



# អង្គការយេនឌ័រ និងអភិវឌ្ឍន៍ដើម្បីកម្ពុជា

Gender and Development for Cambodia

## PAYMENT VOUCHER (PV)

Trans # 12346

PV No: N° . 000062

Date: 02 Feb 21

Cash ☐

Bank ☒

Transfer ☐

Check No. \_\_\_\_\_

Payee: Ms. Chhorn Phallay

Amount: \$ 607.00

Attn:

Account Code	Fund Source	Description	Amount
		Advance for Internship, Support CC, Core group door to door visit, Organize CG meeting CG networking with other NGO and Staff CF travel from PreyVeng to PP	\$ 607.00
		( See allocation )	
		TOTAL	\$ 607.00

Prepared by: Finance Officer

Signature: [Signature]

Date: 02 Feb 21

Verified by: HR & Finance Manager

Signature: [Signature]

Date: 02 Feb 21

Approved by: Executive Director

Signature: [Signature]

Date: 02 Feb 21

Received by: Chhorn Phallay

Signature: [Signature]

Date: 02 Feb 21

\* For Accounting use only \*

Posted by: \_\_\_\_\_





**GADC**  
អង្គការយុវជន និងអភិវឌ្ឍន៍ ផេមីនីតកម្ពុជា  
Gender and Development for Cambodia

ADV/REF: 0029

Need Cash date: Feb 2, 2021

(pm)

## Cash Advance Form

Items Description	Code	Amount		Balance	
		Advanced	Actual Exp.	Returned	Reimbursed
Internship		50\$			
Support Community Council		69\$			
Care group desc to desc unit		58\$			
Organize CG Meeting		100\$			
CG networking with other NGO		297\$			
Staff travel		33\$			
<b>TOTAL</b>		<b>607\$</b>			

Amount in Word (Return/Reimburse):

Requested by: Chhorn Phallaay Signature: [Signature] Date: Feb 1, 2021

Verified by Unit Manager: Nam Sina Signature: [Signature] Date: Feb 1, 2021

Checked by Finance Manager: Suong Chhmlin Signature: [Signature] Date: 02 / 02 / 21

Approved by\*: Ros Sopheap Signature: [Signature] Date: 02 / 02 / 21

**Before activity implementation: (>\$3,000 sign by two people at least)**

1<sup>st</sup> Received by: Chhorn Phallaay Signature: [Signature] Date: 02 / 02 / 21

2<sup>nd</sup> Received by: Signature: Date: / /

3<sup>rd</sup> Received by: Signature: Date: / /

**After activity implementation:**

1<sup>st</sup> Settled by: Signature: Date: / /

2<sup>nd</sup> Settled by: Signature: Date: / /

3<sup>rd</sup> Settled by: Signature: Date: / /

Verified by: Signature: Date: / /

\*Refer to Financial Manual, article #14.d "The Unit Manager is responsible to verify the expenditure but limited to approve spending amount up to \$100 with approved budget".

Website: www.gadc.org.kh, Tel: (855-23) 215 137, Fax: (855-23) 996 934

#89, St. 288, Sangkat Olympic, Khan Chamcarmon, Phnom Penh, Cambodia: P.O Box 2684 Phnom Penh 3 or Mail Box at CCC 128





# GENDER AND DEVELOPMENT FOR CAMBODIA (GADC)

To: Norm Sina, Community Outreach Program Manager

Through: Finance Unit

From: Kong Kunthea, CF in Pursat Province

Activity: 1. Internship; 2. Support Community Council, District and Provincial Meeting and Engage Core Group in community district and provincial meeting; 3. Core Group Door to Door Visit; 4. Organize CG Meeting: Prepare for Annual Reflection in Siem Reap; 5. CG networking with other NGOs and 6. CF travel in communities

