



### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Yuel Re Lee		Estimated Date of Travel	27.5.25 to 28.5.25
Position Rank	STOP, STOP		Total Day	2days
BU/BR/DIV, Dept	RE Service		Destination	
Purpose	Reinstall another Customer UMa Loan Pyntasa.			
Travelling Permit				
Arrival Place	Pyntasa			
Actual Date & Time of Travel	27.5.25 to 28.5.25			
Total Day	2days			
HR Name	Hnon Wia Zon			
HR Sign	Attached by below			
BOH/Authorized Person Name	Keano Ho Ho Hted			
BOH/Authorized Person	Attached by below			
Advance Clear				
Actual Date & Time of Travel	27.5.25 to 28.5.25		Total Day	2days
Departure Date & Time	27.5.25		Arrival Date & Time	28.5.25
Date	Description	Total Amount		
		Kyats	USD	
27.5.25 to 28.5.25	TA Charges (2days x 80,000) For 2 person YROW, CIT	60,000		
	Taxi Charges (I reduce Bus ticket)	90,000		
<b>Total Expense (Kyats/USD)</b>			150,000	
<b>Cash Advance (Kyats/USD)</b>			250,000	
<b>Balance Refund/Additional (Kyats/USD)</b>			99,000	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	B. Chue Phyo	Adono	31.5.25	
Approved By Dept Head	Aung Ro Ko Oo	ADH	31.5.25	
Approved By GM/AGM/COO	Phyo Thu	AGM		
Acknowledged by related Superior for Job Report	U Aye Mon Htoon			
HR Check & Approved	Nyein B. Khin	HR	6.6.25	
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02



Print Date : 30-May-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	State	Remark
1	2025-05-27	Renewable Energy	Service	Cho Zin Thet , Ywet Nu Wai	Go to Pyuntasa, for inverter reinstall.	07:30	UMG Bogyoke Hostel - Pauktawwa	Aung Mingalar Highway	27,000	27,000	GA Manager Approved	Inverter and package
2	2025-05-28	Renewable Energy	Service	Cho Zin Thet , Ywet Nu Wai	Go to Pyuntasa, for inverter reinstall.	16:00	Htauk Kyant	Pauktawwa- UMG Bogyoke Hostel Hlaing Thar Yar	32,000	32,000	GA Manager Approved	Inverter and package
3	2025-05-27	Renewable Energy	Service	Cho Zin Thet , Ywet Nu Wai	Go to Pyuntasa, for inverter reinstall.	09:00	Aung Mingalar Highway	PYUNTASA	16,000	16,000	GA Manager Approved	Inverter and package
4	2025-05-28	Renewable Energy	Service	Cho Zin Thet , Ywet Nu Wai	Go to Pyuntasa, for inverter reinstall.	02:30	PYUNTASA	Htauk Kyant	16,000	16,000	GA Manager Approved	Inverter and package


UMG

# TRAVELLING REPORT


Date: 29.5.2025

Report To	Ko Aung Ko Ko Oo	
Employee Name	Yeet Nu Wai, Cho Zin Thet	
Position	SISP	
Department	Service	
Business	R.E	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	27.5.2025	28.5.2025
Total Days	2	
Trip Information	1. From Yangon	To Pyuntaza
	2. From Pyuntaza	To Yangon
	3. From	To
Purpose For Travelling	To change customer inverter	
Travel Date	Activities	Remark
27.5.2025	Go to Pyuntaza from Yangon. When we arrive customer site, we remove replacement inverter, to re-install customer's inverter. Install inverter and set up wire connection at all breakers. Test run with load.	
28.5.2025	We watch load using from inverter. Come back Yangon from Pyuntaza.	

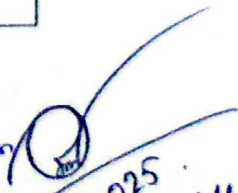
Reported by

Sign :   
 Name : Yeet Nu Wai  
 Position : SISP

Checked by

Sign :   
 Name : Aung Ko Ko Oo  
 Position : ADH  
 (DH/AGM/GM)

Approved by

Sign :   
 Name : U Aye Mon Htoon  
 Position : (COO)

05-CHL-HRM-FRM-064-01

31/6/2025  
 Aung Hen Ulin.

=> Proper lead time.