



### TRAVEL ADVANCE CLEAR FORM

| <b>Cash Advance</b>                             |  | Kyaw Soav Myant          |                      | (16.12.24 to 23.12.24) |  |
|---|--|--------------------------|----------------------|------------------------|--|
| Employee Name                                   | Yiwei Lu (COO)                             | Estimated Date of Travel | 13.12.24 to 24.12.24 |                        |  |
| Position Rank                                   | STDP, STDP                                 | Total Day                | 8days, 12days        |                        |  |
| BU/BR/DIV, Dept                                 | RE Service                                 | Destination              |                      |                        |  |
| Purpose   | GKW Solar System Installation & Inspection |                          |                      |                        |  |
| <b>Travelling Permit</b>                        |  |                          |                      |                        |  |
| Arrival Place                                   | Kyangung-U                                 |                          |                      |                        |  |
| Actual Date & Time of Travel                    | 13.12.24 to 24.12.24                       |                          |                      |                        |  |
| Total Day                                       | 12day, 8days                               |                          |                      |                        |  |
| HR Name   | Shree Weil Hmone                           |                          |                      |                        |  |
| HR Sign   |  |                          |                      |                        |  |
| BOH/Authorized Person Name                      | Thatha Hteay                               |                          |                      |                        |  |
| BOH/Authorized Person                           |  |                          |                      |                        |  |
| <b>Advance Clear</b>                            |  |                          |                      |                        |  |
| Actual Date & Time of Travel                    | 13.12.24 to 24.12.24                       |                          | Total Day            | 12day, 8day            |  |
| Departure Date & Time                           | 13.12.24                                   |                          | Arrival Date & Time  | 24.12.24               |  |
| Date  | Description                                | Total Amount             |                      |                        |  |
|   |  | Kyats                    | USD                  |                        |  |
| 13.12.24 to 24.12.24                            | TA Charges (12day x 15000) For YNW         | 180000                   | ✓                    |                        |  |
| 16.12.24 to 23.12.24                            | TA Charges (8 days x 15000) For RSM        | 120000                   | ✓                    |                        |  |
|   | Bus ticket                                 | 71600                    | ✓                    |                        |  |
|   | Visa Charges                               | 85000                    | ✓                    |                        |  |
|   | Hostel Charges                             | 50000                    | ✓                    |                        |  |
| Total Expense (Kyats/USD)                       |  | 412600                   |                      |                        |  |
| Cash Advance (Kyats/USD)                        |  | 350000                   |                      |                        |  |
| Balance Refund/Additional (Kyats/USD)           |  | 92600                    |                      |                        |  |
| <b>Job Report Status</b>                        |  |                          |                      |                        |  |
| Authorization                                   | Name                                       | Position                 | Date                 | Sign                   |  |
| Prepared By                                     | E Thwe Phyo                                | Admin                    | 6.1.25               |                        |  |
| Approved By Dept Head                           | Aung Ro Ko Co                              | ADH                      | 6.1.25               |                        |  |
| Approved By GM/AGM/COO                          | Phyo Thu                                   | AGM                      | 14.1.25              |                        |  |
| Acknowledged by related Superior for Job Report | Aung Hein Win                              | GM                       | 14.1.25              |                        |  |
| HR Check & Approved                             | Nyein E E Khain                            | HR                       | 14.1.24              |                        |  |
| Cash Received                                   |  |                          |                      |                        |  |
| Remark  |  |                          |                      |                        |  |

04-CFD-CAS-FRM-006-02



# GENERAL EXPENSE CLAIM FORM



Company Name : RE

Department Name : Service

| No.          | Date     | Name         | Description       | Amount  | Remark |
|--------------|----------|--------------|-------------------|---------|--------|
| 13           | 13.12.24 | Yuel Reu Ua? | Hostel Charges on | 30000+  |        |
|              | to       |              | Uyauug-U Branch   | 2       |        |
|              | 28.12.24 |              | 10 day x 3000     |         |        |
|              |          |              |                   |         |        |
| Total Amount |          |              |                   | 36,000+ |        |

