



# CASH ADVANCE CLEAR FORM

Date : 29.5.2024

BU/BR/Division : MAC

Department : National Sale

Advance Issue : 175,000/- Kyats/.....USD

| No                        | Issue Time                   | Date | Payment Voucher No | Amount |           | Descriptions        |
|---------------------------|------------------------------|------|--------------------|--------|-----------|---------------------|
|                           |                              |      |                    | USD    | Kyats     |                     |
| 1                         | 1 <sup>st</sup> Time Advance |      |                    |        |           |                     |
| 2                         | 2 <sup>nd</sup> Time Advance |      |                    |        | 175,000/- | Nyaung Oo sales way |
| 3                         | 3 <sup>rd</sup> Time Advance |      |                    |        | 7         | Net Ko Aung - ASM   |
| Total Advance             |                              |      |                    |        | 175,000/- |                     |
| Total Actual              |                              |      |                    |        | 132,000/- |                     |
| Balance Refund/Additional |                              |      |                    |        | 43,000/-  |                     |

Request By

F Yap  
Requester  
Mr. M. Zin

Checked By

Telegram Approved  
Aung Ko Latt  
Mgr/DH

Checked By

Su Su Tin  
Finance & Account

Approved By

Sent Sent Tin  
GM/AGM/COO

Approved By

2023/24  
2mm  
CMC

04-CFD-CAS-FRM-002-03

|                     |        |  |  |
|---------------------|--------|--|--|
| Finance and Account | Mgr/DH |  |  |
|---------------------|--------|--|--|

# ရော့ထွက်

အသင့်ဖြင့် မှန်ထုံအစိုးသည်ပိုင်ဆိုင်ရေးယာဉ်ငယ်အသင်း

ပခုက္ကူ = မကွေး



|                           |                 |                                     |           |
|---------------------------|-----------------|-------------------------------------|-----------|
| အမည်<br>Name of Passenger | မက်ကျွန်းစာအုပ် | ထွက်ခွာမည့်နေ့<br>Date of Departure | ၇.၅.၂၄    |
| ခုံအမှတ်<br>Seat No.      | ၇၀              | ထွက်ခွာချိန်<br>Departure Time      | ၁၃ : ၃၀   |
| ယာဉ်အမှတ်<br>Bus No.      |                 | သင့်ငွေ<br>Fare                     | ၁၅၀.၀၀၀/- |

Theet Ka Aung

People Origin Co., Ltd (UMG)

address

Date 15.5.2024

No.  
၆၀

Particulars  
စာမျိုးစာမည်

Quantity  
စာရင်းအကျဉ်း

Unit Price  
နှုန်း

Amount  
သင့်ငွေ

1 Nyaung U Guest Charges


၉  
~~၁၀~~

3000

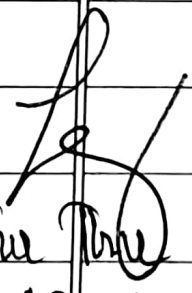
~~30000~~  
27000

15.5.2024  
7.5.2024 to 16.5.2024

Branch ၄၀၀၀၂

for 

Zar Ni Myint  
Finance and Account

  
Thee Thee Htay  
A/C

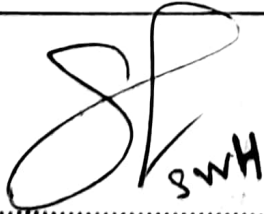
27000

Total Amount

30000

Advance

Balance

Signature  SWH

people origin

# GENERAL EXPENSE CLAIM FORM



BU/BR/DIV Name : MAC

Department Name : National Sales

| No.                   | Date            | PIC Name     | Description                          | Category<br>(Customer (Or) Operation) | Cost (MMK) | Remark        |
|-----------------------|-----------------|--------------|--------------------------------------|---------------------------------------|------------|---------------|
| 1.                    | 7.5.2024        | Thet Ko Aung | Ngaung Oo Guest<br>charges in Branch | Operation                             | 27,000/-   | 3000 x 9 days |
|                       | to<br>15.5.2024 |              |                                      |                                       |            |               |
|                       |                 |              |                                      |                                       |            |               |
|                       |                 |              |                                      |                                       |            |               |
|                       |                 |              |                                      |                                       |            |               |
|                       |                 |              |                                      |                                       |            |               |
|                       |                 |              |                                      |                                       |            |               |
| Total General Expense |                 |              |                                      |                                       | 27,000/-   |               |

