



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Wai Lin Aung.	Estimated Date of Travel		
Position Rank		Total Day		
BU/BR/DIV, Dept	MAC - BU.	Destination		
Purpose	MAC Sales Supporting.			
Travelling Permit				
Arrival Place	HPN office.			
Actual Date & Time of Travel	24.3.24 (7:00 Am) -			
Total Day				
HR Name	Zar Ni Htet.			
HR Sign	<i>(Signature)</i>			
BOH/Authorized Person Name	Chit Oo Maung			
BOH/Authorized Person	<i>(Signature)</i>			
Advance Clear				
Actual Date & Time of Travel	24.3.24 (7:00 Am).	Total Day	6 days.	
Departure Date & Time	29.3.24 (4:15 Pm).	Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
	Express Chg. MLM to HPN	5000/-		
	Express Chg. HPN to MLM	5000/-		
	TA Chg (6 x 15000).	90000/-		
Total Expense (Kyats/USD)		100000/-		
Cash Advance (Kyats/USD)		150000/-		
Balance Refund/Additional (Kyats/USD)		50000/-		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Wai Lin Aung	ASM	30.3.24.	<i>(Signature)</i>
Approved By Dept Head	Ko Aung Ko lat	NSM	8.4.25	Please See Attach
Approved By GM/AGM/COO	Ma Sant ² Thu	AGM		
Acknowledged by related Superior for Job Report	W Aye Min Htoon	VCM		
HR Check & Approved	Ma Swe ² Win	HR	8.4.25	
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02

TRAVELLING REPORT

Date :

Report To	AGM.	
Employee Name	Wai Lin Aung.	
Position	MAC. National Sales.	
Department	MAC.	
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	24.3.24. (7:00 Am).	29.4.24. (4:15. Pm).
Total Days		
Trip Information	1. From To	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
24.3.24.	MLM to HPN. 5. visit. . Kan Thar Lin shop, Lucky Pyaun shop, Ko Myo Oo. shop. Aye Sun Mon shop, Ngain Chan Aung shop.	
25.3.24.	4. visit. . Ko Soe Moe shop. La Pyae Soe shop. H Thair Win shop. Shue Oo Wai (Rice factory).	
26.3.24.	5. visit. . Htoo Pan Kabza (PCMO.ws). Aonkka Phyo workshop. U Ya Khaing workshop, Kang Hlat Sann (PCMO.ws). Win Khaing workshop.	
28.3.24.	5. visit. . Ma Me Me shop, Myat Thu workshop Ko Dawkhar workshop, Si Tau Cyi workshop. Khin Sawm Aun (PCMO.ws).	
29.3.24.	3. visit. . A Chit Tau (Hlat Tam (PCM.ws) Myo set. shop. Ground Stock Checking, Total visit area - HPN, Thar Manya, Thakon Total order - 135 cases, Myainkelay,	

Reported by

 Sign : lin
 Name : Wai Lin Aung
 Position : ASM.

Checked by

 Sign : Please See Attach
 Name : ko Aung ko latt
 Position : OSM

(DH/AGM/GM)

Approved by

 Sign :
 Name : Saupr W Aye min Htoon
 Position : VCM

(COO)

