



5

No. 592, Bo Aung Kyaw street, Yangon~Patheingyi Highway Road, Hlaing Thar Yar Tsp, Yangon.  
Tel: (95-1) 645 178~182, 685 199 Fax : (95-1) 645 211

No. 47407

### RECEIPT VOUCHER

Date: 4.3.2024

Account Specification: \_\_\_\_\_

| NO.          | DESCRIPTIONS  | TOTAL    |
|--------------|---|----------|
|              | Adv clear for TA charges go to Mandalay from Nyaung U for solar system installation at Frank Evans (MOY) PIC: WHA | 162500/- |
| <b>TOTAL</b> |   |          |

Amount : \_\_\_\_\_

Submittor

Cashier

Check by

*Si*

*Hlaing*

*Mee*



CASH ADVANCE CLEAR FORM

Date : 26.2.24

BU/BR/Division : Renewable Energy

Department : Service

Advance Issue : 300,000 Kyats/ USD

| No                        | Issue Time                   | Date    | Payment Voucher No | Amount |         | Descriptions                   |
|---------------------------|------------------------------|---------|--------------------|--------|---------|--------------------------------|
|                           |                              |         |                    | USD    | Kyats   |                                |
| 1                         | 1 <sup>st</sup> Time Advance | 19.2.24 | 95036              |        | 300,000 | - Adv clear for PA charges     |
| 2                         | 2 <sup>nd</sup> Time Advance |         |                    |        |         | go to Mandalay from Nyaungu    |
| 3                         | 3 <sup>rd</sup> Time Advance |         |                    |        |         | for solar system installation. |
| Total Advance             |                              |         |                    |        | 300,000 | at Frank Evans (MOY).          |
| Total Actual              |                              |         |                    |        | 137,500 | PTC; WHA.                      |
| Balance Refund/Additional |                              |         |                    |        | 162,500 |                                |

Request By  
May Phyo Thu  
Requester

Checked By  
Aung Ko Ko Oo  
Mgr/DH

Checked By  
Nway Nway  
Finance & Account  
Nyein Ei Ei Khaing

Approved By  
Phyo Thu  
GM/AGM/COO

Approved By  
29/2/2024  
CMC

9/03/2024  
Amintar



## TRAVEL ADVANCE CLEAR FORM

|                     |                               |                          |                    |
|---------------------|-------------------------------|--------------------------|--------------------|
| <b>Cash Advance</b> |                               |                          |                    |
| Employee Name       | Win Htat Hung                 | Estimated Date of Travel | 14.2.24 to 20.2.24 |
| Position Rank       | STOP                          | Total Day                | 7 Days             |
| BU/BR/DIV, Dept     | RF Service                    | Destination              | Mandalay           |
| Purpose             | For Solar System Installation |                          |                    |

|                              |                    |  |  |
|------------------------------|--------------------|--|--|
| <b>Travelling Permit</b>     |                    |  |  |
| Arrival Place                | Mandalay           |  |  |
| Actual Date & Time of Travel | 14.2.24 to 20.2.24 |  |  |
| Total Day                    | 7 Days             |  |  |
| HR Name                      | Nyein Ei Hwe       |  |  |
| HR Sign                      |                    |  |  |
| BOH/Authorized Person Name   | Aung Myint Myat    |  |  |
| BOH/Authorized Person        |                    |  |  |

| <b>Advance Clear</b>                         |                         |                     |          |
|--|-------------------------|---------------------|----------|
| Actual Date & Time of Travel                 | 14.2.24 to 20.2.24      | Total Day           | 7 Days   |
| Departure Date & Time                        | 14.2.24                 | Arrival Date & Time | 20.2.24  |
| Date   | Description             | Total Amount        |          |
|  |                         | Kyats               | USD      |
| 14.2.24 to 20.2.24                           | TA chgs for (10000 x 7) | 70000               | -        |
| 14.2.24/20.2.24                              | Bus Ticket              | 41000               | -        |
| 20.2.24/21.2.24                              | Taxi Charges            | 23500               | -        |
| <b>Total Expense (Kyats/USD)</b>             |                         | <b>137500</b>       | <b>-</b> |
| <b>Cash Advance (Kyats/USD)</b>              |                         | <b>300000</b>       | <b>-</b> |
| <b>Balance Refund/Additional (Kyats/USD)</b> |                         | <b>162500</b>       | <b>-</b> |

|   |              |          |         |      |
|---|--------------|----------|---------|------|
| <b>Job Report Status</b>                        |              |          |         |      |
| Authorization                                   | Name         | Position | Date    | Sign |
| Prepared By                                     | May Phyo Thu | Admin    | 26.2.24 |      |
| Approved By Dept Head                           | Ag Ko Ko Oo  | ADH      | 26.2.24 |      |
| Approved By GM/AGM/COO                          | Phyo Thu     | AGM      | 29.2.24 |      |
| Acknowledged by related Superior for Job Report | Ag Hein Win  | GM       | 29.2.24 |      |
| HR Check & Approved                             | Nyein Ei Hwe | Staff    | 1.3.24  |      |
| Cash Received                                   |              |          |         |      |

