



### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Kyaaw Seng Myant, W/ra Kyaaw, stop		Estimated Date of Travel	5.4.25 ~ 11.4.25
Position Rank	Service		Total Day	7 Days
BU/BR/DIV, Dept	RE		Destination	
Purpose	To maintain customer notes collected by the MDY Customer			
Travelling Permit				
Arrival Place	MDY			
Actual Date & Time of Travel	5.4.25 to 11.4.25			
Total Day	7 days.			
HR Name	Nyein Hlue			
HR Sign	[Signature]			
BOH/Authorized Person Name	Aung Myant Myant			
BOH/Authorized Person	[Signature]			
Advance Clear				
Actual Date & Time of Travel	5.4.25 to 11.4.25		Total Day	7 days
Departure Date & Time	5.4.25		Arrival Date & Time	11.4.25
Date	Description	Total Amount		
		Kyats	USD	
5.4.25 to 11.4.25	T/Charges (7 days x \$0,000) For 2 persons KSM, WR	210,000		
	Transportation Charges	30,000		
	Bus ticket	100,000		
	Tax Charges	55,000		
Total Expense (Kyats/USD)		395,000		
Cash Advance (Kyats/USD)		600,000		
Balance Refund/Additional (Kyats/USD)		205,000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	E. Thee Phoo	Admin	28.4.25	[Signature]
Approved By Dept Head	Aung Ko Ko Co	ADH	5.5.25	[Signature]
Approved By GM/AGM/COO	Phyo Thu	AGM	5.5.25	[Signature]
Acknowledged by related Superior for Job Report	U Aye Min Htoon			
HR Check & Approved	Lyein E. E. Khain	HR.	5.5.25	[Signature]
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02



အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေးအသင်း

05568

ညောင်ဦး ⇌ မြင်းခြံ ⇌ ပန္နလေး



From

ပွဲ

To

၂၇၀၄

အမည် Name	ကိုကျော်စွာဖြင့်	ထွက်မည့်နေ့ Date of Departure	၄.၂၅
ရံအမှတ် Seat No.	၁၅၂၄	ထွက်ခွာချိန် Departure	၁၀:၃၀ Am
သင့်ငွေ Fare	၃၈၀၀၀/-	ယာဉ်အမှတ် Bus No.	

● ညောင်ဦးဂိတ်

09-256273336  
09-256273331

● မြင်းခြံဂိတ်

09-256273337  
09-256273338

● ပန္နလေးဂိတ်

09-256273332  
09-256273334

● မြင်းဦးလွင်ဂိတ်

09-256604445  
09-256604448





# OK

## အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး

**ဧညာဏ်ဦး**

09-256273331  
09-256273336

**တောင်ထား**

09-256273335

**မြင်းမြုံ**

09-256273337  
09-256273338

**တောင်ကြီး**

09-262033331

**နွေစလေး**

09-256273332  
09-256273334

**မြင်းဦးလွင်**

09-256604445  
09-256604448

အမည် ကိုစော့စော့

Name of passenger

ခုံအမှတ် 13,14

Seat No

From Bgn To MDB

ရက်စွဲ/အချိန် ၅.4.2၅

Date of time

သင့်ငွေ 10000 B

Fare

တာဝန်ခံလက်မှတ်







No.589-592,Bo Aung Kyaw Street,Yangon-Pathein High Way Road,Hlaing Thar Yar Township, Yangon, Myanmar.

Print Date : 28-Apr-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	2025-04-05	Renewable Energy	Service	Kyaw Swar Myint , Win Kyaw(2)	To maintain customer sites affected by the MDY earthquake.	18:00	Mandalay Highway	UMG Mandalay Hostel	15,000	15,000	GA Manager Approved	Tools box 4box, package 2
2	2025-04-11	Renewable Energy	Service	Kyaw Swar Myint , Win Kyaw(2)	To maintain customer sites affected by the MDY earthquake.	21:15	No 3main road Near Denko Fuel Station (Mingalar don)	Bogyoke Hostel ( Hlaingtharyar)	30,000	30,000	GA Manager Approved	Tools box 4box, package 2. The express arrival time was too late.
3	2025-04-11	Renewable Energy	Service	Win Kyaw(2)	To maintain customer sites affected by the MDY earthquake.	22:00	Bogyoke Hostel ( Hlaingtharyar)	Pinlo Zay (Hlaingtharyar)	10,000	10,000	GA Manager Approved	The express arrival time was too late.

# TRAVELLING REPORT

Date : 28.4.25

Report To	Aung Ko Ko Oo	
Employee Name	Kyaw Sweav Myint, Win Kyaw	
Position	SITOP, Mechanic Helper	
Department	Service	
Business	RE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	5.4.25	11.4.25
Total Days	7 day	
Trip Information	1. From	To
	Nyaung-U	MOY
	2. From	To
MOY	YGO	
3. From	To	
Purpose For Travelling	To maintain customer sites affected by MOY Earthquake.	
Travel Date	Activities	Remark
	<p>Early report attached by below.</p>	

Reported by  
 Sign : *[Signature]*  
 Name : Kyaw Sweav Myint  
 Position : SITOP, Mechanic Helper

Checked by  
 Sign : *[Signature]*  
 Name : Aung Ko Ko Oo  
 Position : ADH  
 (DH/AGM/GM)

Approved by  
 Sign : *[Signature]*  
 Name : U Aye Min Htoon.  
 Position :  
 (COO)

*[Signature]*  
 7/5/25

05-CHL-HRM-FRM-064-01

- compromise Customer care Project.
- Customers - 4 Pax.

	Date	Status	Job Types/Number
	5.4.2025	Addend	Went to Mandalay from Nyaung-Oo.
	6.4.2025	Holiday	Went to customer Daw Mee Mee site and changed the battery positive port. Then, upgraded firmware version and checked the internal. Checked battery wiring connection and charged with EPC. It was normal and good.
3	7.4.2025	Addend	Prepared 10kW All in one system connected with breaker and sockets panel to supply power station. Went to Earthquake-prone area and donated 10kW All in one power station for charging of electronic items as a volunteer.
4	8.4.2025	Addend	Went to Mya Satkyar Monastery to check the battery failure. They reassembled the busbar boxes. They upgraded the battery that had not been updated yet. They replaced the BMS. They opened the failed battery and checked it. Then they did a test and run. Everything is ok and they returned to the office.
5	9.4.2025	Addend	Went to Customer Daw San San Win, checked the battery port and battery cable. Changed the battery cable, port and network cable. Test the system.
6	10.4.2025	Addend	Went to Daw Ei Ei Mon, Checked the inverter input and output. One output inverter line is not connect. We need to test, so we uninstall the inverter and bring back. Test the system with two lines. It was Ok.
7	11.4.2025	Addend	Come back YGN from MDY.