



No.49/A, Kyat Sar Pyn Auarter, Dawel Tsp, Tanintharyi Division.Dawei
 Tel :
 Fax:

ADVANCE CLEARING

Voucher No. : DWI-AC-2025-06-0005

To : Khin Mar Thi

Voucher Date : 2025-06-11

Advance No : DWI-ADV-2025-05-0021

Currency : MMK Rate : 0.00022472

Payment Method	Status
Cash On Hand - MMK - DWI	posted

No.	Description	Track - 1	Track - 2	Amount
1	ADVANCE CLEARING FOR GO TO YANGON HO FOR ISO TRAVELLING CHARGES TOTAL AMT-677,200 MMK.			677200.00

Advance Total :	300000.00
Expense Total :	677200.00
Refund / Collect :	-377200.00

Note : ADVANCE CLEARING FOR GO TO YANGON HO FOR ISO TRAVELLING CHARGES TOTAL AMT-677,200 MMK.

Date : 11 June 2025 Name/NRC No : Khin Mar Thi

Signature : _____

(Handwritten signature and date)
 11-6-2025

ယုဝတီ(Motel)

No : 0002471

အမှတ်(၁၇၃၈/၃၉)၊ တပင်ရွှေထီးလမ်း၊ (၄)ရပ်ကွက်၊ လှိုင်သာယာမြို့နယ်၊ ရန်ကုန်မြို့။ Ph : 09-893 538 244 09-973 057 693

စတင်နေ့စွဲ :

CHECK IN TIME : 7:00

နေ့စွဲ : 26.5.25 to 27.5.25

CHECK OUT TIME : 12:00

စဉ်No.	အခန်းနံပါတ် Room No.	ကျပ် K
	210	40000
	Come and sit for ISO certification at YGM Ho..	
	(Inclusive Taxe 3%) 1200.	
		40000.

လက်မှတ်.....

Myang Paid
စုစုပေါင်းငွေ Total K



Handwritten signature and scribbles

ယုဝတီ (Motel)

No : 0002470

မှတ်(၁၇၃၈/၃၉) ၊ တပင်ရွှေထီးလမ်း၊ (၄)ရပ်ကွက် ၊ လှိုင်သာယာမြို့နယ်၊ ရန်ကုန်မြို့။ Ph : 09-893 538 244 09-973 057 693

.....

CHECK IN TIME : 7:00

နေ့စွဲ : 27.5.25 to 30.5.25

CHECK OUT TIME : 12:00

Handwritten signature and scribbles in blue ink.

စဉ် No.	အခန်းနံပါတ် Room No.	ကျပ် K
	၀-102	4 x 50000
	Come and sh for ISO certification at YGN Hto.	
	(Inclusive Tax 3%)	
	Paid 6000.	
	စုစုပေါင်းငွေ Total K	200000



Handwritten signature: Maysang

TAXI CHARGES FORM

BU/BR/DIV Name : DWI

Department Name : Admin

No.	Date	Name	Description	Departure Time	Routes		Cost	Remark
					From	To		
1.	26.5.25	Khin Mar Thi May Zin Aug	Go to Ygn For ISO Ygn airport to Guest house	4:30 pm	၆၅၅၅၅၅၅၅	၄၂၀၀ (motel) (၇၅၅၅၅၅၅၅)	25000 Ks	(29.5.25)
2.	31.5.25	Khin Mar Thi May Zin Aug	Go to Hlaing Thar Yar Car Gate	4:00 am	၄၂၀၀ (motel) ၅၅၅၅၅၅	၆၅၅၅၅၅၅၅ ၅၅၅၅၅၅	30000 Ks	We took the ISO test ad Come back with DWI.
Total Taxi Charges							55000	

Requested by
Sign : May Zin Aug
Name : May Zin Aug
Dept. : Admin
(Requestor)

Acknowledged by
Sign : [Signature]
Name : Naw xi Varelas Aye
Dept. :
(HR/Admin)

Acknowledged by
Sign : [Signature]
Name : [Signature]
Dept. : ၆၆၇၅
(DH)
son

Approved by
Sign : [Signature]
Name : [Signature]
Dept. : ၆၆၇၅
(ABOH/BOH/AGM/GM)

Acknowledged by
Sign :
Name :
Dept. :
(HO-GA)