**Remark**



# OK

## EXPRESS

### အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေးအဖွဲ့

ညောင်ဦး = မြင်းခြံ = မန္တလေး



From



To



|                      |               |                                  |         |
|----------------------|---------------|----------------------------------|---------|
| အမည်<br>Name         | Win Htet Aung | ထွက်မည့်နေ့<br>Date of Departure | 14.2.24 |
| ခုံအမှတ်<br>Seat No. | ၁၂            | ထွက်ခွာချိန်<br>Departure        | 8:50    |
| သင့်ငွေ<br>Fare      | 19000         | ယာဉ်အမှတ်<br>Bus No.             |         |

● ညောင်ဦးဂိတ်

09-256273336, 09-899942446  
09-33814444, 09-256273331

● မြင်းခြံဂိတ်

066-2022623  
09-256273337, 09-256273338

8933

● မန္တလေးဂိတ်

09-256273332  
09-256273334, 09-441335225

ပရိတ်စတိတ် ၂၀၁၆ ခုနှစ်  
 ဝန်ထမ်းအမှတ် ၂၀၁၆ - ၄၃၂၈

www.myanmarair.com.mm

From (ရန်ကင်း)  
 Yangon

To (ရန်ကင်း)  
 Contact (ရန်ကင်း)  
 1214567  
 Seat(s) (ရန်ကင်း)  
 20

Class/Type  
 နှုတ် (Business Class)  
 Tablet  
 Booking Reference  
 6050-205  
 Bus No. (ကော်နက်တက်)  
 Status  
 CONFIRMED

Departure (ရန်ကင်း)  
 Sat 20, 7:00 PM  
 Gate (ရန်ကင်း)  
 Chit Pya Shwe Py  
 Bus Terminal between  
 Special Pass (ရန်ကင်း)  
 ၂၀၁၆

Printed Time  
 Sat 20, 6:45 PM  
 7:00 PM

Passengers  
 Total 1  
 25,000



*Handwritten signature*

The flight is operated by Myanmar Airways  
 Each passenger is allowed one carry on luggage  
 No refund will be issued after the departure  
 Contact Phone: Call Center 02722882  
 998, YCN 095020181, NPT 09251251277, Phnom Penh 85  
 885587, MDY 09402051911 Fax: 091292 091292

gn  
 am  
 :pt



### TAXI CHARGES FORM

BU/BR/DIV Name : RE

Department Name : Service

| No.                | Date    | Name          | Description                        | Departure Time | Routes                           |                        | Cost     | Remark                                   |
|--------------------|---------|---------------|------------------------------------|----------------|----------------------------------|------------------------|----------|--|
|                    |         |               |                                    |                | From                             | To                     |          |  |
| 1.                 | 20.2.24 | Win Htut Aung | Go back to Yangon<br>From Mandalay | 6:00Pm         | MOY Branch<br>Office             | MOY Highway<br>Station | 8,500/-  | Installation g                           |
| 2.                 | 21.2.24 | Win Htut Aung | Go back to Yangon<br>From Mandalay | 5:00Am         | Aung Mingalar<br>Highway Station | Bogyoke<br>Bus stop    | 15,000/- | တံဆိပ်ခွဲ<br>အခမဲ့<br>ပုံစံအရ<br>ပုံစံအရ |
| Total Taxi Charges |         |               |                                    |                |                                  |                        | 23,500/- |  |

*[Handwritten signature]*

**Requested by**  
 Sign : *[Signature]*  
 Name : May Phyo Thu  
 Dept. : Service  
 (Requestor)

**Acknowledged by**  
 Sign : *[Signature]*  
 Name : Ngein Ei Ei Khaing  
 Dept. : Administration  
 (HR/Admin)

**Acknowledged by**  
 Sign : *[Signature]*  
 Name : Ag Ko Ko Oo  
 Dept. : Service  
 (DH)

**Approved by**  
 Sign : *[Signature]*  
 Name : Phyo Thu  
 Dept. : Management  
 (ABOH/BOH/AGM/GM)

**Acknowledged by**  
 Sign : *[Signature]*  
 Name : Kyaw Kyaw Win  
 Dept. : CAM  
 (HO-GA)



Ko Aung Ko Ko Oo

Last seen at 11:56 AM



| Account No. | Account Name   | Account Type | Account Status | Account Balance |
|-------------|----------------|--------------|----------------|-----------------|
| 0123456789  | Mr. Aung Myint | Personal     | Active         | 1,234,567       |
| 9876543210  | Ms. Win Aung   | Personal     | Active         | 987,654         |
| 1122334455  | Mr. Nyaung U   | Business     | Active         | 556,789         |
| 6677889900  | Ms. Soe Win    | Personal     | Active         | 334,567         |

