



## TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Soe Htet Tin	Estimated Date of Travel	8.5.25 ~ 4.5.25	
Position Rank	AGM	Total Day	2 Days	
BU/PR/Div, Dept	PG BU	Destination		
Purpose	Customer Appointment			
Travelling Permit				
Arrival Place	YGN to MDY	MDY to YGN		
Actual Date & Time of Travel	3.5.25	4.5.25		
Total Day	= 2 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	
3.5.25 to 4.5.25	Travelling Allowance Charge 2 Days x 15000	30000 ✓		
	Toll Gate Charges	18000 ~		
	Trip Fuel Charge (3N-3612)	345000 ✓		
Total Expense (Kyats/USD)		393000		
Cash Advance (Kyats/USD)		-		
Balance Refund/Additional (Kyats/USD)		393000 ✓		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Htet Thae Zay	SH	28.5.25	
Approved By Dept Head	Ryi Cein	DH	29.5.25	
Approved By GM/AGM/COO	Soe Htet Tin	AGM		
Acknowledged by related Superior for Job Report	Ko Aye Min Htoon	VGM		
HR Check & Approved	Phyo Cein Nyein	HR		
Cash Received				
Remark				



MAX ENERGY

Please Scan QR Code (ID Type)  
1080 7454 7457 5400

F.S Code : Max Energy (Meiktila 1)  
Voucher : H-15-20250503-0541  
Date : 03/05/2025 3:03:15 PM  
Car No : 3N/3612  
Pump : Pump 3  
F.S Ph : "09-891755031"



Fuel Type	Price x Liter		Amount
Premium Diesel	3165 x 31.5960	MMK	100,000
KBZ Pay	Total (Inclusive Tax)		MMK 100,000

Thank You. Please come again.  
Have a safe journey.



MAX ENERGY

Please Scan QR Code (ID Type)  
1513 3371 3005 1571

F.S Code : Max Energy (108-Mile)  
Voucher : H-86-20250504-0187  
Date : 04/05/2025 7:30:57 PM  
Car No : 3N/3612  
Pump : Pump 3  
F.S Ph : "09891755240"



Fuel Type	Price x Liter		Amount
Premium Diesel	3100 x 32.2580	MMK	100,000
Total (Inclusive Tax)			MMK 100,000

Thank You. Please come again.  
Have a safe journey.

PT Power-အမွန်လမ်း (0) ဝိုင်း (2322)

ရန်ကင်း-ပဲခူးလမ်းဟောင်း နှင့်  
ရန်ကင်း-နွေညောင်တော်အမွန်လမ်း  
ထဲသို့ လှည့်ကူးဖို့။ 09457755009,  
09421115827

Vr No : H-17-20250503-0377

Date : 03/05/2025 9:05:21 AM

Cashier : Daw Chit Myat D Staff : Chit Myat  
Noe Khin Noe Khin

Car No : 3N/3612 Pump : Pump 27

Fuel Type	Price x Liter	Amount
Premium Diesel	3055 x 37.6450 (8.281 G)	115,005
Received		115,005

Thank You. Please Come again.



TAUNGGOO STATION  
Contact No : 09 940 549 292

Receipt No: 02431481  
Date/Time : 04-05-2025 (17:44)  
Pump/Noz : 4/ 2  
Product : Premium Diesel  
Lit/Price : 9.677 x 3100 K

Total : 30,000 K  
MOP : Cash  
Plate : BC3N3612  
Thank you ... See You Again!

လမ်းဦးစီးဌာန  
ရန်ကုန် မန္တလေးအမြန်လမ်း  
C JUNCTION TOLLGATE, Lane 3  
03/05/25 01:33:35 PM  
**3N-3612**

Voucher : L3339664      Section : 1020  
From : CJun, To : SKI      Class : 2  
Weight : 0  
Charge : Ks 4,000



ပျောက်ဆုံး ပျက်စီးပါက ထပ်မံပေးဆောင်ရမည်

လမ်းဦးစီးဌာန  
ရန်ကုန် မန္တလေးအမြန်လမ်း  
C JUNCTION TOLLGATE, Lane 6  
04/05/25 04:14:02 PM  
**3N-3612**

Voucher : L6448409      Section : 1035  
From : CJun, To : 3Jun      Class : 2  
Weight : 0  
Charge : Ks 5,000



ပျောက်ဆုံး ပျက်စီးပါက ထပ်မံပေးဆောင်ရမည်

လမ်းဦးစီးဌာန  
ရန်ကုန် မန္တလေးအမြန်လမ်း  
3 JUNCTION TOLLGATE, Lane 3  
03/05/25 09:11:16 AM  
**3N-3612**

