



TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Zin Myo Hlike	Estimated Date of Travel	20.11.24 to 22.11.24 (1000 PM)
Position Rank	ADH	Total Day	2 Days
BU/BR/DIV, Dept	PG BU	Destination	
Purpose	Tender Meeting Attending		
Travelling Permit			
Arrival Place	YGN to NPT, Tender Meeting (NPT), NPT to YGN		
Actual Date & Time of Travel	20.11.24	21.11.24	22.11.24
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
20.11.24 to 22.11.24	Travelling Allowance (2 Days x 15000)	30000	1500
	Bus ticket Charges 20.11.24 (YGN-NPT)	22000	1100
	21.11.24 (Night) (NPT to YGN)	22000	1100
	Taxi Charges - 20.11.24, H0 to Aungmyealar	27000	1350
	22.11.24, Aungmyealar to H0	27000	1350
Total Expense (Kyats/USD)		128000	6400
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)		128000	6400
Job Report Status			
Authorization	Name	Position	Date
Prepared By	Hlet Thu Zan	SH	26.11.24
Approved By Dept Head	Hyi Aun	DH	2.11.24
Approved By GM/AGM/COO	Soe Hlet Tin	AGM	
Acknowledged by related Superior for Job Report	Ko Zain Min Myet	ACCO	
HR Check & Approved	Phyo Win Nyein	ADH	3.12.24
Cash Received			
Remark			

04-CFD-CAS-FRM-006-02

မန္တလေး

mandalarminn.com.mm

From (မှ) To (သို့)
Myitaw (Myoma) Yangon

Traveller (ဧည့်သည်) Contact (ရန်ပုံငွေ)
Zin Myo Htike 09977836004

Seat(s) (ရန်ပုံငွေများ)
36

Class/Type Bus No. (ကားနံပါတ်)
Higer - Higer

Booking Reference Status
5395-6748 CONFIRMED

Departure (ထွက်ခွာ) Gate (ဂိတ်)
Nov 21, 9:05 PM NA

Printed Time
Nov 21, 8:52 PM

Passengers 1
Total 22,000

Check-in 30 min before the departure time.
ကတိတ်ခံ 30 မိနစ် ပြီးတစ်ပျောက်ရှိရန် လိုအပ်ပါသည်။

Each passenger is allowed one carry-on luggage.
ဧည့်သည်တစ်ဦး တစ်ဆင့်အိတ်တစ်ခုအထိသာခွင့်ရှိပါသည်။

No refund after the purchase.
ဝယ်ပြီးလက်မှတ် ပြန်ပေးခြင်း မရှိပါ။



Contact Phone. CallCenter-09772 889
998, YGN-095020181, NPT-09251251277, Meikhtila-09788
885587, MDY-09402651991, Bagan-09429291000, POL-09

ရောင်းချသည့်အခါ အထူးသတိပြုရန်
 ဝယ်ယူသူသည် ဝယ်ယူမှုကို
 ဝယ်ယူရန် ၂၀၀/- ပေးရမည်

INSURANCE

ဧည့်သည်များအတွက် အထူးသတိပြုရန်
 ဝယ်ယူသူသည် ဝယ်ယူမှုကို
 ဝယ်ယူရန် ၂၀၀/- ပေးရမည်

DESTINATION (FROM - TO) သွားရောက်မည့်မြို့ (မှ - သို့) YGN - NPT	
NAME OF PASSENGER ခရီးသည်အမည် ကိုဇော်မင်းထွန်း	N.R.C / PASSPORT NO. မှတ်ပုံတင်အမှတ်
FARE PRICE ဝင်ငွေ (ကျပ်) ၂၀၀၀၀/-	DATE OF DEPARTURE သွားမည့်နေ့ ၂၀. ၁၁. ၂၄
EXCESS CHARGES ဝင်ငွေ (ကျပ်)	TIME OF DEPARTURE သွားမည့်အချိန် ၁:၀၀ PM
TOTAL AMOUNT (KYAT) ဝင်ငွေ (ကျပ်)	PLACE OF DEPARTURE ထွက်ခွာမည့်နေရာ YGN
SIGNATURE	CLASS & SEAT NO. ခုံအမှတ် ၁၆

W/A

0556281




TRAVELLING REPORT

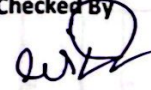
Date: 26-Nov-2024

Report To	Ko Zaw Min Myat	
Employee Name	Zin Myo Htike	
Position	ADH	
Department	Marketing & Sale Support	
Business	PG BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	20-Nov-2024 (10:00AM)	22-Nov-2024 (1:00PM)
Total Days	Days	
Trip Information	1. Form.....YGN ToNPT.....	
	2. Form..... To	
	3. Form..... To	
Purpose For Travelling		
Travel Date	Activities	Remark
20-Nov-2024	YGN to NPT	
21-Nov-2024	<ul style="list-style-type: none"> Attending Tender Meeting & Discussion about specification & pricing with Government Department 	
22-Nov-2024	NPT to YGN	

Reported By

Sign : 
 Name : Zin Myo Htike
 Position : ADH

Checked By

Sign : 
 Name : Kyi Kyi Win
 Position : DH

Approved By

Sign :
 Name : Ko Zaw Min Myat
 Position : ACOO
 02-CHL-HRM-FRM-064-00



No.589-592,Bo Aung Kyaw Street,Yangon-Pathein High Way Road,Hlaing Thar Yar Township, Yangon, Myanmar.

Print Date : 02-Dec-2024

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	2024-11-20	Power Generator	Marketing & Sales Support	Zin Myo Htike	NPT Tender GOV Meeting Attended	01:00	HTY (HO)	Aung Mingalar Gate	27,000	27,000	GA Manager Approved	YGN to NPT
2	2024-11-22	Power Generator	Marketing & Sales Support	Zin Myo Htike	NPT Tender GOV Meeting Attended	12:30	Aung Mingalar Gate	HTY (HO)	27,000	27,000	GA Manager Approved	Return YGN