



Shwebo Branch

Mandalay-Shwebo Road, No.6 Quarter, Shwe Bo (North of Moke-Oo), Sagaing Division Shwe Bo

Tel :

Fax :

PAYMENT VOUCHER

Voucher No. :SBO-PV-2025-04-0014

Cashier

:Pwint Thet Htar Khaing

Voucher Date :2025-04-10

To

:

Currency :MMK

Applicant		Adm. Manager		GM	
No	Description	Purpose		Subtotal	
1	PAY TO PWINT THET HTAR KHAING FOR MEAL ALLOWANCE FOR MAR'25 -562,250/- FOR EMPLOYEE 11 PAX.				
				Total	562,250.00

Total in Words :

Note : PAY TO PWINT THET HTAR KHAING FOR MEAL ALLOWANCE FOR MAR'25 -562,250/- FOR EMPLOYEE 11 PAX.

Date : 10.4.2025

Name/NRC No : Pwint Thet Htar Khaing Signature :

၁	၂
၃	၄



CASH CLAIM FORM

Date: 7.4.2025

Full Name: Shwebo

Department: Admin

Claim Amount: 562,250 Lkyat. USD ၇၅,၁၃၆.၆၅ (ပြန်လဲသောငွေရှင်ပေးပေးရန်၊ ဖွဲ့စည်းပေးရန်)

Budget include (x) Not:

Yes  Budgeted Title and Amount:  
 No  Reasons for :

**Required for:** Meal Allowance for Mar '25 -  
 For employee - 11 Pax.

မှတ်ချက်  
 (၁) အဆိုဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူက မှန်ကန်စွာ တွက်ချက်ပြီး ထားသော ဝင်ငွေပမာဏဖြစ်ရမည်  
 (The amount requested must be properly calculated, checked and verified by respective authorized person)  
 (၂) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိပါက သက်ဆိုင်ရာ  
 တာဝန်ရှိပိုင်ဆောင်သူသည် အပြစ် အာဇာနည်ရှိအောင် တာဝန်ယူ စေတင်လုပ်ဆောင်ရမည်  
 (If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Requested By: *[Signature]*  
 Requester: Phint Thet Hlaing

Checked By: *[Signature]*  
 Mgr/DH: Phint Khoring

Checked By: *[Signature]*  
 Finance & Account: Nwe Win

Approved By: *[Signature]*  
 GM/AGM/COO: Kyaw Seethla

Approved By: *[Signature]*  
 CMC/CEO/Chairwoman: Paing Sae Lynn

*[Handwritten mark]*

04-CFD-CAS-FRM-005-03

Meal Allowance Form

No	Month	Branch	Name	ID No	Position	Department	Actual Meal Amount	Total Meal Amount	Local (L)	Remarks (အခြားအချက်များပါရှိပါက)	Sign
1	Mar'25	Shwebo	Kyaw Soe Hla	13497	ABOH	Administration	70,000	58,709.68	NL	17.Mar.2025 at leave and (8, 9, 21, 22	100%
2	Mar'25	Shwebo	Pwint Thet Htar Khin	9044	Admin Head	Administration	35,000	35,000.00	L		100%
3	Mar'25	Shwebo	Noe Noe Win	14029	FADP-16	Administration	35,000	32,741.94	L	17, 19, Mar.2025 at morning leave and 26, Mar.2025 at leave	100%
4	Mar'25	Shwebo	Zaw Min Oo	14488	Security	Administration	35,000	31,612.90	L	(24, 25, 26, Mar.2025) at funeral leave	100%
5	Mar'25	Shwebo	Myo Naing Tun	14527	MCDP-98	Service	70,000	54,193.55	NL	Job travelling (17, 19, 20, 21, 22, 23, 24	100%
6	Mar'25	Shwebo	Ingyin Mon	15930	S'part Admin	S'part	70,000	68,870.97	NL	18, Mar.2025 at Evening Leave	100%
7	Mar'25	Shwebo	Ye Yint Aung	16048	SEDP-27	Unit Sales	70,000	27,096.77	NL	(8, 9, Mar.2025) at travelling way and (15, Mar.2025) at attend for Third Inclass	100%
8	Mar'25	Shwebo	Lin Htet Aung	10926	Sales Head	Unit Sales	70,000	60,967.74	NL	(8, 9, 21, 22, Mar.2025) at travelling way	100%
9	Mar'25	Shwebo	Phu Su Zaw	7539	Service Admin	Service	70,000	68,870.97	NL	22, Mar.2025 at morning leave	100%
10	Mar'25	Shwebo	Art Mann Thit	14443	AGMDF	Service	70,000	54,193.55	NL	Job travelling (17, 19, 20, 21, 22, 23, 24	100%
11	Mar'25	Shwebo	Aung Yar Zar	14673	MCDP-99	Service	70,000	70,000.00	NL		100%
Total							562,258				