Requested by

Sign:

Name: Thet Ko Aung

(Requester)

Approved by

Sign:

Name: Aung Ko Latt

(Department Head)

Checked by

Sign:

Name: Su Su Thin

(Finance & Account)

Approved by

Sign:

Name: Sent Sent Thin

(OM/AGM/GM)

Approved by

Sign:

Name: Zaw Min Myat

(ACOO/COO/MD/VCM)

02-BCU-FNA-FRM-002-00



# TRAVEL ADVANCE CLEAR FORM

### Cash Advance

|                 |  |                          |                      |
|-----------------|--|--------------------------|----------------------|
| Employee Name   | Thet Ko Aung                                   | Estimated Date of Travel | 18.5.2024 to 15.5.24 |
| Position Rank   | ASM  | Total Day                | 3 days               |
| BU/BR/DIV, Dept | MAC, NSM                                       | Destination              |                      |
| Purpose         | Mogonyi on Supporting Nyauung Co BR Supporting |                          |                      |

### Travelling Permit

|                              |                   |
|------------------------------|-------------------|
| Arrival Place                | Nyauung Oo Branch |
| Actual Date & Time of Travel | 8.5.24 (12:30 PM) |
| Total Day                    | 3 days            |
| HR Name                      | Shwe-Netel Hmon   |
| HR Sign                      | [Signature]       |
| BOH/Authorized Person Name   | Thw Thw Htay      |
| BOH/Authorized Person        | [Signature]       |

### Advance Clear

|                              |                   |                     |                   |
|------------------------------|-------------------|---------------------|-------------------|
| Actual Date & Time of Travel | 7.5.24 (4:30 PM)  | Total Day           | 3 days            |
| Departure Date & Time        | 16.5.24 (6:00 AM) | Arrival Date & Time | 16.5.24 (8:00 PM) |

| Date                                  | Description  | Total Amount |     |
|---------------------------------------|--|--------------|-----|
|                                       |  | Kyats        | USD |
| 7.5.2024                              | * I go to the Nyauung Oo Branch Car Express        | 75000        |     |
| 8.5.24 to 15.5.24                     | TA charged (3 days x 10000 kyats)                  | 30000        |     |
| 18.5.24 - 15.5.24                     | Nyauung Oo Guest charged (9 x 3000)                | 27000        |     |
| 7.5.2024                              | Bangor from Mogonyi Nyauung Oo staff subbed charge | 50000        |     |
| 15.5.2024                             | Nabing Oo from Bangor from Mogonyi subbed charge   | 50000        |     |
| Total Expense (Kyats/USD)             |  | 192000       |     |
| Cash Advance (Kyats/USD)              |  | 175000       |     |
| Balance Refund/Additional (Kyats/USD) |  | -17000       |     |

### Job Report Status

| Authorization                                   | Name            | Position | Date      | Sign        |
|---|-----------------|----------|-----------|-------------|
| Prepared By                                     | Thet Ko Aung    | ASM      | 17.5.2024 | [Signature] |
| Approved By Dept Head                           | Aung Ko Latt    | NSM      | 29.5.2024 | [Signature] |
| Approved By GM/AGM/COO                          | Serd Sent Thu   | AGM      | 29.5.2024 | [Signature] |
| Acknowledged by related Superior for Job Report | Zaw Min Myat    | ALCO     | 29.5.2024 | [Signature] |
| HR Check & Approved                             | Hnin Puant Phyu | SH       | 29.5.2024 | [Signature] |
| Cash Received                                   |                 |          |           |             |

