



TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Aung Han Kyau	Estimated Date of Travel	25.7.25 to 26.7.25
Position Rank	ASDP	Leave Type	Business
RE/HR/IT/VA Dept	RE SERVICE	Destination	
Purpose	Backup server system installation at San Htan Myetha		
Travelling Period			
Actual Place	Mye Myetha		
Actual Date & Time of Travel	27.5.25 to 26.6.25		
Total Day	31 days		
HR Name	Mo Mo Pyaw		
HR Sign	MS		
BCU Authorized Person Name	Aung Myint Myat		
BCU Authorized Person	AMM		

Advance Clear

Actual Date & Time of Travel		Total Day	
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
	TA Charges (8 days x 15,000 F) For one person ATR	465,000 F	
	Accessories	21,000 F	
Total Expense (Kyats/USD)		490,000 F	
Cash Advance (Kyats/USD)		800,000 F	
Balance Refund/Additional (Kyats/USD)		11,000 F	

Job Report Status

Authorization	Name	Position	Date	Sign
Prepared By	E Chae Phyo	Adorin	14.7.25	[Signature]
Approved By Dept Head	Aung Ro Ro Co	ADH	15.7.25	[Signature]
Approved By GM/AGM/COO	Phyo Chae	AGM	19.7.25	[Signature]
Acknowledged by related Superior for Job Report	U Aye Man Htoon			[Signature]
HR Check & Approved	Ngayin Q. 2 Khawng	HR	18.7.25	[Signature]
Cash Received				

Remark



GENERAL EXPENSE CLAIM FORM



Company Name : RE

Department Name : Service.

No.	Date	Name	Description	Amount	Remark
1	27.5.25	Aung Phan Kyaw	၆၈၀၆ - 1 ဝူဇ	24,000+	အိတ်အိတ် ပစ္စည်းအား ဝယ်ယူ
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Total Amount				8083	24,000+

Requested by

Approved by

Checked by

Approved by

Approved by

Sign :

Name : E Thwe Phyo Aung Ko Ko Oo Zon Uye in Aye Phyo Thu.

(Requester)

(Department Head)

(Related FNA/Corp FNA)

(OM/AGM/GM)

(ACOO/COO/MD/VCM)

02-REN-FNA-FRM-002-01

TRAVELLING REPORT

Date: 14.7.25

Report To	Aung Ko Ko Co	
Employee Name	Aung Than Kyaw	
Position	STDP	
Department	Service	
Business	RB	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	27.5.25	26.6.25
Total Days	8 days	
Trip Information	1. From	To
	2. From	To
	3. From	To
Purpose For Travelling	150kw Solar System installation on Mythe Mar.	
Travel Date	Activities	Remark
	Daily report Attached by below	

Reported by

Sign : for (Aung Than Kyaw)
Name : Aung Than Kyaw
Position : STDP

Checked by

Sign : [Signature]
Name : Aung Ko Ko Co
Position : ADH

(DH/AGM/GM)

Approved by

Sign : [Signature]
Name : U Aye Mon Htoon
Position :

(COO)

[Signature]
22/7/2025

05-CHL-HRM-FRM-064-01

555 plastic 200kw Solar System installation - 1 day
150kw Solar System installation on Mythe Mar - 3 days

(Same Scope => additional MP to site).