02-CHL-HRM-FRM-064-00

Monthly Ground Stock Checking MAC BU							
Branch- Hpa An Branch							
Date- 24.3.2025							
No.	Business Unit	Brand	Description	Part Number	Closing Balance	Ground Stock Checking Qty	Remark
1	MAC	VALVOLINE	Valvoline Gear Gard Super 90, GL-5 (1 x 18L)	692027	1		✓
2	MAC	VALVOLINE	Valvoline Gear Gard Super 140, GL-5 (1 x 18L)	692079	4	3	✓
3	MAC	VALVOLINE	Valvoline Engine Oil, All Fleet Premium 15W40, CI	691970	24		✓
4	MAC	ZEREX	Zerex ZX HD Extended Life RTU AFC 6/1 GA	ZXEDRU1	5		✓
5	MAC	VALVOLINE	Maxlife DEX/MERC ATF 6/1QT	VV3246	12		✓
6	MAC	VALVOLINE	Valvoline Super Coolant-Green(12*1L)	450013	44		✓
7	MAC	MATADOR	Matador Premium 10W40 SEMI Mas Additive 4*4	adv 1002	19		✓
8	MAC	MATADOR	Matador Premium 10W40 SEMI Mas Additive 24*	adv 1003	24		✓
9	MAC	MATADOR	Lithium Grease EP3 NLGI3 (12*1.5KG)	adv 1202	27		✓
10	MAC	VALVOLINE	Valvoline Maxlife ATF 4/4L	891553	8		✓
11	MAC	VOLVO	Volvo Gear Oil HD GL-5 SAE 90	VOE15067515	1		✓
12	MAC	MATADOR	Matador SAE 20W50 API SG 4T (24*1L)	MTD 101	2		✓
13	MAC	VALVOLINE	Valvoline Hydraulic Oil, Ultramax AW 46 (1 x 200L)	692332	1		✓
14	MAC	VALVOLINE	VALVOLINE DURABLEND 10W40 API SP 4/4L	894333	8		✓
15	MAC	VALVOLINE	Valvoline 4Tech Ultimate 10W40,API SN(4*1L)	883081	4		✓
16	MAC	MATADOR	Brake Fluid Dot 3(30*400G)	adv 1200-MAC	30		✓
17	MAC	VALVOLINE	VALVOLINE PREMIUM PROTECTION 10W30 SP 4/4	897409	4		✓
18	MAC	VOLVO	Volvo VCS Coolant 40/60 (18L)	VOE17470368	1		✓
19							
20							
					219	0	0

S'part Admin/
Swe Swe Hlaing

[Signature]

Finance & Account
Swe Swe Hlaing

[Signature]

Wai Lin Aung
[Signature]

ABOH
Ko Chit Oo Maung

[Signature]

Monthly Ground Stock Checking MAC BU							
Branch- Hpa An Branch							
Date- 29.3.2025							
No.	Business Unit	Brand	Description	Part Number	Closing Balance	Ground Stock Checking Qty	Remark
1	MAC	VALVOLINE	Valvoline Gear Gard Super 90, GL-5 (1 x 18L)	692027	1	✓	
2	MAC	VALVOLINE	Valvoline Gear Gard Super 140, GL-5 (1 x 18L)	692079	2	✓	
3	MAC	VALVOLINE	Valvoline Engine Oil, All Fleet Premium 15W40, CI	691970	26	✓	
4	MAC	ZEREX	Zerex ZX HD Extended Life RTU AFC 6/1 GA	ZXEDRU1	5	✓	
5	MAC	VALVOLINE	Maxlife DEX/MERC ATF 6/1QT	VV3246	12	✓	
6	MAC	VALVOLINE	Valvoline Super Coolant-Green(12*1L)	450013	32	✓	
7	MAC	MATADOR	Matador Premium 10W40 SEMI Mas Additive 4*4	adv 1002	11	✓	
8	MAC	MATADOR	Matador Premium 10W40 SEMI Mas Additive 24*	adv 1003	24	✓	
9	MAC	MATADOR	Lithium Grease EP3 NLGI3 (12*1.5KG)	adv 1202	27	✓	
10	MAC	VALVOLINE	Valvoline Maxlife ATF 4/4L	891553	2	✓	
11	MAC	VOLVO	Volvo Gear Oil HD GL-5 SAE 90	VOE15067515	1	✓	
12	MAC	MATADOR	Matador SAE 20W50 API SG 4T (24*1L)	MTD 101	2	✓	
13	MAC	VALVOLINE	Valvoline Hydraulic Oil, Ultramax AW 46 (1 x 200L)	692332	1	✓	
14	MAC	VALVOLINE	VALVOLINE DURABLEND 10W40 API SP 4/4L	894333	2	✓	
15	MAC	VALVOLINE	Valvoline 4Tech Untimate 10W40,API SN(4*1L)	883081	4	✓	
16	MAC	MATADOR	Brake Fluid Dot 3(30*400G)	adv 1200-MAC	30	✓	
17	MAC	VALVOLINE	VALVOLINE PREMIUM PROTECTION 10W30 SP 4/4	897409	4	✓	
18	MAC	VOLVO	Volvo VCS Coolant 40/60 (18L)	VOE17470368	1	✓	
19							
20							
					198	0	0

