



CASH CLAIM FORM

TEL-PV-2024-12-0024

Date : 17.12.2024
 BU/BR/Division : TEL BR
 Department : Unit Sale
 Issue Amount : 108,000 Kyats/.....USD

Budget include (or) Not :

Yes Budgeted Title and Amount :
 No Reasons for :

Required For:
 Payment for Travelling Toe Htet Aung.
 (Tel to PTN transfer) Total MMK - 108,000/-
 Adj PTN BR.

မှတ်ချက်။
 (၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးပေးအားလုံး သေချာစာရင်းစစ်ဆေးတွက်ချက်ပြီးထားသော
 ငွေပမာဏဖြစ်ရပါမည်။
 (The amount requested must be properly calculated, checked and verified by respective authorized person)
 (၂) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိပါက၊ သက်ဆိုင်ရာ၊
 တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည့် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်
 (If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the
 loss)

Request By	Checked By	Checked By	Approved By	Approved By
for Theint	Theint	Chon 17.12.24		
Requester	Mgr/DH	Finance & Account	GM/AGM/COO	CMC/CEO/Chairwoman
Toe Htet Aung	Theint Lwin Lwin Htun	Cho Nue Oo	May Win Aung	

04-CFD-CAS-FRM-005-03



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Toe Htet Aung	Estimated Date of Travel	(29.11.24 to 3.12.24)	
Position Rank	Saleman	Total Day	(2) days	
BU/DR/DIV, Dept	TOL BR	Destination	TCL	
Purpose	Transfer to PTN			
Travelling Permit				
Arrival Place				
Actual Date & Time of Travel				
Total Day				
HR Name				
HR Sign				
BOH/Authorized Person Name				
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel		Total Day		
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
29.11.24	Taxi chgs (Airport to Hlaing Tsp)	20000		
3.12.24	Taxi chgs (Hlaing Tsp to Dagonrayar High Bus)	35000		
	Bus ticket (YGN to PTN)	13000		
	PA for 2 days (TCL to YGN)	40000		
	(YGN to PTN)			
Total Expense (Kyats/USD)				
Cash Advance (Kyats/USD)		2 days:		
Balance Refund/Additional (Kyats/USD)		108,000		
K5				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Theint Lwin Htet	HR	17.12.24	Theint
Approved By Dept Head	Theint Lwin Htet	HR	17.12.24	Theint
Approved By GM/AGM/COO	Nay Win Aung	ABOH	17.12.24	H.
Acknowledged by related Superior for Job Report	Paing Soe Lynn	COO	17.12.24	
HR Check & Approved	Theint Lwin Htet	HR	17.12.24	Theint
Cash Received	Nay Win Aung	ABOH	17.12.24	H.
Remark				



TAXI CHARGES FORM

BU/BRD/IV Name : TCL BR

Department Name : Unit Sale

No.	Date	Name	Description	Departure Time	Routes		Cost	Remark	
					From	To			
①	09.11.24	Joe Htet Aung	TCL to PTN transfer	7:30 pm	Airport	Hlaing Taw	20000		
②	8.12.24	"	"	6:00 am	Hlaing Tsp	Dagonmajar High Bus station	35000		
Total Taxi Charges								55000/-	

Requested by
 Sign : Joe Htet Aung
 Name : Joe Htet Aung
 Dept. : Unit Sale
 (Requestor)

Acknowledged by
 Sign : Therint Htin
 Name : Therint Htin
 Dept. : Administration
 (HR/Admin)

Acknowledged by
 Sign : Therint Htin
 Name : Therint Htin
 Dept. : Administration
 (DH)

Approved by
 Sign : My Min Aung
 Name : My Min Aung
 Dept. : Administration
 (ABOH/BOH/AGM/GM)

Acknowledged by
 Sign :
 Name :
 Dept. :
 (HO-GA)



MMBusTicket



Your Booking is Confirmed

Dagonayar(Yangon)

Departs At
Dec 03, 2:30 PM



Pathein

Estimated
Arrival
Dec 03,
7:30 PM

Booking Reference : 4961-9018

Download Ticket

Booking Details

Booking Reference

Trip Summary

4961-9018

Booking Date

Dec 02, 9:09 PM

Traveller Information

Name

Toe Htet Aung

Phone

09985500458

Email

toehtetaungmtla123@g
mail.com

Special Request to Shwe Sin Set Kyar - Shwe
Sin

(Not Filled)

Payment Details

Total Ticket Price

MMK 13,000

Convenience Fee

MMK 0

Discount Amount

(-) MMK 0

Total

Title

December 4 7:28 AM 64 characters

Air Pot - Hlaing 20000

Hlaing - Dagonayar High bus station 35000

YGN to PTH 13000



q

w

e

r

t

y

u

i

o

p

a

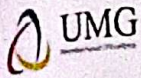
s

d

f

g

h



TRAVELLING REPORT

Date: 17.12.24

Report To	Ko Paing Soe Lynn.	
Employee Name	Toe Htet Aung	
Position	Saleman	
Department	Unit	
Business	Tachilak	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	29.11.24 (4:30 pm)	3.12.2024 (12:00am)
Total Days		
Trip Information	1. From YGL To YGL	
	2. From YGL To PTN	
	3. From To	
Purpose For Travelling	Transfer to PTN BR. (management arrange)	
Travel Date	Activities	Remark
3.12.2024	Go to PTN BR Transfer (management arrange)	

For
Sign : Jhelint
Name : Toe Htet Aung
Position : Saleman

Checked by
Sign : U:
Name : Nay Win Aung
Position : ABOH
(DII/AGM/GM)

Approved by
Sign :
Name : Paing Soe Lynn
Position : COO
(COO)