Requested by

Approved by

Checked by

Approved by

Approved by

Sign : *Phyo Phyo*

*[Signature]*

*[Signature]*

*[Signature]*

Name : E. Phyo Phyo  
(Requester)

Aung Ko Ko  
(Department Head)

Muzay Muzay  
(Related FNA/Corp FNA)

Phyo Phyo  
(OM/AGM/GM)

(ACOO/COO/MD/VCM)

02-REN-FNA-FRM-002-01



J EXPRESS MYANMAR

Ref# : DFTUH

ar Myint

33617996

*Handwritten signature*

11/ ကမာန် နံပါတ် 127473

| Ticket Description | Price (MMK) |
|--------------------|-------------|
|--------------------|-------------|

Bus Class : (2+2) mini bus ကားခေးဖြင့်  
ကားခေ့

Travel Date : 2024-12-16 →

Travel Time : 07:30 AM

Seat No. : 7A, → M-B

Departure : Chan Mya Shwe Pyi Bus  
Station(MDY)

Arrival : Bagan Shwe Pyi Bus Station

|       |         |
|-------|---------|
| Total | 21800 → |
|-------|---------|

For more informations about FAQs and  
T&C, please visit our website.

<https://jjexpress.net/>

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JJ EXPRESS MYANMAR

Ref# : DG CYX

U Aung Myint  
09683617996  
11/kaphana(N)127473

| Ticket Description | Price (MMK) |
|--------------------|-------------|
|--------------------|-------------|

|  |  |
|--|--|
| Bus Class : (2+2) mini bus ကားခေး: ၆၆<br>သွားမည် |  |
|--|--|

Travel Date : 2024-12-23 ✓

Travel Time : 14:00

Seat No. : 3D, ✓

Departure : Bagan Shwe Pyi Bus Station ✓

Arrival : Chan Mya Shwe Pyi Bus ✓  
Station(MDY)

|       |         |
|-------|---------|
| Total | 21800 ✓ |
|-------|---------|

For more informations about FAQs and  
T&C, please visit our website.

<https://jjexpress.net/>







# TRAVELLING REPORT

Date: 23.12.24

| Report To              | Aung Ro Ro Oo   |                       |
|------------------------|---|-----------------------|
| Employee Name          | Ywet Nu Wai   |                       |
| Position               | STDP  |                       |
| Department             | Service   |                       |
| Business               | R.E   |                       |
| Departure & Arrival    | Departure Date And Time   | Arrival Date And Time |
|                        | 23.12.24  | 27.12.24              |
| Total Days             | 12 days   |                       |
| Trip Information       | 1. From Yangon To Nyauung Oo  |                       |
|                        | 2. From ..... To .....  |                       |
|                        | 3. From ..... To .....  |                       |
| Purpose For Travelling | Inspection  |                       |
| Travel Date            | Activities  | Remark                |
| 13.12.2024             | Go to Nyauung Oo from Yangon.   | /                     |
| 14.12.2024             | Go to Sanghwe War fuel station to check inverter and battery. Check inverter setting and battery info and setting.                  | /                     |
| 15.12.2024             | Go to Bagan Valley Hotel to check inverter and battery. Check parallel connection and address at batteries. Check inverter setting. | /                     |
| 16.12.2024             | Watch Pv battery software and SmartESS software. Answer customer call.  | /                     |

Reported by  
 Sign :   
 Name : Ywet Nu Wai  
 Position : STDP

Checked by  
 Sign :   
 Name : Aung Ro Ro Oo  
 Position : ADH

(DH/AGM/GM)

Approved by  
 Sign :   
 Name : U Aye Mra Htoon  
 Position :

(COO)