Acknowledge by  
Corp HR

Kyaw Soe Hla

*[Signature]*

Approved By  
BOH/ABOH

Pwint Thet Htar Khin

*[Signature]*

Checked and Approved  
By  
HR or Admin Head

Meal Allowance Form

No	Month	Branch Name	Name	ID No	Position	Department	Actual Meal Amount	Total Meal	Actual Meal Paid Amount	Local (L) (or)	Remarks (with detail explanation)	Sign
1	Mar 25	Shwepyithar	Kyaw See Hla	13437	ABON	Administration	70,000	26	58,709.68	NL	27 Mar 2025 at leave and (8, 9, 21, 22 Mar 2025) at travelling way	
2	Mar 25	Shwepyithar	Pwin Thein Hla	9044	Admin Head	Administration	35,000	31	35,000.00	L		
3	Mar 25	Shwepyithar	Noe Noe Win	14029	FADP-16	Administration	35,000	29	32,741.94	L	17, 19 Mar 2025 at morning leave and 26 Mar 2025 at leave	
4	Mar 25	Shwepyithar	Zaw Min Oo	14488	Security	Administration	35,000	28	31,612.90	L	(24, 25, 26 Mar 2025) at funeral leave	
5	Mar 25	Shwepyithar	Myo Naing Tun	14527	MCDP-98	Service	70,000	24	54,193.55	NL	Job traveling (17, 18, 20, 21, 22, 23, 24 Mar 2025)	
6	Mar 25	Shwepyithar	Ingin Non	15930	S'part Admin	S'part	70,000	30.5	68,870.97	NL	18 Mar 2025 at Evening Leave	
7	Mar 25	Shwepyithar	Ye Yint Aung	16048	SEDP-27	Unit Sales	70,000	12	27,096.77	NL	(8, 9 Mar 2025) at traveling way and (15 Mar 2025) at attend for Third Indus	
8	Mar 25	Shwepyithar	Lin Htat Aung	10926	Sales Head	Unit Sales	70,000	27	60,967.74	NL	(8, 9, 21, 22 Mar 2025) at traveling way	
9	Mar 25	Shwepyithar	Phi Su Zaw	7539	Service Admin	Service	70,000	30.5	68,870.97	NL	22 Mar 2025 at morning leave	
10	Mar 25	Shwepyithar	Air Mann Thit	14443	AGMDF	Service	70,000	24	54,193.55	NL	Job traveling (17, 18, 20, 21, 22, 23, 24 Mar 2025)	
11	Mar 25	Shwepyithar	Aung Yar Zar	14673	MCDP-99	Service	70,000	31	70,000.00	NL		
Total									562,258			

Checked and Approved By  
MR or Admin Head  
*Pwin Thein Hla*  
Pwin Thein Hla

Approved By  
BOH/ABOH  
*Kyaw See Hla*  
Kyaw See Hla

Acknowledge by  
Corp HR  
*Saw J. HNS*  
8-4-2025  
HRM.

*Pwin Thein Hla*  
Check by  
Thein Hla Thein A