



**TRAVEL ADVANCE CLEAR FORM**

<u>Cash Advance</u>				
Employee Name	Wai Lin Heng	Estimated Date of Travel		
Position Rank		Total Day		
BU/BR/DIV, Dept	MAC. BU.	Destination		
Purpose	MAC Sales Supporting.			
<u>Travelling Permit</u>				
Arrival Place	TGO office			
Actual Date & Time of Travel	17.2.25 (7:00 Am).			
Total Day				
HR Name	Hany OO			
HR Sign	Hany			
BOH/Authorized Person Name	Thet Cho Win.			
BOH/Authorized Person	Jr			
<u>Advance Clear</u>				
Actual Date & Time of Travel	17.2.25 (7:00 Am).	Total Day	7 days.	
Departure Date & Time	24.2.25 (7:30 Am).	Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
	Express Chg MNL to TGO.	25000		
	Express Chg TGO to MTL.	20000		
	TA Chg. (7 days) (7 x 15000).	105000		
Total Expense (Kyats/USD)		150000		
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)		150000		
<u>Job Report Status</u>				
Authorization	Name	Position	Date	Sign
Prepared By	Wai Lin Heng	ASM.	4.8.25.	[Signature]
Approved By Dept Head	Ko Aung Ko Lat	NSM	18.8.25	Please See Attach
Approved By GM/AGM/COO	Ma Seik Thue	AGM		
Acknowledged by related Superior for Job Report	U Aye Min Htoon	VOM		
HR Check & Approved	Ma Swe Win	HR	19.3.25	[Signature]
Cash Received				
Remark				



# 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
	17.2.25. (7:00 Am).	24.2.25. (7:30 Am).
Total Days		
Trip Information	1. From ..... To .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
17.2.25.	MLM to TGO.	
18.2.25.	5. visit. Lin (PCMO.ws). Shwe Latt (Bamboo factory). U Aung Zaw Hotel shop. Ko Nyi (Quarry). Sun Light (PCMO.ws).	
19.2.25.	7. visit. U Win Sann Htoo (Quarry). Daw Pa Pa (Quarry). Ko Nyi (Quarry). Daw Aye Soe Ngat (Quarry). U Win Naing Oo (PCMO.ws). Nat Shinn Naung shop.	Shwe Latt (Bamboo).
20.2.25.	4. visit. U Than Tint shop. Golden Star shop. U Win Naing (PCMO.ws).	New life (PCMO.ws).
23.2.25.	3. visit. Hlaing Zin Min workshop. That Nay Lin shop.	Win Kabar shop
24.2.25.	TGO to MTL.	
	Total visit area - Taungoo, Myo Thit, 4 miles Total visit shop - 19.	

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

Checked by  
 Sign : Please See Attach  
 Name : Ko Aung Ko Latt  
 Position : OVS

Approved by  
 Sign :   
 Name : U Aye Min Htoon  
 Position : VCM

(DH/AGM/GM)

(COO)

18.02.2025

TGC.

No.	BU	Product Description	Brand	Item Code	Item Description	Part Number	Closing Balance
29	CAM	Lubricant	VALVOLINE	CAM03000032	Valvoline Engine Oil,	692053	✓ 5
40	CAM	Lubricant	VALVOLINE	CAM03000056	Syn Power 4T 10W30	793317	✓ 3
41	CAM	Lubricant	VALVOLINE	CAM03000059	Valvoline 4T Premiur	692247	✓ 69
43	CAM	Lubricant	VALVOLINE	CAM03000061	Valvoline Champ 4T	692249	✓ 34
69	CAM	Lubricant	VALVOLINE	CAM03001062	Champ 4T Scooter 10	844573	✓ 21
94	CAM	Lubricant	VALVOLINE		Valvoline Super Cool	450013	✓ 18
95	CAM	Lubricant	VALVOLINE		Valvoline Super Cool	450012	✓ 2
97	CAM	Lubricant	VALVOLINE		Premium Protection	887517	✓ 4
103	CAM	Lubricant	MATADOR		Matador Premium 10	adv 1002	✓ 48
104	CAM	Lubricant	MATADOR		Matador Premium 10	adv 1003	✓ 8
105	CAM	Lubricant	MATADOR		Matador All Fleet Pre	adv 1004	✓ 17
122	CAM	Lubricant	MATADOR		Matador 15W40 CI4/	adv 1013	✓ 33
133	CAM	Lubricant	MATADOR		4T Scooter Gear Oil 1	adv 1216	✓ 120
134	CAM	Lubricant	MATADOR		Premium 10W30 Sem	adv 1190	✓ 4
	CAM	Lubricant	VALVOLINE		Valvoline Engine Oil, D	887716	✓ 5
	CAM	Lubricant	VALVOLINE		Valvoline Champ Ge	900685	✓ 48
							439

Harry Do  
Admin Head / Finance

Thet Cho Win  
ABOH

Wai Lin Aung

22.12.2025

ACB

\*\*\*Reminder

: Yellow Color is must be take care. Must be right Part No. and Initial Qty when you make data entry.