05-CHL-HRM-FRM-064-01

# TRAVELLING REPORT

Date : 24.12.24

|                        |  |                       |
|------------------------|--|-----------------------|
| Report To              | Aung Ro Ro Oo  |                       |
| Employee Name          | Ywet Nu Wai  |                       |
| Position               | STDP   |                       |
| Department             | Service  |                       |
| Business               | R.E  |                       |
| Departure & Arrival    | Departure Date And Time  | Arrival Date And Time |
|                        | 15.12.24   | 24.12.24              |
| Total Days             | 12 days  |                       |
| Trip Information       | 1. From Nyaung U To Yangon   |                       |
|                        | 2. From ..... To .....   |                       |
|                        | 3. From ..... To .....   |                       |
| Purpose For Travelling | Inspection   |                       |
| Travel Date            | Activities   | Remark                |
| 16.12.2024             | Go to Chan Mye Bagan to check inverter doesn't charge to battery. Upgrade firmware inverter (5387, 372). Remove mark at time of use and grid peak shaving. | Installation          |
| 22.12.2024             | Go to Harmony job site to check inverter and battery. Check inverter setting and battery info. It is okay.   |                       |
| 23.12.2024             | Go to Bagan Valley hotel to check screen of inverter. Upgrade inverter version (04B, 1151). It is okay.  |                       |
| 24.12.2024             | Come back Yangon from NYU.   |                       |

Reported by

Sign :   
 Name : Ywet Nu Wai  
 Position : STDP

Checked by

Sign :   
 Name : Aung Ro Ro Oo  
 Position : ADH

(DI/AGM/GM)

Approved by

Sign :   
 Name : U Aye Mon Htoon.  
 Position :

(COO)

05-CHL-HRM-FRM-064-01


14/11/2024

# TRAVELLING REPORT


Date: 27.12.24

|                        |   |                       |
|------------------------|---|-----------------------|
| Report To              | Aung Ro Ro Co   |                       |
| Employee Name          | Ywet Nu Wai   |                       |
| Position               | STDP  |                       |
| Department             | Service   |                       |
| Business               | R&E   |                       |
| Departure & Arrival    | Departure Date And Time   | Arrival Date And Time |
|                        | 15.12.24  | 27.12.24              |
| Total Days             | 12 days   |                       |
| Trip Information       | 1. From Nyaung Co To Bagan Mye Thit.  |                       |
|                        | 2. From ..... To .....  |                       |
|                        | 3. From ..... To .....  |                       |
| Purpose For Travelling | Installation 6kw hybrid solar system  |                       |
| Travel Date            | Activities  | Remark                |
| 17.12.2024             | Go to Cate De Bakery to install 6kw solar system.   |                       |
| 18.12.2024             | Bought need accessories to install. Set up inverter on the wall. Discuss with customer where battery stand. |                       |
| 19.12.2024             | Place solar panels on roof top. Set up rail rod, rail pipes. Run solar cable through pipe. Make earth ends. |                       |
| 20.12.2024             | Earth cable and solar cable run through pipe to inverter. Set up box for AC, solar and battery.             |                       |
| 21.12.2024             | Run wire cable through AC to main grid. Stand battery and set up cable at breaker.                          |                       |
|                        | Test run with solar, grid and battery. Installation process is finished.                                    |                       |

Reported by


Sign :   
 Name : Ywet Nu Wai  
 Position : STDP

Checked by

Sign :   
 Name : Aung Ro Ro Co  
 Position : ADH

(DH/AGM/GM)

Approved by

Sign :   
 Name : U Aye Mon Htoon  
 Position :

(COO)

05-CHL-IRM-FRM-064-01



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

06-Jan-2025

Taxi (Bus,Motorcycle,3-wheel etc...) Charges Form

|   | Date       | Holding Business | Department | Name            | Rental Purpose                                  | Departure Time | Start Location        | End Location | Claim Amount | Allowed Amount | State               | Remark                |
|---|------------|------------------|------------|-----------------|---|----------------|-----------------------|--------------|--------------|----------------|---------------------|-----------------------|
| 1 | 2024-12-16 | Renewable Energy | Service    | Kyaw Swar Myint | To install 6kW solar system in Nyaung-U Cake De | 17:30          | MDY Highway           | MDY Branch   | 15,000       | 15,000         | GA Manager Approved | Tools box and package |
| 2 | 2024-12-24 | Renewable Energy | Service    | Ywet Nu Wai     | To install 6kW solar system in Nyaung-U Cake De | 18:00          | Aung Mingalar Highway | Pauktawwa    | 20,000       | 20,000         | GA Manager Approved | Tools box and package |