



CASH ADVANCE CLEAR FORM

Date : 15.1.2024

BU/BR/Division : MAC

Department : Administration

Advance Issue : 300,000/- Kyats/ _____ USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance		2023120045		300,000/-	KPI meeting attend to YAN NSM - Attend the talk and SH - Nyan Win Phygo
2	2 nd Time Advance					
3	3 rd Time Advance					
Total Advance					300,000/-	
Total Actual					303,000/-	
Balance Refund/Additional					3,000/-	

Request By



Kay
Mya Hmyi Khwin
Requester

Checked By

[Signature]
Min Thu
Mgr/DH

Checked By

[Signature]
Thin Wye Yee
Finance & Account

Approved By

[Signature]
Saint Saint Thu
GM/AGM/COO

Approved By

CMC



TRAVEL ADVANCE CLEAR FORM

Cash Advance - 300,000 Khs			
Employee Name	Aung Ko Latt, Nyan Win Phyo	Estimated Date of Travel	26.12.2023 to 30.12.2023
Position / Rank	NSM, DM (7A, 5A)	Total Day	5 days
BU/P/DIV, Dept	MAC BU, NS & MDY 820	Destination	KPI meeting & DM meeting
Purpose	KPI meeting, give knowledge training and departmental meeting		

Travelling Permit			
Arrival Place	MAC office (Hostel)		
Actual Date & Time of Travel	26.12.23 (7:30 PM)		
Total Day	4.5 days		
HR Name			
HR Sign			
BOH/Authorized Person Name			
BOH/Authorized Person			

Advance Clear			
Actual Date & Time of Travel	26.12.23 (8:00 AM)	Total Day	5 days
Departure Date & Time	30.12.23 (6:00 PM)	Arrival Date & Time	31.12.23 (6:00 AM)

Date	Description	Total Amount	
		Kyats	USD
2.1.2024	MDT = YGM CAR ticket for 2 person (25000)	100000	
26.12.23 to 29.12.23	Hostel charges for 4 days (14500 x 4)	58000	
	Taxi charges for Aung Ko Latt	5000	
	Taxi charges for Nyan Win Phyo	16000	
	Travelling allowance for 5 days (7000 x 5) x 2 per	70000	
Total Expense (Kyats/USD)		303000	
Cash Advance (Kyats/USD)		300000	
Balance Refund/Additional (Kyats/USD)		3000	

[Handwritten signature]
15/11/24

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Mi Mi Zin	Sr. Staff	2.1.2024	<i>[Signature]</i>
Approved By Dept Head	Seint Seint Thu	AGM	13.1.2024	<i>[Signature]</i>
Approved By GM/AGM/COO	Seint Seint Thu			
Acknowledged by related Superior for Job Report				
HR Check & Approved	Min Thu	HR	13.1.2024	<i>[Signature]</i>
Cash Received				


[Handwritten signature]

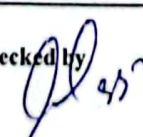
Remark


TRAVELLING REPORT

Date : 1.1.2024

Name	A.S.M.	
Position	Ko Aung Ko latt.	
Department	National Sales Manager.	
Business	NS- department.	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	26.12.23, 8:00 am.	31.12.23, 6:00 am.
Total Days		
Trip Information	1. From <u>Mandalay</u> To <u>Yangon, Mae BH.</u>	
	2. From To	
	3. From To	
Purpose For Travelling	KPI meeting, Give knowledge Training & departal meeting.	
Travel Date	Activities	Remark
26.12.2023.	go to mandalay to yangon.	
27.12.2023.	KPI meeting with ACOO. ✓	
28.12.2023.	Give product knowledge training to BH marketing & BU sales team	
29.12.2023.	All sales dept & marketing meeting	
30.12.2023.	discuss with GM about - ✓ - New CCO customer plan - ✓ - New RSM way plan - ✓ - new product import plan - ✓ - BMC area sales plan - ✓ - meeting with ASM. ✓	
31.12.2023.	arrived mdy at morning -.	

Reported by

 Sign :
 Name : Ko Aung Ko latt
 Position : National Sales Manager.

Checked by

 Sign :
 Name : Seint Seint Thu
 Position : AGM
 (DI/AGM/GM)

Approved by

 Sign :
 Name : Zaw Min Myat
 Position : ACOO
 (COO)





TAXI CHARGES FORM


BU/BR/DIV Name : Consumable (MAC BU)


Department Name : National Sales


No.	Date	Name	Description	Departure Time	Routes		Cost	Remark	
					From	To			
1.	26.12.23	Aung Ko Lett	go to Yangon for KPI meeting, product knowledge & DH meeting	8:00 AM	Home (CATS Tsp)	MOT car gate (DGTG Tsp)	12000/-	Chen Aye Ther San Tsp Puj gyi Ta Gon Tsp	
2.	26.12.23	AUL + NUP	" "	7:30 PM	PT Power gate	Hotel (Hlaing Thar Yar)	20000/-	together with AUL & NUP	
3.	30.12.23	AUL + NUP	" "	6:00 PM	MOL office (HTY)	YGN Car gate	15000/-	together with AUL & NUP	
4.	31.12.23	Aung Ko Lett	" "	6:00 AM	MOT car gate (DGTG)	Home (CATS)	12000/-	Puj Gyi Ta Gon Tsp to Chen Aye Ther San	
Total Taxi Charges								59000/-	