GENERAL EXPENSE CLAIM FORM

BR Name : DWI

Department Name : Admin

No.	Date	Name	Description	Amount	Remark
1.	6.6.25	Khin Mar Thi	From YGn to DWI	210000	(29.5.25):
		May Zn Aung	1 per (105000)		We took the ISO
			Since it's a family car, there		test and came
			is no ticket voucher.		back with DWI
			09-261864491 (Ye Win Oo)		
Total Amount				210000	

Requested by
 Sign : *May Zn Aung*
 Name : *May Zn Aung*
 (Requester)

Approved by
[Signature]
 Name : *Now Nl Nandar Aye*
 (Department Head)

Checked by
[Signature]
 Name : *May Zn Aung*
 (Related FNA/Corp FNA)

Approved by
[Signature]
 (OM/AGM/GM/BOH/ABOH)

Approved by
 (ACOO/COO/MD/CM)

04-CFD-TSU-FRM-001-00



TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Khin Mar Thi, May Zin Aung	Estimated Date of Travel	26.5.25 (1:00 pm) to 31.5.25 (5:00 pm)
Position Rank	Admin	Total Day	5 1/2 days
BU/BR/DIV, Dept	DWI	Destination	DWI to YGN (Cover 40 miles)
Purpose	Go to Ygn to HO from DWI, ISO external audit on (29.5.25)		

travelling charges, Hotel charges

Travelling Permit			
Arrival Place	YGN	HO	
Actual Date & Time of Travel	26.5.25 (1:00pm)	to 31.5.25 (5:00 pm)	
Total Day	5 1/2 days		
HR Name	Naw Ni Nandar Aye		
HR Sign			
BOH/Authorized Person Name	Khin Mar Thi		
BOH/Authorized Person	Khin Mar Thi		

Advance Clear			
Actual Date & Time of Travel	26.5.25 (1:00 pm) to 31.5.25 (5:00 pm)	Total Day	5 1/2 days
Departure Date & Time	26.5.25 (1:00 pm)	Arrival Date & Time	31.5.25 (5:00 pm)
Date	Description	Total Amount	
		Kyats	USD
26.5.25	Guest House charge (2 pax)	247200	✓
to	TA (KMT) (5 x 15000) (1/2 x 7500)	82500	✓
31.5.25	TA (MZA) (5 x 15000) (1/2 x 7500)	82500	✓
	Car ticket (2 pax)	210000	✓
	Taxi charges	55000	✓
Total Expense (Kyats/USD)		677200	✓
Cash Advance (Kyats/USD)		800000	✓
Balance Refund/Additional (Kyats/USD)		1222800	✓

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	May Zin Aung	F8A	6.6.25	
Approved By Dept Head	Khin Mar Thi	ABOH	6.6.25	
Approved By GM/AGM/COO	Pang Sae Lynn	COO	6.6.25	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Naw Ni Nandar Aye	HR	6.6.25	
Cash Received				

Remark: Go to Ygn HO From DWI, ISO external audit on (29.5.25), travelling charges, Hotel charges

TRAVELLING REPORT

6.6.25

Date :

Report To	BOH	
Employee Name	Khin Mar Thi , May Zin Aung	
Position	BOH & P&A	
Department	Admin	
Business	DWT	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	26.5.25 (11:00 pm)	31.5.25 (5:00 pm)
Total Days		
Trip Information	1. From ... DWT ... To ... YGN ...	
	2. From ... YGN ... To ... DWT ...	
	3. From ... To ...	
Purpose For Travelling	We went to take the DWT BR ISO test on (29.5.25)	
Travel Date	Activities	Remark
26.5.25	From DWT to YGN on the way , Arrival 7:00 pm	1/2 day
27.5.25	We went to HO to edit the data for ISO verification. We edited the data at the CPM department.	(1) day
28.5.25	We went to HO to edit the data for ISO verification. We edited the data at the CPM department.	(1) day
29.5.25	The data was edited at the CPM department and submitted to ISO at 1:00pm.	(1) day
30.5.25	We worked at the CPM dept.	(1) day
31.5.25	Come back (DWT) 6:00pm.	(1) day

Reported by

Sign : *May Zin Aung*
 Name : May Zin Aung
 Position : P&A

Checked by

Sign : *[Signature]*
 Name : *[Signature]*
 Position : *[Signature]*
 (DH/AGM/GM)

