



TRAVEL ADVANCE CLEAR FORM

Cash Advance 220,000				
Employee Name	Soe Pyae Bo	Estimated Date of Travel	5 days 16.6.2025	
Position Rank	RSM	Total Day	5 days	
BU/HR DIV., Dept	MAC	Destination	NPT Br	
Purpose	NPT Br visit for MAC sales support.			
<u>Traveling Permit</u>				
Arrival Place	Naypyitaw (10 AM)			
Actual Date & Time of Travel	16.6.2025 (10)	20.6.2025 (6:00 PM)		
Total Day	5 days			
HR Name	Kwe Kwe Hkun			
HR Sign				
BOH/Authorized Person Name	Aung Myo Lin			
BOH/Authorized Person				
<u>Advance Clear</u>				
Actual Date & Time of Travel		Total Day		
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
16.6.2025	NPT Bus ticket	22,000		
	Home to Aung myn Salar Bus Station Taxi charge	23,000		
21.6.2025	YGN Bus ticket	22,000		
	Aung myn Salar Bus Station Taxi charge	23,000		
16/6 to 20/6	meal allowance 5 days x 15000	75,000		
Total Expense (Kyats/USD)		165,000		
Cash Advance (kyats/USD)		220,000		
Balance Refund/Additional (Kyats/USD)		55,000		
Job Report Status	improve pcm o product sales.			
Authorization	Name	Position	Date	Sign
Prepared By	Soe Pyae Bo	RSM	2.7.2025	
Approved By Dept Head	Ko Cwai Phyo Han	OM	10.7.25	
Approved By GM/AGM/COO	Sayar U Aye Min Htoon	VCM		
Acknowledged by related Superior for Job Report	Ma Seint ² Thun	AGM		
HR Check & Approved	Ma Htet ² Zaw	ADH	12.7.25	
Cash Received				
<u>Remark</u>				



TRAVELLING REPORT

Date : 21/6/2025

Report To	VCM/AC001/AGM/OM	
Employee Name	Soe Pyae Bo	
Position	RSM	
Department	National Sales	
Business	MAC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	16/6/2025 7:00 AM	21/6/2025 5:30 PM
Total Days	6 days	
Trip Information	1. From YGN To Nay Pyi Taw	
	2. From Lal Way To Pyin Ma Nar	
	3. From Za Bu Thiri To Rabha Thiri	
Purpose For Travelling	MAC Sale Support	
Travel Date	Activities	Remark
16.6.2025	Go To NPT Branch.	
17.6.2025	Pyin Ma Nar and Za Bu Thiri Tsp.	Orders.
	1. Nat Myin Pyan (MCO Shop)	Valvoline 844573 (2) cases
	2. Ko Shan Lay (MCO Shop)	Matador Adv 1215 (1) case
	3. Ko Soe Paing (Three Wheel Shop)	Adv 1216 (1) case
	4. Kaung Htet (Spare parts Shop)	MTO 102 (15) bots
	5. Aung Pyae (MCO Shop)	692249 (4) Cases
	6. Ms (Car Spa and WS)	894333 (1) case
	7. Zabu Soe (PCMO work shop)	897409 (1) case
	8. Lin Yone (PCMO work shop)	891553 (7) cases
	9. Khenever (MCO work shop)	692247 (1) case
	10. Kha Yan Young (PCMO WS)	Adv 1002 (2) cases
		Adv 1190 (2) cases.

Reported by:

Checked by:

Approved by:

Sign :

Name : Soe Pyae Bo

Position : RSM

Sign :

Name : Ko Wai Phyo Han

Position : OM

Sign :

Name : Sayar U Aye Min Htoon

Position : VCM

(DH/AGM/GM)

(COO)



TRAVELLING REPORT

Date: 21.7.2025.....

