

နှင်းချယ်ပတ်ရီ အဆင့်မြင့်ခရီးသည်ဖို့ဆောင်ရွေး

တောင်ငူ ⇌ ရန်ကုန် ⇌ တောင်ငူ (အမြန်လမ်း)

အမည် ----- စတုရန်း
 ခုံနံပါတ် ----- ၁၂၃၄ | ရက်စွဲ ----- ၁၁.၇.၂၅
 သင့်ငွေ ----- ၂၀၀၀၀ ----- ကားနံပါတ် ----- ၁၅၇
 ယာဉ်ထွက်ချိန် ----- ၉:၀၀ AM

- မှတ်ချက်
- ယာဉ်ထွက်မှီ မိနစ်(၃၀)ကြိုတင် အရောက်လာရမည်။
 - ဝယ်ပြီးလက်မှတ် ငွေပြန်မအမ်းပါ။
 - ယာဉ်ပေါ်တွင် မူးယစ်သောက်စားခြင်း၊ ဆူညံခြင်းမပြုရပါ။

- တောင်ငူ - အမှတ်(၁၅/၃၂)၊ ရန်ကုန် - မန္တလေးလမ်း၊ ပန်းစွယ်တော်ဟိုတယ်ရှေ့ ဖုန်း - ၀၉ ၇၈၅၄၉၀၆၈၉၊ ၀၉ ၄၀၆၀၆၉၉၇၄
- ရန်ကုန် - အမှတ်(၂၂/၁၇)၊ ဥဿာလမ်း၊ အောင်မင်္ဂလာအဝေးပြေးကားဝင်း၊ ဖုန်း - ၀၉ ၇၈၅၄၉၀၆၈၉၊ ၀၉ ၇၈၀၂၃၃၃၅၅
- ဖြူး - ကုန်းကျော်မီးပွိုင့်အနီး၊ ရွှေသန်းကြွယ်လွှက်ရည်ဆိုင်ရှေ့ ဖုန်း - ၀၉ ၄၀၆၉၄၆၄၃၃၊ ၀၉ ၄၀၆၉၄၆၁၇၇



TRAVEL ADVANCE CLEAR FORM

| Cash Advance | | | | |
|---|---|--------------------------|------|------|
| Employee Name | Wai Zin Phyo | Estimated Date of Travel | | |
| Position Rank | S part Saleman | Total Day | | |
| BU/BR/DIV, Dept | Reman BU, Sale & Marketing | Destination | | |
| Purpose | lungoo Branch Market Visit. | | | |
| Travelling Permit | | | | |
| Arrival Place | | | | |
| Actual Date & Time of Travel | | | | |
| Total Day | | | | |
| HR Name | Harry Oo | | | |
| HR Sign | Harry | | | |
| BOH Authorized Person Name | See Min Hkue. | | | |
| BOH Authorized Person | | | | |
| Advance Clear | | | | |
| Actual Date & Time of Travel | | Total Day | | |
| Departure Date & Time | | Arrival Date & Time | | |
| Date | Description | Total Amount | | |
| | | Kyats | USD | |
| 2.7.2025 | - We go to lungoo Branch - Visit. We have arrived 6'o clock. | | | |
| To | - Hostel charges at Branch C (From 5/July to 11/July) | 10000 | | |
| | - Travelling allowance (From 2/July to 11/July) Total - 10 days | 150000 | | |
| 11.7.2025 | - I come back to Yangon by Hnin Cherry express. I have arrived 3'o clock. | 20000 | | |
| | - Taxi charges (Aung Mingale Highway Bus station to Ahlone). | 31400 | | |
| Total Expense (Kyats/USD) | | | | |
| Cash Advance (Kyats/USD) | | | | |
| Balance Refund/Additional (Kyats/USD) | | | | |
| Job Report Status | | | | |
| Authorization | Name | Position | Date | Sign |
| Prepared By | | | | |
| Approved By Dept Head | | | | |
| Approved By GM/AOM/COO | | | | |
| Acknowledged by related Superior for Job Report | | | | |
| HR Check & Approved | | | | |
| Cash Received | | | | |
| Remark | | | | |