| Account No. | Account Name   | Account Type | Account Status | Account Balance |
|-------------|----------------|--------------|----------------|-----------------|
| 0123456789  | Mr. Aung Myint | Personal     | Active         | 1,234,567       |
| 9876543210  | Ms. Win Aung   | Personal     | Active         | 987,654         |
| 1122334455  | Mr. Nyaung U   | Business     | Active         | 556,789         |
| 6677889900  | Ms. Soe Win    | Personal     | Active         | 334,567         |

Aung Than Kyaw (Tachileik) သွားရန် - 18,000

Kyaw Naing Soe (Tachileik-Yangon) အသွားအပြန် - 36,000

Win Htut Aung (Mandalay) မှ ပြန်လာရန် - 23,500

Nay Win Myint နှင့် Win Kyaw (မြစ်ကြီးနား-ရန်ကုန်) အသွားအပြန် - 75,000

Taxi Charges ထုတ်ခွင့်ပြုပါရှင်

11:32 AM ✓

May Phyo Album

OK 11:56 AM

Message



# TRAVELLING REPORT


Date : 26.2.24

|                        |   |                       |
|------------------------|---|-----------------------|
| Report To              | Ag Ko Ko Oo   |                       |
| Employee Name          | Win Htut Aung   |                       |
| Position               | STOP  |                       |
| Department             | Service   |                       |
| Business               | RE  |                       |
| Departure & Arrival    | Departure Date And Time   | Arrival Date And Time |
|                        | 14.2.24   | 20.2.24               |
| Total Days             | 7 Days  |                       |
| Trip Information       | 1. From Nyaungu To Mandalay   |                       |
|                        | 2. From Mandalay To Yangon  |                       |
|                        | 3. From To  |                       |
| Purpose For Travelling | For solar system installation.  |                       |
| Travel Date            | Activities  | Remark                |
| 14.2.24                | - Go to Nyaung U from Mandalay.   |                       |
| 15.2.24                | - Customer Daw Myint Myint Ye is connected breaker to inverter. Connected battery breaker to inverter.  |                       |
| 16.2.24                | - Mandalay Customer Ma Myint Myint Ye installed solar panel (10 pcs) at the site. Solar cable were drawn. Customer Ma Mee Mee (5kw) site was inspected. Customer U Soe Yar Zar was inspected at the site. |                       |
| 17.2.24                | - Mandalay Customer Ma Myint <sup>2</sup> Ye site draw the solar cable. load test run.  |                       |
| 18.2.24                | - Customer Ma Thet Su Mon sent solar panel (64 pcs).  |                       |
| 19.2.24                | - Solved the Customer Ko Soe Yar Zar Myint site alarm (04 and 10). Mandalay way with RE sole man.   |                       |
| 20.2.24                |   |                       |

Reported by


Sign : Win  
Name : Win Htut Aung  
Position : STOP

Checked by

Sign :   
Name : Ag Ko Ko Oo  
Position : AOH

(DH/AGM/GM)

Approved by

Sign :   
Name : Aung Hein Uen  
Position : 29/2/2024

(COO)

# TRAVELLING REPORT

Date : .....

| Report To              |  | Date : .....            |                       |
|------------------------|--|-------------------------|-----------------------|
| Employee Name          |  |                         |                       |
| Position               |  |                         |                       |
| Department             |  |                         |                       |
| Business               |  |                         |                       |
| Departure & Arrival    |  | Departure Date And Time | Arrival Date And Time |
|                        |  |                         |                       |
| Total Days             |  |                         |                       |
| Trip Information       |  | 1. From ..... To .....  |                       |
|                        |  | 2. From ..... To .....  |                       |
|                        |  | 3. From ..... To .....  |                       |
| Purpose For Travelling |  |                         |                       |
| Travel Date            | Activities   | Remark                  |                       |
| 20.2.24                | - Check stocks in Mandalay branch. Help clean the building where the employees. Customers Ma Myin Myint Ye site load service report form to get <del>site</del> signature.<br>- Come back from Mandalay to Yangon. |                         |                       |

**Reported by**

 Sign : *Win*  
 Name : *Win Htet Aung*  
 Position : *STDP*
**Checked by**

 Sign : *AH*  
 Name : *Ag Ko Ko Oo*  
 Position : *ADH*

(DH/AGM/GM)

**Approved by**

 Sign : *[Signature]*  
 Name : *29/2/2024. Aung Han Ulin*  
 Position : *(COO)*