Requested by
 Sign : 
 Name : Mi Mi Zin
 Dept. : National Sales
 (Requestor)

Acknowledged by
 Sign : 
 Name : Min Thu
 Dept. : HR
 (HR/Admin)

Acknowledged by
 Sign : 
 Name : Seint Seint Thu
 Dept. : AGM
 (DH)

Approved by
 Sign : 
 Name : Seint Seint Thu
 Dept. : AGM
 (ABOH/BOH/AGM/GM)

Acknowledged by
 Sign : 
 Name : Kyaw Kyaw Win
 Dept. : GA
 (HO-GA)

TRAVELLING REPORT

Date : 31.12.23

Name	AGM	
	Ko Ngon Win Aye	
Department	DH	
Business	MIDY B2C	
	MAC. BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	26.12.23 8:00 AM	31.12.23 6:00 AM
Total Days	5 Days	
Trip Information	1. From MIDY To YON	
	2. From To	
	3. From To	
Purpose For Travelling	KPI meeting and Departmental meeting	
Travel Date	Activities	Remark
26.12.23	Go to YON ✓	
27.12.23	KPI Meeting ✓	
28.12.23	Sale and MKT Meeting ✓	
29.12.23	MIDY B2C and MKT Meeting ✓	
30.12.23	Come Back MIDY ✓	

Reported by
 Sign : *[Signature]*
 Name : Ko Ngon Win Aye
 Position : DH

Checked by
 Sign : *[Signature]*
 Name : Seint Seint Thu
 Position : AGM

Approved by
 Sign : *[Signature]*
 Name : Zaw Min Myat
 Position : ACOO

(DH/AGM/GM)

(COO)



TAXI CHARGES FORM

BU/BR/DIV Name : Consumable (mnc br) Department Name : M04 82C

No.	Date	Name	Description	Departure Time	Routes		Cost	Remark
					From	To		
1.	26.12.23	Nagan win phyo	go to Yon for KPI meeting & Departmental meeting	8:00 AM	Home (CMTS Tsp)	M04 car gate (PG-TA Tsp)	8000/-	Chen Mye Ther Si Tsp Pji Gyi To gon Tsp
2.	31.12.23	NWP	" "	6:00 AM	M04 car gate (PG-TA Tsp)	Home (CMTS Tsp)	8000/-	PG-TA to CMTS Tsp
Total Taxi Charges							16000/-	

Requested by
 Sign :
 Name : mi mi zin
 Dept. : M04 82C
 (Requestor)

Acknowledged by
 Sign :
 Name : Min Thu
 Dept. : HR
 (HR/Admin)

Acknowledged by
 Sign :
 Name : SeintSeint Thu
 Dept. : AGM
 (DH)

Approved by
 Sign :
 Name : SeintSeint Thu
 Dept. : AGM
 (ABOH/BOH/AGM/GM)

Acknowledged by
 Sign :
 Name : Kyaw Kyaw hlin
 Dept. : CMA
 (HO-GA)

DREAM GUEST HOUSE

awaday Housing, Hlaingtharyar.

09-5032202

12.12.2023 Room No 502 Night . 14500

11.12.2023 Room No 502 Night . 14500

28.12.2023 Room No 502 Night . 14500

29.12.2023 Room No 502 Night . 14500

Paid

[Signature]

[Signature]

58000.



အမှတ် (၂) ၊ တိုက် (၈၃) ၊ နဝဒေးဈေးလမ်း ၊ နဝဒေးဥယျာဉ်အိမ်ရာ၊ လှိုင်သာယာ။

From (မှ)
Yangon

Ma

Traveller (ဧည့်သည်)

Contact (ဖုန်း)

ကိုဠာကျော့

1234567

ဖုန်း: 977835392

Seat(s) (ခုံနံပါတ်များ)

13, 14

Class/Type

Bus No. (တားနံပါတ်)

Cania မာတိုဂိုလ်ကော့

Booking Reference

Status

7709-1583

CONFIRMED

Departure (ထွက်ခွာ)

Gate (ဝိတ်)

Dec 30, 7:30 PM

Aung Mingalar Bus

Terminal

Special Request (မှတ်ချက်)

Arrival Time

Dec 30, 5:43 PM

Passengers

2

Total

10,000



* 7 7 0 9 - 1 5 3 3 *

Hyoe

Check in 30 min before the departure time.

တက်ခွာမီ 30 မိနစ် အတိုင်း စစ်ဆေးရန် လိုအပ်ပါသည်။

Each passenger is allowed to carry 1 piece of luggage.

ဧည့်သည်တစ်ဦးစီ လက်ဆွဲခွင့် ရှိပြီး ခုနစ်လုံး ဖြစ်ပါသည်။

No refund will be issued after the departure.

တက်ခွာပြီးနောက် လွန်ပြီဟု သေချာပြန်ပါက ပြန်လည်ရရှိရန် မရပါ။

ထပ်ပြီးလက်ဆွဲခွင့်မရှိပါ။ မတင်မီ ခုံနံပါတ် အမှတ်ပြင်အခမဲ့ ပေး
ခြင်းများ မရှိနှင့် တစ်ခါတည်းသာ ခုံနံပါတ် အမှတ်ပြင်ခွင့် ရှိပါသည်။
ထပ်ပါ။

Contact Phone: YGN-097050907, NDM-0261650,
SISG-07222687, NPI-06226113