Remark: ကံ့ဝဲသံးရဲးကံ့ဝဲ တဲးကံ့ဝဲ ရဲးကံ့ဝဲ ပဲးကံ့ဝဲ





# TRAVELLING REPORT

Date: 21.5.2024

|                        |   |                             |
|------------------------|---|-----------------------------|
| Report To              |   |                             |
| Employee Name          | Thet Ko Aung  |                             |
| Position               | ASM   |                             |
| Department             | National Sale   |                             |
| Business               | MAC BU  |                             |
| Departure & Arrival    | Departure Date And Time   | Arrival Date And Time       |
|                        | 18.5.24 (12:30 PM)  | 15.5.24 (12:00 PM)          |
| Total Days             | 8 days  |                             |
| Trip Information       | 1. From <del>Phayagay</del> To Nyaung Co  |                             |
|                        | 2. From Nyaung Co To Hye P.S. Hye P.S.  |                             |
|                        | 3. From ..... To .....  |                             |
| Purpose For Travelling | Nyaung Co BR Supporting   |                             |
| Travel Date            | Activities  | Remark                      |
| 7.5.2024               | I go to the Nyaung Co   | Total - 27 Case             |
| 8.5.2024               | Nyaung Co way<br>Soo Garbur CMCO WS)<br>Super Aung CMCO shop)<br>Union (PCMO WS)<br>Mi By Gorge CMCO WS)<br>2nd Coast House)<br>229 KTV<br>Sein Thee CMCO WS)<br>Aung Garbur Min CMCO shop)<br>U Hun Ko (PCMO WS) | Total - 26<br>Total - 7 car |
| 9.5.24                 | Soo Garbur Way<br>Aung Garbur CMCO shop)<br>Shwe Hin Thar CMCO shop)<br>Shine CMCO shop)<br>x Unit way of .....<br>restless   |                             |

Reported by

Checked by

Approved by

Sign :

Sign :

Sign :

Name : Thet Ko Aung

Name :

Name :

Position : ASM

Position :

Position :

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01

# TRAVELLING REPORT

Date: 21.8.2021

|                        |   |                       |
|------------------------|---|-----------------------|
| Report To              |   |                       |
| Employee Name          | Thet Ko Aung  |                       |
| Position               | ASM   |                       |
| Department             | National Sale   |                       |
| Business               | MAC BU  |                       |
| Departure & Arrival    | Departure Date And Time   | Arrival Date And Time |
| Total Days             | 7.8.21 (12:30 PM)   | 15.8.21 (12:00 PM)    |
| Trip Information       | 1. From Magway To Nyaung U  |                       |
|                        | 2. From Nyaung U To Hpa Hpa Myauk   |                       |
|                        | 3. From To  |                       |
| Purpose For Travelling | Nyaung U BE Supporting  |                       |
| Travel Date            | Activities  | Remark                |
| 10.8.21                | Taung U Way<br>- Si Far (CMCO WS)<br>- Htay Gabar (CMCO WS)<br>- Nyaung Uone (CMCO WS)<br>- Pyit Tawng Htong (CMCO shop)  |                       |
| 11 to 12.8.21          | Holiday   |                       |
| 13.8.2021              | Nyaung U Way<br>U Shwe Myae (CMCO WS)<br>Gooptoo (CMCO WS)<br>Thein (CMCO shop)<br>Aung Kaber Min (CMCO shop)<br>Kyaung Yadaung (CMCO shop)<br>Sein Hla Moe (CMCO shop) |                       |

Reported by \*

Checked by

Approved by

Sign :



Sign :

Sign :

Name :

Thet Ko Aung

Name :

Name :

Position :

ASM

Position :

Position :