Voucher : L3719023      Section : 1044  
From : 3Jun, To : CJun      Class : 2  
Weight : 0  
Charge : Ks 5,000



ပျောက်ဆုံး ပျက်စီးပါက ထပ်မံပေးဆောင်ရမည်

လမ်းဦးစီးဌာန  
ရန်ကုန် မန္တလေးအမြန်လမ်း  
SAKABAY TOLLGATE, Lane 5  
04/05/25 03:24:34 PM  
**3N-3612**

Voucher : L624      Section : 858  
From : SKI, To      Class : 2  
Weight : 0  
Charge : Ks 4,000



ပျောက်ဆုံး ပျက်စီးပါက ထပ်မံပေးဆောင်ရမည်

10:53 AM

5.31 4G 48

### CGD & PG BU

16 members, 2 online

May 3

ကိုစိုးထက်တင် admin

ကိုစိုးထက်တင်  
Dear Sayar U Aye Min Htoon and K...

Dear Sayar U Aye Min Htoon and Ko Zaw Min Myat,  
ဒီ Customer အား ကျွန်တော်တို့ အဲတုန်းကသွားရောက်ကာ 700 kva တလုံး deal ခဲ့ပါသည်။ သူ လိုချင်တာ Silent type ဖြစ်သော် ကြောင့် delivery အခက်အခဲ အရ Canopy သပ်သပ်မှာပြီး ရုံးမှာ silent type ဆင်ပြီး customer ဆီ ပို့မယ်လို့ Deal request မှာတင် ခဲ့ပါသည်။ Delivery time အနေ နဲ့ကတော့ Thingyan မတိုင်ခင် Customer ဆီအရောက်ပို့ပေး ရမယ်ဆိုပြီး deal ခဲ့တာပါ။ မ ရောက်ခဲ့ရင် rental ချပေးမယ်ဆို ပြီး ပြောထားတာရှိပါတယ်။ Rental charges ကိုလဲ selling price ထဲ မှာ 1 လ စာ cover လုပ်ခဲ့ပါတယ် တကယ်တမ်း Canopy ရောက်လာ တဲ့အချိန်က Thingyan မတိုင် လေးမှကပ်ရောက်လာတဲ့အတွက် Customer ကို Thingyan ပိတ် ရက်ပြီးတာနဲ့ လွှဲပေးမယ်ဆိုပြီး request လုပ်ခဲ့ပါသည်။ ကျွန်တော် တို့လဲ Thingyan ပိတ်ရက်အတွင်း မှာ OT ဆင်းပြီး Canopy ကိုအပြီး ဆင်သော်လည်း မပြီးနိုင်ခဲ့

Message [Attachment] [Image]

Navigation icons

10:53 AM

2.94 4G 48

### CGD & PG BU

16 members, 2 online

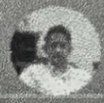
အဲဒါကို MDY ကို trip သွားခွင့် ပြုပြန်ရန် request လုပ်ပါသည်။ နောက်ပြီး သူ့ရဲ့ Naypyidaw မှာ ဆောက်နေသည့် စက်ရုံကလဲ ပြီး တော့မှဖြစ်တဲ့အတွက် နောက်ထပ် deal နိုင်အောင်လဲ တခါထဲ try ခဲ့ပါ မယ်။



Ko Zaw Myit Myat admin

ကိုစိုးထက်တင်  
Dear Sayar U Aye Min Htoon and K...

Pls proceed to visit to MDY and try to fix issues. Pls also study the market and branch sale team during trip.



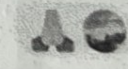
10:02 AM

May 4

Ko Aye Min Htun

ကိုစိုးထက်တင်  
Dear Sayar U Aye Min Htoon and K...

Please proceed to go to MDY



7:48 PM

May 5

Ko Aye Min Htun added Aye Min Htoon

Ko Aye Min Htun left the group

May 6

Message [Attachment] [Image]

Navigation icons

May 23

Dear MD,

we would like to request the approve approval for AGM went to customer (MDY trip, BGO trip).

AGM went to Customer site (U Sai Shwe Baw Thein) in Mandalay at 3.5.2025 and Bago customer site (Bago Sports Gloves) at 9.5.2025 with VCM,ACCO approve.

