Htar Khaing
 Dept : Admin
 (DIR/Admin)

Acknowledged by : *[Signature]*
 Sign : *[Signature]*
 Name : Pwint Thein Htar Khaing
 Dept : Admin
 (DIR)

Approved by : *[Signature]*
 Sign : *[Signature]*
 Name : Kyaw Soe Hla
 Dept : Administration
 (AOB/BOB/AGN/CM)

Acknowledged by : *[Signature]*
 Sign : *[Signature]*
 Name : Paing Soe Lynn
 Dept : CCD -000
 (MCC)

GA system Approved.

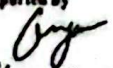
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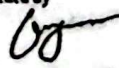
US-CHE-2011-FRM-013-01


TRAVELLING REPORT

Date: 20.5.25

Report To	Paing Sae Lynn	
Employee Name	Myaw Sae Hla	
Position	ABOH	
Department	Admin	
Business	SBO OR	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	11.5.25 (3:00 P.M)	22.5.25 (10:00 A.M)
Total Days		
Trip Information	1. From SBO OR To Head office	
	2. From Head office To SBO OR	
	3. From - To -	
Purpose For Travelling	Branch yearly KPI meeting.	
Travel Date	Activities	Remark
(11.5.25 ~ 12.5.25)	from SBO to HO travelling.	
(14.5.25 ~ 17.5.25)	Branch KPI meeting.	
19.5.25	Attended at HO and meet with PG OU & CA.	
20.5.25	Attended at HO and one to one meeting with CEO.	
(21.5.25 ~ 22.5.25)	From HO to SBO OR travelling.	

Reported by
 Sign : 
 Name : Myaw Sae Hla
 Position : ABOH

Checked by
 Sign : 
 Name : Myaw Sae Hla
 Position : ABOH
 (DH/AGM/GM)

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

05-CYIL-JRM-FRM-054-01