	Date	Status	Job Types/Number
1	27.5.2025	Attend	Went to 555 Plastic factory 200 kw on grid solar installation site Checked the condition of site and wait for making of inverter panel room.
2	28.5.2025	Attend	Went to Myotha customer Dr San Htun site from Mandalay. We were installed solar panels 32 pcs and L feet & rail rods.
3	29.5.2025	Attend	We were installed the Matador Lectro 585 w solar panel 32 pcs at Dr.U San Htun site. Measured the inverter panel room of dimensions and trunking way.
4	30.5.2025	Attend	We were made footing pillars for trunking way. And set up 50 kw high voltage inverter 3 pcs at Myotha customer Dr. U San Htun installation site.
5	31.5.2025	Attend	We were setup battery racks 3 pcs at Myotha customer Dr. U San Htun installation site.
6	1.6.2025	Holiday	Checked 100Ah batteries 24pcs and control box 3 pcs & accessories box at Myotha customer Dr U San Htun site.
7	2.6.2025	Attend	Placed 150x75mm. 28 pcs, 100x75mm 37 pcs, paper box, cable coil and flexible pipe at Myotha customer Dr San Htun site.
8	3.6.2025	Attend	We were installed 150x75mm trunking 10 pcs and 100x75 mm trunking 6 pcs for solar cable way at Myotha customer Dr San Htun site.
9	4.6.2025	Attend	We were installed trunking way for solar cable way. Trunking ways are completed for solar racks and need to inverter room.
10	5.6.2025	Attend	We were installed trunking way from solar rack to inverter panel room wall and footing at Myotha customer Dr. San Htun site. Trunking ways in panel
11	6.6.2025	Attend	We made piping way for AC cable way. Hit earth rods for earth point 3 point. Measured solar cable for solar 18 strings at Myotha customer Dr San
12	7.6.2025	Holiday	Measured and cutted solar cable for solar 14 strings. Installed battery panel 3 pcs and measured earth ohm with earth meter. We were installed piping way
13	8.6.2025	Holiday	We made piping way for AC cable way. Made of earthing system and piping way for earth cable way at Myotha customer Dr San Htun site.
14	9.6.2025	Attend	Installed the solar cable way for solar 13 strings from solar racks to panel room. Cleaned the trunking way and joined MC4 connectors at Myotha
15	10.6.2025	Attend	Installed solar cable way for solar 1 string from solar rack to panel room. Set up earth cable way & piping way. it was done at Myotha customer Dr San
16	11.6.2025	Attend	Made earth cable looping way and piping way at Myotha customer Dr U San Htun site.
17	12.6.2025	Attend	Covered trunking way for solar cable way and painted footing at Myotha customer Dr. San Htun site.
18	13.6.2025	Attend	Waiting the items sent by Mandalay. Placed AC 120 mm cable 140m at Myotha customer Dr San Htun site.
19	14.6.2025	Attend	We were installed grounding lugs and earth cable way. Joined MC4 connectors for solar 13 strings at Myotha customer Dr. San Htun site.
20	15.6.2025	Holiday	Measured and cutted 120mm AC cable for input&output. Made trunking way cover and installed changeover at Myotha customer Dr. San Htun site.
21	16.6.2025	Attend	Placed 4 mm ² solar cable 500 drum 2 pcs sent from Mandalay at Myotha customer Dr. San Htun site.

22	17.6.2025	Attend	Measured and cutted solar cable for solar 4 strings.We were installed solar cable way and MC4 connectors for solar 4 strings and sent to panel room at
23	18.6.2025	Attend	Covered trunking way and made of cable tie for solar cable .And cleaned inverter room at Myotha customer Dr.San Htun site.
24	19.6.2025	Attend	Checked and made accessories lists at Myotha customer Dr.San Htun site.
25	20.6.2025	Attend	Placed DC & AC panel sent to from Mandalay at Myotha customer Dr.San Htun installation site.Found front glass error of DC panel.
26	21.6.2025	Holiday	Installed DC & AC panel at Myotha customer Dr.San Htun site.Set up Change over and set up load cable.
27	22.6.2025	Holiday	Measured voltage of solar 18 strings.Measured and cutted AC cable AC panel to inverter 3 pcs at Myotha customer Dr.San Htun site.
28	23.6.2025	Attend	Installed load cable AC panel to change over and cutted to AC input cable to AC panel.Set up solar 18 strings DC panel to inverter 3 pcs ang joined Mc4
29	24.6.2025	Attend	Painted AC cable input&output piping way.Set AC cable input & output AC panel bus-bar to inverter 3 pcs and looping for breaker 3pcs to bus-bar at
30	25.6.2025	Attend	Joined MC 4 connector for solar 18 strings.Made normal conditions for inverter 3 pcs and set up parallel cable & RS485 cable and charge to battery
31	26.6.2025	Attend	Set up to CT coil & CT cable AC input cable to inverter.Made load testing with solar & battery.Earth and footings were dug for the posts at Myotha

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