



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Aye Chan Aung	Estimated Date of Travel	1 ~ 31.3.25	
Position Rank	ASM	Total Day	31 days	
BU/BR/DIV, Dept	PG BU	Destination		
Purpose	Customer appointment and dealing customer visit			
Travelling Permit				
Arrival Place	TGY, NPT			
Actual Date & Time of Travel	(11 - PG BU) (17 - leave) (12 to 16 - off day)			
Total Day	24 days			
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	
24 x 15000	TA Charges (24 x 15,000)	360,000/-		
	Express charges	27,000/-		
Total Expense (Kyats/USD)		387,000/-		
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Khaing Wlah ²	SI, staff	7.4.25	<i>[Signature]</i>
Approved By Dept Head	Kyi Kyi Win	SH	7.4.2025	<i>[Signature]</i>
Approved By GM/AGM/COO	Soe Htet Tin	AGM		<i>[Signature]</i>
Acknowledged by related Superior for Job Report	Aye Min Htoon	COO		<i>[Signature]</i>
HR Check & Approved	Phyo Wai Nyein	A.D.H	8.4.2025	<i>[Signature]</i>
Cash Received				
Remark				

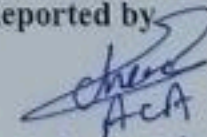
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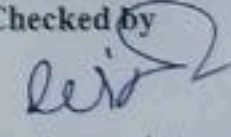
25/04/2025
Aminko

TRAVELLING REPORT

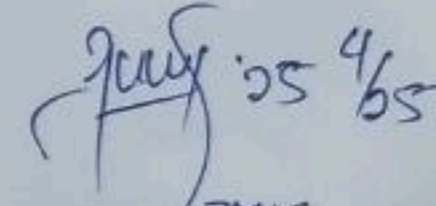
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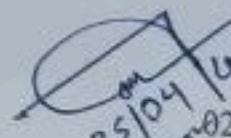
Report To	Ko Soe Htet Tin (AGM)	
Employee Name	Aye Chan Aung	
Position	ASM	
Department	National Sales	
Business	PG BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From TGT Branch To NPT Branch	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
3.3.2025	Go to Tanggyi downtown, PG Prospect customer follow up & New finding	① Shue Mae - 500kVA
4.3.2025	Go to Kalew downtown, Prospect customer follow up & New finding	② Kudos Bakery - 200kVA
5.3.2025	Go to Yatsank downtown, GokVA Prospect Appointment & New finding	③ Sai Kham New - 250 kVA ④ Win Som - 165kVA ⑤ Harmony KTV - 60 kVA
6.3.2025	Go to ATX Industrial zone, Prospect customer follow up	
7.3.2025	Go to NPT Branch	
8.3.2025	Go to Pyinmena downtown, PG Prospect customer follow up & New finding	
10.3.2025	Go to Pyinmena downtown, 200kVA Prospect appointment & New finding	
11.3.2025	Go to Yangon PG BU	

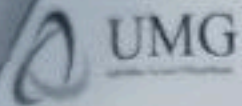
Reported by
 Sign : 
 Name : Ko Aye Chan Aung
 Position : ASM

Checked by
 Sign : 
 Name : Kyi Kyi Win
 Position : DH

(DH/AGM/GM)

Approved by
 Sign : 
 Name : Aye Chan Aung
 Position : ASM


 25/04/2025
 Number 02-CHL-HRM-FRM-064-00



TRAVELLING REPORT

Date :

Report To	Ko Soe Htet Tin (AGM)	
Employee Name	Aye Chan Aung	
Position	ASM	
Department	National Sales	
Business	PG BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From NPT Branch To	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
18.3.2025	Go to NPT Branch	① Ko Bo Bo Aung - 250kUA
19.3.2025	Go to Zabathiri & Pyinmana downtown PG Prospect follow up.	② Ko Myi - 200kUA
20.3.2025	Go to Pobathiri downtown, prospect follow up & New finding	③ U Aung Kyaw Aung - 250kUA
21.3.2025	Go to Zabathiri downtown, New finding & Prospect follow up	④ Blessing Cass - 60kUA
22.3.2025	Go to Leve & Pyinmana downtown, 250kUA Appointment & New finding	⑤ Tonegafuri - 350kUA
24.3.2025	Go to Dakhina & Leve downtown PG prospect customer follow up	⑥ The Moon - 60kUA
25.3.2025	Go to Bka Thiri downtown, PG prospect follow up	⑦ MSG - 60kUA
		⑧ Pang bang Hotel - 100kUA

Reported by
 Sign :
 Name : Ko Aye Chan Aung
 Position : ASM

Checked by
 Sign :
 Name : Kyi Kyi Win
 Position : DH

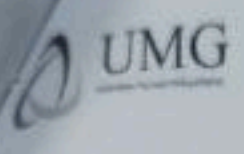
(DH/AGM/GM)

Approved by
 Sign :
 Name : Aung Mye Aung
 Position : ZMM

(COO)

25/04/2025
 Aung Mye Aung

02-CHL-HRM-FRM-064-00



TRAVELLING REPORT

Date :