TRAVEL ADVANCE CLEAR FORM


| Cash Advance | | | | |
|---|--|--------------------------|------|------|
| Employee Name | Khun Tin San | Estimated Date of Travel | | |
| Position Rank | National Sales Manager | Total Day | | |
| BU/BR/DIV. Dept | Remark BU, S & M | Destination | | |
| Purpose | | | | |
| Travelling Permit | | | | |
| Arrival Place | | | | |
| Actual Date & Time of Travel | | | | |
| Total Day | | | | |
| HR Name | Harry Oo | | | |
| HR Sign | Harry | | | |
| BOH Authorized Person Name | Soe Min Hlae | | | |
| BOH Authorized Person | | | | |
| Advance Clear | | | | |
| Actual Date & Time of Travel | | Total Day | | |
| Departure Date & Time | | Arrival Date & Time | | |
| Date | Description | Total Amount | | |
| | | Kyats | USD | |
| 2~3.7.2025 | Hotel charges | 90000 | | |
| 2~5.7.2025 | Travelling allowance | 60000 | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | Total Expense (Kyats/USD) | 361400 | | |
| | Cash Advance (Kyats/USD) | 60000 | | |
| | Balance Refund/Additional (Kyats/USD) | 238600 | | |
| Job Report Status | | | | |
| Authorization | Name | Position | Date | Sign |
| Prepared By | | | | |
| Approved By Dept Head | | | | |
| Approved By GM/AGM/COO | | | | |
| Acknowledged by related Superior for Job Report | | | | |
| HR Check & Approved | | | | |
| Cash Received | | | | |
| Remark | | | | |

Your arrival time **2:20 pm**
20.9 km to go 58 min left

Sin Min Street (Ahlong) >

Share ride details >

On a work trip?
Tag as business ride for easier reimbursements



Find out how >

Cash

Offers >

Personal >

Current total **Ks31,400**

How is your ride?
Rate it or tip the driver



Your arrival time **2:23 pm**
20.7 km to go 57 min left

Sin Min Street (Ahlong) >

Share ride details >

Your arrival time **2:21 pm**
20.9 km to go 59 min left

Offers >

Personal >

Current total **Ks31,400**

How is your ride?
Rate it or tip the driver



Myint San • 4.9
Joined Sep 2023

Toyota Probox NCP51 • 2H-4160 • Taxi

Helpful Driver
Your driver goes the extra mile to help.



Excellent
Your driver's exceptional delightfu



How was your ride?

Total **Ks31,400**

GrabRewards points earned **+31 points**

View Details

TRAVELLING REPORT

Date :

| | | |
|---|--|-----------------------|
| Report To | | |
| Employee Name <u>Wai Zin Phyo</u> | | |
| Position <u>Spport Saleman</u> | | |
| Department <u>Sale & Marketing</u> | | |
| Business <u>Reman</u> | | |
| Departure & Arrival | Departure Date And Time | Arrival Date And Time |
| | <u>2 July 2025</u> | <u>11 July 2025</u> |
| Total Days <u>10 days</u> | | |
| Trip Information | 1. From <u>YGN</u> To <u>Taungoo</u> | |
| | 2. From <u>Taungoo</u> To <u>Yangon</u> | |
| | 3. From To | |
| Purpose For Travelling <u>Branch visit, Quarry sites visits, Customer appointments Marketing.</u> | | |
| Travel Date | Activities | Remark |
| <u>2 July 2025</u> | <u>Go to Taungoo from Yangon</u> | |
| <u>3 July 2025</u> | <u>BR visit.</u> | |
| <u>4 July 2025</u> | <u>Opening meeting with BR all shaffs customer U Myo Naing appointments meet customer Ko Thet Naing, U Kyaw² meet customer U Soe Naing</u> | |
| <u>5-6 July 2025</u> | <u>4 miles Quarry Mine visits appointment meet to Htoo Lynn Co., Ltd. meet customer Ko Htoo Aung, meet customer Ko Han Soe Moe, meet customer/Broker Ko Myat Min Htet.</u> | |
| | <u>Both cars have have been taken to the workshop for repair, but due to the holidays and BOTH's ill health, I couldn't go to the market visit.</u> | |

Reported by

Checked by

Approved by

Sign :

Sign :

Sign :

Name :

Name :

Name :

Position :

Position :

Position :

(DH/AGM/GM)

(COO)