No.	BU	Product Description	Brand	Item Code	Item Description	Part Number	Closing Balance
29	CAM	Lubricant	VALVOLINE	CAM03000032	Valvoline Engine Oil,	692053	✓ 5
40	CAM	Lubricant	VALVOLINE	CAM03000056	Syn Power 4T 10W30	793317	✓ 3
41	CAM	Lubricant	VALVOLINE	CAM03000059	Valvoline 4T Premium	692247	✓ 69
43	CAM	Lubricant	VALVOLINE	CAM03000061	Valvoline Champ 4T	692249	✓ 34
69	CAM	Lubricant	VALVOLINE	CAM03001062	Champ 4T Scooter 10	844573	✓ 21
94	CAM	Lubricant	VALVOLINE		Valvoline Super Cool	450013	✓ 6
95	CAM	Lubricant	VALVOLINE		Valvoline Super Cool	450012	✓ 2
97	CAM	Lubricant	VALVOLINE		Premium Protection	887517	✓ 4
103	CAM	Lubricant	MATADOR		Matador Premium 10	adv 1002	✓ 48
104	CAM	Lubricant	MATADOR		Matador Premium 10	adv 1003	✓ 8
105	CAM	Lubricant	MATADOR		Matador All Fleet Pre	adv 1004	✓ 17
122	CAM	Lubricant	MATADOR		Matador 15W40 CI4	adv 1013	✓ 33
133	CAM	Lubricant	MATADOR		4T Scooter Gear Oil 1	adv 1216	✓ 120
134	CAM	Lubricant	MATADOR		Premium 10W30 Ser	adv 1190	✓ 4
162	CAM	Lubricant	VALVOLINE		Valvoline Engine Oil, D	887716	✓ 5
168	CAM	Lubricant	VALVOLINE		Valvoline Champ Gea	900685	✓ 48
							427

*Me*  
Hla Myo Nwe  
Admin

*Harry*  
Harry Oo  
Admin Head/finance

*Joe*  
Thet Cho Win  
ABOH

*Wai Lin Aung*



TC - ၀၈၇၆

# စာနိရိုး ဗဏ္ဍိက

## မြန်မာပြည်အနှံ့ကားလက်မှတ်အရောင်းဌာန

09-959230071, 09-965700828, 09-777518288, 09-777518388

ခရီးစဉ်

ယာဉ်အမည်

သွားမည့်ရက်

ခန္တီလော

ရွှေအိုးသူ

24.2.2025

အမည်

ထိုင်ခုံအမှတ်

ထွက်ခွာချိန်

ဦးမေလင်းအောင်

No.

7:00 A.M

တန်ဆာအပိုပစ္စည်းများအား ကြိုတင်၍ ပြောပေးပါရန်။

ယာဉ်မထွက်မီအလျှင် နာရီဝက် (မိနစ် ၃၀) စော၍ အရောက်လာပေးပါရန်။

ရောင်းပြီးလက်မှတ်ငွေပြန်မအမ်းပါ။

၀၉-၉၆၅-၇၀၀၈၂၈ သို့ ဖုန်းဆက် confirm ယူပါ။

၂၀၀၀၀/-



Ko Zaw Min Myat (C)



last seen at 8:18 PM

I would like to request for travelling  
approve of Feb'25 trip

BU -MAC BU for National Sales Team

RSM-Soe Pyae Bo

Kyoe Pin Kouk trip=150,000 ks

Trip date=17-2-2025

Estimate one week

ASM-Zwe Thingyan

Taunggyi trip=200,000 ks

(17-2-25) estimateone week

ASM-Wai Lin Aung

Taungoo trip=150,000 Ks (17-2-25)

estimate one week

Meikhtila trip=160,000 Ks (24-2-25)

Estimate-1 week

Reason-branch MAC sales Support

Thanks

Mi Mi Zin

Please approve Feb'25 trip Ako 🙏🙏🙏

11:57 AM ✓✓

February 12

Mi Mi Zin

Dear Ko Zaw Min Myat, I would like to requ...

Pls proceed

9:13 AM



Message



**Ma Mhone**

last seen recently



RSM-Soe Pyae Bo

Kyoe Pin Kouk trip=150,000 ks

Trip date=17-2-2025

Estimate one week

ASM-Zwe Thingyan

Taunggyi trip=200,000 ks

(17-2-25) estimate one week

ASM-Wai Lin Aung

Taungoo trip=150,000 Ks (17-2-25)

estimate one week

Meikhtila trip=160,000 Ks (24-2-25)

Estimate-1 week

Reason-branch MAC sales Support

(Together with COO approve)

Thanks

Mi Mi Zin

Please approve Feb'25 trip Ama



8:53 PM ✓✓



TRAVEL ADVANCE CLEAR FORM

CASH ADVANCE				
Employee Name	Wai Lin Heng	Estimated Date of Travel		
Production Rank		Travel Day		
UNDA/STV. Dept	MAC. BU.	Destination		
Purpose	MAC Sales Supporting.			
TRAVEL PERMIT				
Arrival Place	TGO office			
Actual Date & Time of Travel	17.2.25. (7:00 Am.)			
Travel Day				
HR Name	Hany OO			
HR Sign	Hany			
UCI Authorized Person Name	Thet Cho Win			
UCI Authorized Person	Jr			
ADVANCE CLEAR				
Actual Date & Time of Travel	17.2.25. (7:00 Am.)	Travel Day	7 days.	
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Cash Advance (Kyats/USD)				
Balance Refund Additional (Kyats/USD)		170000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Wai Lin Heng	ASM	4.3.25.	[Signature]
Approved By Dept Head	Ma Aun Lo	NSM	18-8-25	[Signature]
Approved By GM, AGM, CDO	Ma Stal Thet	AGM		
Acknowledged by relevant Superior for Job Report	Ma Aye Min Hlaing	VOM		
HR Check & Approved	Ma Sws Win	HR		
Cash Received				
Remark				

04-CFO-CAS-FRM-06-02

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
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	3. From ..... To .....	
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Total visit area - Taunggyi, Myo Thit, 4 miles		
Total visit shop - 19.		

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

Checked by  
 Sign :  
 Name : Ko Aung Ko Latt  
 Position : ASM  
 (DIV/AGM/GS)

Approved by  
 Sign :  
 Name : Saeng H Aye Min Hloon  
 Position : VCM  
 (COO)

02-CIL-IRM-FRM-064-00