Report To	Ko Soe Htet Tin (AGM)	
Employee Name	Aye Chan Aung	
Position	ASM	
Department	Marketing Sales	
Business	PG BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From NPT Branch To	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
26. 3. 2025	Go to Tharwadi & leave, New finding & prospect follow up	
28. 3. 2025	Go to Zabuthiri downtown, PG prospect customer follow up	
29. 3. 2025	NPT Branch, prospect customer follow up from ph call	
31. 3. 2025	NPT Branch, prospect & Inquiring customer follow up from ph call	

Reported by
 Sign :
 Name : Ko Aye Chan Aung
 Position : ASM

Checked by
 Sign :
 Name : Kyi Kyi Win
 Position : DH

Approved by
 Sign :
 Name : ZMN
 Position : ZMN

(DH/AGM/GM)

(COO)

25/04/2025
 Aung Mye Aung

9:38

4G 4G 29



Aung Phyo Lin NPT AE

last seen at 9:29 PM



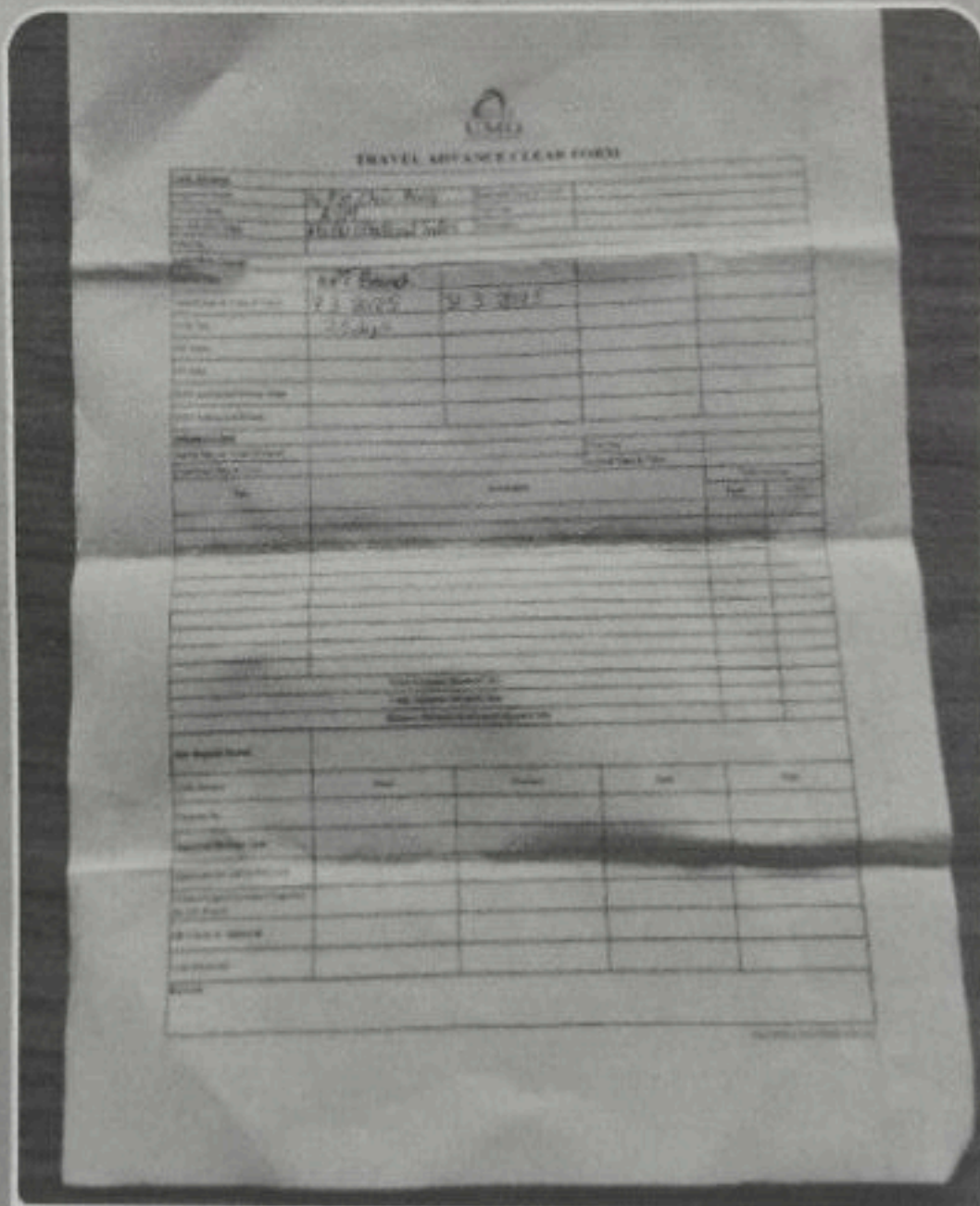
7:52 AM

PM

March 18

0 AM

April 3



Dear ဂျာကြီး,

TA Form လေး Approve ပေးပါအုန်းခင်ဗျာ

3:45 PM

Ok, Pls: Proceed by Policy. 8:15 PM



Message