(DII/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01



# TRAVELLING REPORT

Date: 21.8.2024

| Report To              |  |                       |
|------------------------|--|-----------------------|
| Employee Name          |  |                       |
| Position               | Thee Ho Aung   |                       |
| Department             | ASM  |                       |
| Business               | National Sale  |                       |
| Departure & Arrival    | Departure Date And Time  | Arrival Date And Time |
|                        | 7.8.24 (12:30 PM)  | 18.8.24 (12:00 PM)    |
| Total Days             |  |                       |
| Trip Information       | 1. From Magway To Nyaung U   |                       |
|                        | 2. From Nyaung U To Kyaukse  |                       |
|                        | 3. From To   |                       |
| Purpose For Travelling | Nyaung U BIR Supporting  |                       |
| Travel Date            | Activities   | Remark                |
| 14.8.24                | Seik Phye (Chauk Way)<br>Ko Soe Gyi (CMCO WS)<br>Phye Sin Lin (CMCO WS)<br>Shine (CMCO shop)<br>National (CMCO shop) |                       |

Reported by  
Sign :   
Name : Thee Ho Aung  
Position : National Sale ASM

Checked by  
Sign :   
Name : Sent Seint Thu  
Position : AGM  
(DH/AGM/GM)

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





**Ko Aung Ko Lat**  
online



Magway BR  
အတွက်.Approved လေးလိုချင်လို့ပါခင်ဗျာ  
edited 10:12 AM ✓✓

Thet Ko Aung  
Kyoue Pin Kyouk BR အတွက်.Approve လေး...  
Ok 10:12 AM

Thet Ko Aung  
Magway BR အတွက်.Approved လေးလိုချင်...  
Ok 10:13 AM



Nyaung U BR အတွက်  
Approved လေးလိုချင်လို့ပါခင်ဗျာ  
edited 10:15 AM ✓✓

Thet Ko Aung  
Nyaung U BR အတွက် Approved လေးလိုချင်...  
Ok 10:26 AM

Message




BU/BR/DIV Name : MAC BU

TAXI CHARGES FORM


Department Name : National Sale

| No.                | Date      | Name         | Description             | Departure Time | Routes             |                    | Cost   | Remark   |  |
|--------------------|-----------|--------------|-------------------------|----------------|--------------------|--------------------|--------|----------|--|
|                    |           |              |                         |                | From               | To                 |        |          |  |
| 1                  | 7.8.2024  | Thet Ko Aung | Nyaung Oo BR Supporting | 4:00 PM        | Begun<br>၂၀၀၀.၀၀/- | Nyaung Oo<br>၇၇    | 5000/- |          |  |
| 2                  | 16.8.2024 | Thet Ko Aung | Nyaung Oo BR Supporting | 7:00 AM        | Nyaung Oo<br>၇၇    | Begun<br>၂၀၀၀.၀၀/- | 5000/- |          |  |
|                    |           |              |                         |                |                    |                    |        |          |  |
|                    |           |              |                         |                |                    |                    |        |          |  |
|                    |           |              |                         |                |                    |                    |        |          |  |
|                    |           |              |                         |                |                    |                    |        |          |  |
|                    |           |              |                         |                |                    |                    |        |          |  |
| Total Taxi Charges |           |              |                         |                |                    |                    |        | 10,000/- |  |

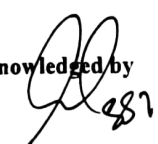
Requested by \*

Sign :   
 Name : Thet Ko Aung  
 Dept. : National Sale  
 (Requestor)

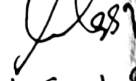
Acknowledged by

Sign :   
 Name : Hnin Pwnt Phyu  
 Dept. : Administration  
 (HR/Admin)

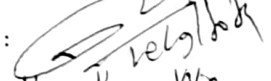
Acknowledged by

Sign :   
 Name : Aung Ko latt  
 Dept. : National Sales  
 (DH)

Approved by

Sign :   
 Name : Seint Seint Thu  
 Dept. : Management  
 (ABOH/BOH/AGM/CM)

Acknowledged by

Sign :   
 Name : Kyaw Hyan Win  
 Dept. : Management  
 (HO-GA)