TRAVELLING REPORT

Date :

| | | |
|------------------------|---|-----------------------|
| Report To | | |
| Employee Name | Wai Zin Phy O | |
| Position | Spart Saleman | |
| Department | Sale & Marketing | |
| Business | Reman | |
| Departure & Arrival | Departure Date And Time | Arrival Date And Time |
| | 2 July 2025 | 11 July 2025 |
| Total Days | 10 days | |
| Trip Information | 1. From YGN To Taungoa | |
| | 2. From Taungoa To YGN | |
| | 3. From To | |
| Purpose For Travelling | Branch visit, Quarry sites visits, customer appointments Marketing. | |
| Travel Date | Activities | Remark |
| 7 July 2025 | Both cars were repaired in the workshop and BOH urgent work came up, so I stayed at the branch and shared the Reman BO services business sectors and current promotion parts list with the Spart admin and service man. | |
| 8 July 2025 | 4-miles Quarry Mine visit. Meet customer U Phoe Kyaw, Meet customer U Min Min, Meet customer U Min Aung, Meet customer U Pyone Cho | |
| 9 July 2025. | Public holiday, so I stayed at the branch. | |

Reported by
Sign :
Name :
Position :

Checked by
Sign :
Name :
Position :

Approved by
Sign :
Name :
Position :

(DH/AGM/GM)

(COO)

TRAVELLING REPORT

Date :

| | | |
|------------------------|---|-----------------------|
| Report To | | |
| Employee Name | Wai Zin Phyo | |
| Position | Spert Saleman | |
| Department | Sale & Marketing | |
| Business | Reman | |
| Departure & Arrival | Departure Date And Time | Arrival Date And Time |
| | 2 July 2025 | 11 July 2025 |
| Total Days | 10 days | |
| Trip Information | 1. From ... YGN ... To ... Taungo ... | |
| | 2. From ... Taungo ... To ... YGN ... | |
| | 3. From ... To ... | |
| Purpose For Travelling | Branch visit, Quarry sites visits, customer appointments Marketing. | |
| Travel Date | Activities | Remark |
| 10 July 2025 | 4miles Quarry Mine visits. Meet customer Ko Thar Gyi | |
| 11 July 2025 | Meet customer Ko Thet Naing Meet customer Ko Kyaw Lin Thu Meet customer Daw Htoo Htoo Meet customer Daw Pa Pa Meet customer U Thet Meet customer U Naing | |
| | Closing meet with branch, come back to YGN | |

Reported by

Checked by

Approved by

Sign :

Sign :

Sign :

Name :

Name :

Name :

Position :

Position :

Position :

(DH/AGM/GM)

(COO)



TRAVELLING REPORT

Date :

| | | |
|------------------------|--|-----------------------|
| Report To | | |
| Employee Name | Khem Pint San | |
| Position | National Sale Manager | |
| Department | Sale & Marketing | |
| Business | Reman | |
| Departure & Arrival | Departure Date And Time | Arrival Date And Time |
| | 2 July 2025 | 5 July 2025 |
| Total Days | | |
| Trip Information | 1. From YGN To Taungoo | |
| | 2. From Taungoo To Yangon | |
| | 3. From To | |
| Purpose For Travelling | Branch visit, Quarry sites visits, Customer appointments Marketing | |
| Travel Date | Activities | Remark |
| 2 July 2025 | Go to Taungoo from YGN | |
| 3 July 2025 | BR Visit Opening meeting with BR all staffs Customer U Myo Naing appointments Meet Customer Ko That Naing, U Kyaw Meet customer U Soe Naing | |
| 4 July 2025 | 4 miles Quarry Mines Visits Appointment meet to Htoo Lynn Cayld Meet customer Ko Htoo Aung Meet customer Ko Han Soe Moe Meet customer/Booker Ko Myat Min Htet. Closing Meeting with BOH | |
| 5 July 2025 | way back to YGN | |

Reported by

Checked by

Approved by

Sign :

Sign :

Sign :

Name :

Name :

Name :

Position :

Position :

Position :

(DH/AGM/GM)

(COO)

Print Date : 23-Jul-2025

Taxi (Bus,Motorcycle,3-wheel etc...) Charges Form

| No | Date | Holding Business | Department | Name | Rental Purpose | Departure Time | Start Location | End Location | Claim Amount | Allowed Amount | State | Remark |
|----|------------|------------------|-------------------|-------------------|--|----------------|----------------|--------------|--------------|----------------|---------------------|--------|
| 1 | 2025-07-11 | Remanufacturing | Sales & Marketing | Wai Zin Phyoo (1) | Taxi charges (Aung Mingalar bus station to Ahlone) | 01:25 | Aung Mingalar | Ahlone | 31,400 | 31,400 | GA Manager Approved | |