No.	Location and Date	DESCRIPTION	DETAIL CODE				Estimate Cost				Diakonia	Total
			Donor Activity code	LFA code/Project Code	Account Code	Source of Fund	Quantity	Cost	Time	Total		
1		Internship					1 person	\$ 50.00	1 month	\$ 50.00	\$ 50.00	\$ 50.00
2		Support Community Council, District and Provincial Meeting and Engage Core Group in community district and provincial meeting					4 events	\$ 10.00	1 time	\$ 40.00	\$ 40.00	\$ 40.00
		Support refreshment for the meetings					2 people	\$ 4.00	2 events	\$ 8.00	\$ 8.00	\$ 8.00
		Travel Cost					2 people	\$ 4.00	2 events	\$ 16.00	\$ 16.00	\$ 16.00
		Peridium for CG					1 people	\$ 5.00	1 event	\$ 5.00	\$ 5.00	\$ 5.00
		Peridium for CF to join provincial meeting								\$ 69.00	\$ 69.00	\$ 69.00
3		Core Group Door to Door Visit					2 people	\$ 3.00	1 time	\$ 6.00	\$ 6.00	\$ 6.00
		Travel Cost					2 people	\$ 6.00	1 time	\$ 12.00	\$ 12.00	\$ 12.00
		Peridium for CG					2 people	\$ 20.00	1 time	\$ 40.00	\$ 40.00	\$ 40.00
		Support CG conduct door to door visit								\$ 58.00	\$ 58.00	\$ 58.00
4		Organize CG Meeting: Prepare for Annual Reflection in Siem Reap					22 people	\$ 4.00	1 time	\$ 88.00	\$ 88.00	\$ 88.00
		Travel Cost					1 time	\$ 5.00	1 time	\$ 5.00	\$ 5.00	\$ 5.00
		Water and Electricity Cost for Meeting					1 time	\$ 7.00	1 time	\$ 7.00	\$ 7.00	\$ 7.00
		Refreshment										





No.	Location and Date	DESCRIPTION	DETAIL CODE				Estimate Cost				Diakonia	Total
			Donor Activity code	LFA code/Project Code	Account Code	Source of Fund	Quantity	Cost	Time	Total		
		Sub total								\$ 100.00	\$ 100.00	\$ 100.00
5		CG Networking with other NGOs in Phnom Penh										
		Peridium for CG					3 people	\$ 19.00	1 time	\$ 57.00	\$ 57.00	\$ 57.00
		Transportation from Preyveng to Phnom Penh					1 time	\$ 35.00	2 trip	\$ 70.00	\$ 70.00	\$ 70.00
		Accommodation for CG					3 people	\$ 15.00	2 night	\$ 90.00	\$ 90.00	\$ 90.00
		Local transport					3 people	\$ 3.00	3 day	\$ 27.00	\$ 27.00	\$ 27.00
		Peridium for CF					1 people	\$ 19.00	1 time	\$ 19.00	\$ 19.00	\$ 19.00
		Accommodation for CF					1 people	\$ 15.00	2 night	\$ 30.00	\$ 30.00	\$ 30.00
		Local transport for CF					1 people	\$ 2.00	2 day	\$ 4.00	\$ 4.00	\$ 4.00
		Sub total								\$ 297.00	\$ 297.00	\$ 297.00
6		Staff travel										
		Local transport in community					1 people	\$ 10.00	1 month	\$ 10.00	\$ 10.00	\$ 10.00
		Communication					1 people	\$ 8.00	1 month	\$ 8.00	\$ 8.00	\$ 8.00
		Motorcycle					1 people	\$ 15.00	1 month	\$ 15.00	\$ 15.00	\$ 15.00
		Sub total								\$ 33.00	\$ 33.00	\$ 33.00
		Grand total								\$ 607.00	\$ 607.00	\$ 607.00

Verified by:

Norm Sing

Name: Norm Sing

Position: CO Program Manager

Date: Feb 01 2021

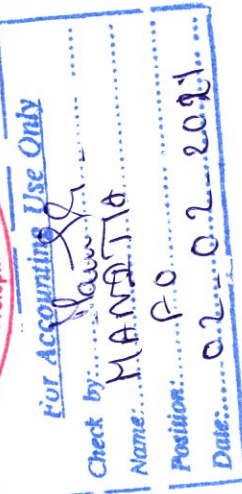
Prepared by:

Chhorn Phallay

Name: Chhorn Phallay

Position: Field staff (CF)

Date: 01.02.2021





# GENDER AND DEVELOPMENT FOR CAMBODIA (GADC)

## WORKING OUTSIDE FORM (Travel Authorization)

### Travel Information:

Name of Traveler & Position:

Chhorn Phallay

Purpose:

Join Activity of CG network with other NGOs

Activity Code

LFA

Donor Code

### Travel Advance (to be completed before travel)

Travel Mode (tick ✓):

GADC vehicle ☐

Bus/Taxi ☒

Others ☐

	Destination	Date	Time
Departure	Baphnom Preyung to Phnom Penh	02.02.21	1 pm
Return	Phnom Penh to Baphnom, Preyung	04.02.21	10:30 am

### Complete before travel:

Calculation of advance (Per Diem, Housing, Transport and Miscellaneous) (See Instruction on Back)

Per Diem:

5\$ + 12\$ + 2\$

Housing/Hotel:

15\$ x 2 night

Transport & Misc:

35\$ x 2

Total Advance Cost:

US \$

119\$

Requested by:

Verified by:

Approved by:

Name:

Chhorn Phallay

Position:

CE

Signature:

[Signature]

Date:

01-02-2021

Norm Sing

CO Program Manager

Chhorn Sing

Jan 1 2021  
Feb.

### To Be Received from Finance Unit:

Paid by:

Received by:

Position:

Position:

Date:

Date:

Please submit this form to the unit manager at least 5 working days before the event date. In case of emergency or unexpected mission, the 2 working days does not apply.



සංග්‍රහයක්: 2021  
 දින 01 දින: 26.02.2021

ක.අ.	කාලසීමාව	සකස් කළ	ප්‍රතිචාරය
1	01.02.2021	සාකච්ඡා	සාකච්ඡා
2	02.02.2021	සේවා කටයුතු	සේවා කටයුතු
3	03.02.2021	සේවා කටයුතු	-"-
4	04.02.2021	සේවා කටයුතු	ප්‍රතිචාරය
5	05.02.2021	සේවා කටයුතු	සේවා කටයුතු
6	08.02.2021	සේවා කටයුතු	සේවා කටයුතු
7	09.02.2021	සේවා කටයුතු	සේවා කටයුතු
8	10.02.2021	සේවා කටයුතු	සේවා කටයුතු
9	11.02.2021	සේවා කටයුතු	සේවා කටයුතු
10	12.02.2021	සේවා කටයුතු	සේවා කටයුතු
11	15.02.2021	සේවා කටයුතු	සේවා කටයුතු
12	16-18/02/2021	සේවා කටයුතු	සේවා කටයුතු
13	19.02.2021	සේවා කටයුතු	සේවා කටයුතු
14	22.02.2021	සේවා කටයුතු	සේවා කටයුතු
15	23.02.2021	සේවා කටයුතු	සේවා කටයුතු
	24-26.02.2021	සේවා කටයුතු	සේවා කටයුතු





ធនាគារ អេស៊ីប៊ីជាក ភីអិលស៊ី  
ACLEDA Bank Plc.

ប្រាក់បញ្ញើ

លេខ/N°: 036497

Check

កាលបរិច្ឆេទ:

02 02 21  
DD MM YY

Date:

អាសយដ្ឋាន: ផ្ទះ ១៩ ភូមិប្រាសាទ ភូមិប្រាសាទ សង្កាត់ស្ទឹងមានជ័យ១ ខណ្ឌមានជ័យ ភ្នំពេញ  
#A1-A5 Q19 Mouireth Blvd., Trea Bel Village, Sangkat Stung Meau Chey1, Khan Meau Chey, PP

ប្រាក់កាន់ / or Bearer

បើកឲ្យ: Chhorn Phallay

Pay to:

ចំនួនប្រាក់ជាអក្សរ: Six hundred seven USD only

Amount in words:

USD 607 -

ឈ្មោះបញ្ជាក់: GADC

Drawer's Name:

ហត្ថលេខាបញ្ជាក់ / Drawer's signature

អាសយដ្ឋាន:

Address:

គោលបំណង / For: P.V.# 62

សូមចុះហត្ថលេខានៅលើផ្ទៃខាងលើនៃបន្ទាត់ / Please sign above this line

⑈036497⑈041⑈090 2⑈001079667515⑈01

Chhorn Phallay