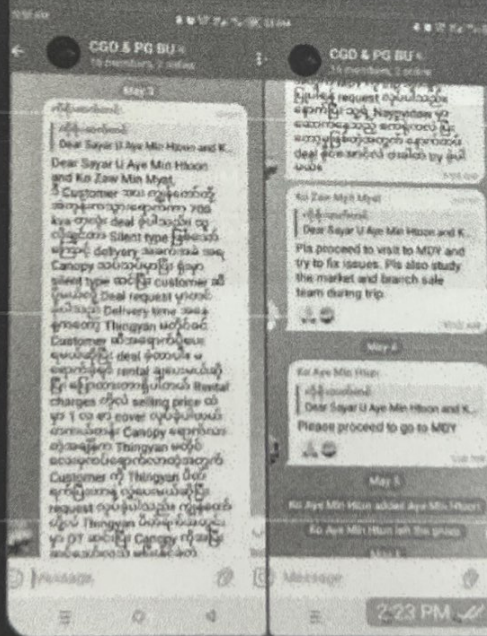
We apologize for forgot to request your approve because AGM need to go urgently customer site.

So, We would like to request your approve approval to trip clear procedure for MDY & BGO Trip. ^ ^ ^

Kyi Kyi Win  
Department Head  
Marketing & Sale Support Dept  
PG BU

2:23 PM

Forwarded from Htet Thuzar



Forwarded from Htet Thuzar



KKW  
Dear MD, we would like to request the appro...  
Please process

2:25 PM

Thanks MD ^ 2:26 PM



### TRIP CAR USED FORM

BU/BR/DIV : PG, BU  
Driver Name : Soe Htet Tin  
Car User Name : Soe Htet Tin  
Trip Title : Customer Appointment  
Trip Location : MDY  
Car No. : 3N-3612  
Car Type : ISUZU Double Cab  
Estimate Date : 3.5.2025 to 4.5.2025  
Participant : Soe Htet Tin , Si Thee Aung (YGN)

Date	Start Kilo	End Kilo
3.5.2025	209320	209939
4.5.2025	209939	210634

1314 km

Request By

Requester

Htet Thee Aung

Checked By

Related GM/AGM

Soe Htet Tin

Acknowledge By

GAV Head

Approved By

CAM GM/AGM/COO


Ho Aye Min Hkon.




# TRAVELLING REPORT

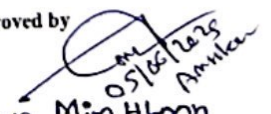
Date : 6.5.25

Report To	Ko Aye Min Htoon	
Employee Name	Soe Htet Tin	
Position	AGM	
Department	PG BU	
Business	PG BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	3.5.25 (6:00 AM)	
Total Days		
Trip Information	1. From YGN To MDY	
	2. From MDY To YGN	
	3. From To	
Purpose For Travelling	Customer - U Sai Shwe Bao Their Delivery Late Complain	
Travel Date	Activities	Remark
3.5.25	YGN to MDY customer site delivery late complain &	VP-7708, 700KVA
4.5.25	MDY to YGN.	

Reported by   
 Sign :  
 Name : Soe Htet Tin  
 Position : AGM

Checked by   
 Sign :  
 Name : Soe Htet Tin  
 Position : AGM

(DH/AGM/GM)

Approved by   
 Sign :  
 Name : Ko Aye Min Htoon  
 Position : VCM  
 (COO)

Print Date : 03-Jun-2025

Monthly Fuel Claim

Vehicle Number	Holding Business	Request Date	For Month	Contract Name	Approved amount	Actual Issue Gallon	Actual Charges Amount	Actual Approved Status	Monthly Usage Kilo	Remark
3N/3412	Power Generator	2025-05-28	May	Soe Htet Tin	280,000	25	345,000	Close	1,314	Customer- Sai Shwe Baw Thein, VP-770S, Machine delivery late complain and site visit
<del>3N/3412</del>	<del>Power Generator</del>	<del>2025-05-28</del>	<del>May</del>	<del>Soe Htet Tin</del>	<del>280,000</del>	<del>4</del>	<del>50,000</del>	<del>Close</del>	<del>168</del>	<del>Customer - Bago Sport Gloves Co.,Ltd.</del>

*[Signature]*  
Htet Thein Zin

*[Signature]*  
Keying U Tin

*[Signature]*  
Phyo U Tin Nyan

*[Signature]*  
Soe Htet Tin

*[Signature]*  
5.6.25

Fuel = 345000 L-  
Gall = 25 gal  
kilo Consumption = 209320 - 210634 = 1314 ÷ 25 = 52.56 kilo

11.6 km/liter  
*[Signature]*  
05/06/2025  
Amint