S'part Admin/
Swe Swe Hlaing

Finance & Account
Swe Swe Hlaing

Wai Lin Aung

ABOH
Ko Chit Oo Maung

မြတ်ဗုဒ္ဓနာမင်း
ခရီးသည်ပို့ဆောင်ရေး
ဗော်လမြိုင် ⇄ ဘားအံ လက်မှတ်



အမည်
ရက်စွဲ
ကျသင့်ငွေ

60. ၁၃. ၉. ၆၀၉

29-5-25

5000/-

ယာဉ်ထွက်ချိန် 4:00pm
ခံအမှတ်

* ၀၉ ၂၅၅ ၈၀၀ ၁၀၅ ဝဒို ပါးဆက်ဝါး ကာဝန်ခလက်မှတ်

လက်မှတ်အရောင်းဌာနများ (၁) ဗော်လမြိုင်မြေနှံကုန်းအစေးပြေးကွင်း၊ ☎: 09255800105
(၂) ဘားအံအစေးပြေးကွင်း၊ ☎: 09255800106 (၃) ဗော်လမြိုင်အားကစားဝင်းရွှေ၊ ☎: 092558001

TRAVELLING REPORT

Date :

Report To	AGM.	
Employee Name	Wai Lin Aung	
Position	MAC National Sales	
Department	MAC	
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	24.3.24 (7:00 Am)	29.4.24 (4:15. Pm)
Total Days		
Trip Information	1. From To	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
24.3.24.	MLM do HPD. 5. visit. . Kon Thar Lin shop, Lucky Pyaw shop. Ko Myo Co. shop. Aye Sun Mon shop. Nyaing Chan Aung shop.	
25.3.24.	4. visit. . Ko Soe Moe shop. La Pyae Soe shop. H Thar Win shop. Shwe Co Wai (Rice factory).	
26.3.24.	5. visit. . Htoo Pan Kaber (PCMO.ws). Aorakar Phyo workshop. U Ya Khaing workshop. Kang Htet Sann (PCMO.ws). Win Khaing workshop.	
28.3.24.	5. visit. . Ma Me Me shop. Myat Thu workshop Ko Darkhar workshop. Si Tan Cui workshop. Khik Sawm Aun (PCMO.ws).	
29.3.24.	3. visit. . A Chid Tan (Htet Tan (PCM.ws) Myo set. shop. Crowd Stock Checking. Total visit area - HPD, Thar Manya, Tharwin Myaikalay, Total order - 155 cases.	

Reported by
 Sign : Wai Lin Aung
 Name : Wai Lin Aung
 Position : ASM.

Checked by
 Sign : Ko Aung Ko lat
 Name : Ko Aung Ko lat
 Position : ASM
 (DH/AGM/GM)

Approved by
 Sign : Saep W Aeg Min Htet
 Name : Saep W Aeg Min Htet
 Position : VCM
 (COO)

02-CH-IRMI-IRM-001-00



TRAVEL ADVANCE CLEAR FORM

Cash Advance		Wai Lin Hung		Estimated Date of Travel	
Employee Name		Total Day			
Position Rank	MAC - RM	Description			
Project	MAC Sales Supporting				
Travel Details					
Arrival Place	HPD office				
Actual Date & Time of Travel	24.3.24 (7:00 Am) -				
Total Day					
HR Name	Zax Nittlet				
HR Sign	(Signature)				
HR Authorized Person Name	Chit Do Maun				
HR Authorized Person	(Signature)				
Advance Clear					
Actual Date & Time of Travel	24.3.24 (7:00 Am)		Total Day	6 days	
Departure Date & Time	24.3.24 (4:15 Pm)		Arrival Date & Time		
Date	Description	Total Amount			
		Kyats	USD		
	Expense Chg MLM to HPD	5000/-			
	Expense Chg HPD to MLM	5000/-			
	TB Chg (6 x 5000/-)	90000/-			
Total Expense (Kyats/USD)		100000/-			
Cash Advance (Kyats/USD)		100000/-			
Balance Refund/Additional (Kyats/USD)		50000/-			
Job Report Status					
Authorization	Name	Position	Date	Sign	
Prepared By	Wai Lin Hung	ASM	30.3.24	(Signature)	
Approved by Emp Head	Ko Arung Ko Lat	NSM	8.4.25	(Signature)	
Approved By GM/AGM/COO	Ma San ² Thu	AGM			
Acknowledged by related Superior for Job Report	W Aye Min Ahsan	VCM			
HR Check & Approved	Ma Swe ² Win	HR	8.4.25		
Cash Received					
Remarks					

01 CTD CAS FMSI 0002