Approved by

Sign :
 Name :
 Position :
 (COO)

05-CHL-HRM-FRM-064-01



GENERAL EXPENSE CLAIM FORM

DIV/BR Name : DWI
Department Name : Admin

No.	Date	Name	Description	Amount	Remark
1.	6.6.25	Khin Mar Thi	From YGN to DWI	210000	(29.5.25):
		May Zn Aung	1 perx (105000)	7	We took the ISO
			Since it's a family car, there		test and come
			is no ticket voucher.		back with DWI
			09-261064491 (Ye Win Oo)		
Total Amount				210000	

Requested by: *May Zn Aung*
 Sign: *May Zn Aung*
 Name: *May Zn Aung*
 (Requester)

Approved by: *[Signature]*
 Name: *Now Win Aung*
 (Department Head)

Checked by: *May Zn Aung*
 Name: *May Zn Aung*
 (Related FNA/Corp FNA)

Approved by: *[Signature]*
 Name: *Paing Soe Linn*
 (ACOO/COO/MID/VCM)
 04-CFD-TSU-FRM-001-00

6.6.2025

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CASH ADVANCE CLEAR FORM

Date: 5.6.25
 BU/FR/Division: DWT
 Department: Admin
 Advance Issue: 800000 Kyats/ ၁၅၅၂၀၂၄၀၅၅၀၀၀

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance	26.5.25	DWL-ADV-2025		300000	CEG.S.25 External audit
2	2 nd Time Advance		OS-0021		7	We took the ISO
3	3 rd Time Advance					test. The data was
Total Advance					300000	edited at the CPM
Total Actual					677200	department and submitted
Balance Refund/Additional					377200	to ISO at 1:00pm.

checking

to ISO at 1:00pm.

Request By
May Zin Aung
 Requester

Checked By
Daw Tin Aung
 Mgr/Off

Checked By
May Zin Aung
 Finance & Account

Approved By
6698
 GM/AGM/COO

Approved By
Paing Soe Lynn
 GMC

04-CFO-CAS-FRM-002-03

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TRAVELLING REPORT

6.6.25

Date :

Report To	Boii	
Employee Name	Khun Mar Thi, May Zin Aung	
Position	Boii & PSA	
Department	Admin	
Business	DWT	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	26.5.25 (11:00 pm)	31.5.25 (5:00 pm)
Total Days		
Trip Information	1. From DWT To YGN	
	2. From YGN To DWT	
	3. From To	
Purpose For Travelling	We went to take the DWT BR ISO test on (29.5.25)	
Travel Date	Activities	Remark
26.5.25	From DWT to YGN on the way, Arrival 7:00 pm	1/2 day
27.5.25	We went to HO to edit the data for ISO verification. We edited the data at the CPM department.	(1) day
28.5.25	We went to HO to edit the data for ISO verification. We edited the data at the CPM department.	(1) day
29.5.25	The data was edited at the CPM department and submitted to ISO at 1:00pm.	(1) day
30.5.25	We worked at the CPM dept.	(1) day
31.5.25	Come back (DWT) 6:00pm.	(1) day

Reported by
 Sign : *May Zin Aung*
 Name : May Zin Aung
 Position : PSA

Checked by
 Sign : *[Signature]*
 Name : *[Name]*
 Position : *[Position]*
 (DIV/AGSU/CM)

Approved by
 Sign : *[Signature]*
 Name : *[Name]*
 Position : COO
 (COO)

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CASH ADVANCE CLEAR FORM

Date : 6.6.25
 BU/BR/Division : DWI
 Department : Admin
 Advance Issue : 300000 Kyats/ ၂၅၀,၀၀၀

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance	26.5.25	DWI-ADV-2025		300000	(29.5.25) external audit
2	2 nd Time Advance		08-0021		7	We took the ISO
3	3 rd Time Advance				7	test. The data was
Total Advance					300000	edited at the CPM
Total Actual					677200	department and submitted
Balance Refund/Additional					377200	to ISO at 1:00pm.

Request By
May Zin Aung
 Requester

Checked By
May Zin Aung
 Mgr/DH

Checked By
May Zin Aung
 Finance & Account

Approved By
May Zin Aung
 GM/AGM/EOO
 6678

Approved By
May Zin Aung
 CMC
 04-CFD-CAS-FRM-002-03