Report To	VCM / ACOO / AGM / OM	
Employee Name	Soe Pyae Bo	
Position	RSM	
Department	National Sales	
Business	MAC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From To	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
18.6.2025	Visit to Dabba Thiri and PMN TSP 1. Naing Hein San (MCO Shop) 2. Ko Naing (MCO Shop) 3. Myo Win (Engine and S'parts Shop) 4. Myanmar Khing (MCO Shop) 5. BSS (Engine and S'parts Shop) 6. Taung Pau Tor Yee Shine (Engine Shop) 7. Power Thit (PCMO) Shop. 8. Shwe Kyae Si (MCO WS) 9. Kha Yan Young (PCMO WS) 10. Ko Win Naing (PCMO WS)	Orders. Matador Adv 1001 (10) Cases Adv 1216 (5) Cases Adv 1002 (2) Cases Adv 1215 (1) Case Valvoline 891553 (1) Cases.

Reported by

Sign :

Name : Soe Pyae Bo

Position : RSM

Checked by

Sign :

Name : Ko Win Aung Han

Position : OM

Approved by

Sign :

Name : Sayar O Aye Min Htoon

Position : VCM


(DH/AGM/GM)

(COO)




TRAVELLING REPORT

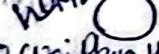
Date : 21/7/2025

Report To	NCM/ACCO/AGM/OM	
Employee Name	Soe Pyae Bo	
Position	RSM	
Department	National Sales	
Business	MAC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From To	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
19/6/2025	Visit to Det Khina Thiri and Dabba Thiri Tsp. 1. Pyae Soan (pcmo shop) 2. Kabar Kyaw (pcmo shop) 3. KK Super Top (pcmo WS) 4. ms (Car Spa and WS) 5. Great Automotive (pcmo WS) 6. Best Choice (pcmo WS)	Orders. matader. Adv 1002 (2) cases Adv 1190 (2) cases Adv 1002 (1) case Adv 1003 (1) case 

Reported by

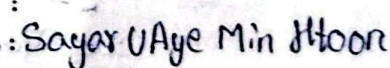
Sign : 
 Name : Soe Pyae Bo
 Position : RSM

Checked by

Sign : 
 Name : Ko Uai Myo Han
 Position : OM

(DH/AGM/GM)

Approved by

Sign : 
 Name : Sayar U Aye Min Htoon
 Position : VCM

(COO)



TRAVELLING REPORT

Date :

Report To	VCM/ACOO/AGM/OM	
Employee Name	Soe Pyae Bo	
Position	R 3 m	
Department	National Sales	
Business	MAC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. FromTo	
	2. FromTo	
	3. FromTo	
Purpose For Travelling		
Travel Date	Activities	Remark
20/6/2025	Visit to Lei way and pin N Tsp. 1. Pmk (pcmo work shop) 2. ko Triha (mco shop) 3. Soyar ma (mco shop) 4. Naing Hein San (mco shop) Product delivery. 5. Nay Pyi Taw Ma Thet (pcmo shop)	Orders Valvo line 894 333 (4) cases နောက်ပိုင်း Customer (10) cases ခွဲထားလျှင်: ကုန်ကြိ တွင် (4) cases ပစ္စည်းပို့ပြီးကျန် (6) cases ကို July ၈ ရက်တွင် ပို့ပေးအပ်မည်။ နောက်ပိုင်း ပါမည်။ Customer Shops (ms, Kha Yaung Yaung) pemo WIS.
21/6/2025	Comback To Yangon.	Total Orders (51) cases and (15) bots ✓

Reported by
 Sign :
 Name : Soe Pyae Bo
 Position : R 3 m

Checked by
 Sign :
 Name : Ko Aai Phoo Han
 Position : OM
 (DH/AGM/GM)

Approved by
 Sign :
 Name : Soyar U Aye Min Htoon
 Position : VCM
 (COO)

BU	Product Description	Brand	Item Code	Item Description	partnumber	Other P/N				Unit	Flowing Item	Closing Balance
CAM	Lubricant	VALVOLINE		Valvoline Gear Gard Super 90, GL-5 (1 x 200L)	692026		1	x	200	L	drum	0.
CAM	Lubricant	VALVOLINE		Valvoline Gear Gard Super 140, GL-5 (1 x 200L)	692077		1	x	200	L	drum	0.
CAM	Lubricant	VALVOLINE		Valvoline Engine Oil, All Fleet Premium 15W40, CI-4/	691970		24	x	1	L	bottle	
CAM	Lubricant	VALVOLINE		Champ 4T Scooter 10W30, SL/JASO MB 0.8L	844573		24	x	0.8	L	bottle	2
CAM	Lubricant	VALVOLINE		Auto Gear Oil (CVT) 6/1QT	804751		6	x	0.95	L	bottle	
CAM	Lubricant	VALVOLINE		Valvoline Super Coolant-Green	450013		12	*	1	L	bottle	
CAM	Lubricant	MATADOR		Matador Premium 10W40 SEMI Mas Additive 4*4L	adv 1002		4	*	4	L	bottle	
CAM	Lubricant	VALVOLINE		Valvoline Engine Oil, Durablend 10W40,API SN Plus	887716		6	*	1	L	bottle	
CAM	Lubricant	MATADOR		4T Scooter Gear Oil 10W40 Semi SL JASO MB(12*0.8L)	adv 1215		12	*	0.8	L	bottle	
CAM	Lubricant	MATADOR		4T Scooter Gear Oil 10W30 Semi SL JASO MB(12*0.8L)	adv 1216		12	*	0.8	L	bottle	
CAM	Lubricant	MATADOR		Premium 10W30 Semi MAS (4*4L)	adv 1190		4	*	4	L	bottle	✓
CAM	Lubricant	VALVOLINE		Valvoline Maxlife ATF 4/4L	891553		4	*	4	L	bottle	
CAM	Lubricant	VALVOLINE		Premium Conventional Motor Oil, SAE 10W30, SM/CG	887513		24	*	1	L	bottle	
CAM	Lubricant	MATADOR		20W50 4T SG JASOMA (1L x 24 Bottle)	MTD 102		24	*	1	L	bottle	
CAM	Lubricant	MATADOR		4T 20W 50 SG (Competitive Grade) (24x1L)	adv 1001		24	*	1	L	bottle	
CAM	Lubricant	MATADOR		Matador Premium 10W40 SEMI Mas Additive 24*1L	adv 1003		24	*	1	L	bottle	
CAM	Lubricant	MATADOR		Matador All Fleet Premium 15W40 CI4/SL Mas Additiv	adv 1004		4	*	5	L	bottle	
CAM	Lubricant	MATADOR		Matador Premium 5W40 Fully Mas Additive 4x4L	adv 1006		4	*	4	L	bottle	
CAM	Lubricant	VALVOLINE		Valvoline 4T Premium 20W40, SL, JASO MA(24 x 1L)	692247		24	*	1	L	bottle	
CAM	Lubricant	VALVOLINE		Premium Protection 10W30 SN Plus (4 x 4L)	897409		4	*	4	L	bottle	-1
CAM	Lubricant	MATADOR		Premium 10W30 Semi MAS (24*1L)	adv 1191		24	*	1	L	bottle	
CAM	Lubricant	MATADOR		Matador 15W40 CI4/SL Mas Additive 24*1L	adv 1013		24	*	1	L	bottle	
CAM	Lubricant	MATADOR		Power Steering Fluid (24*1L)	adv 1203		24	*	1	L	bottle	
CAM	Lubricant	Valvoline		Valvoline Champ Extra 4T SAE 10W40, API SM/JASO M	869084		24	*	1	L	bottle	
CAM	Lubricant	MATADOR		Matador Scooter Gear Oil GL5 80W90(48x120ml)	adv 1217		48	*	120	ML	Bot	
CAM	Lubricant	MATADOR		Matador Gear Oil GL5 80W90 18L	adv 1219		1	*	18	L	can	
CAM	Lubricant	VALVOLINE		ALL FLEET PREMIUM 15W40, CI-4/SL	692053		1	*	18	L	can	

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Economy Class
Economy plus

17 878 3117 3321 344
issued date: 14/06/2025
13:04:32

Status: 0645808

Confirmed
From (မှ):
Yangon (ရန်ကင်း)

To (သို့):
Rajpyithaw (Myoma)
(ရန်ပြည်သာ (မြို့))

Date (ရက်)	Time (အချိန်)	Seat (ခုံ) No. (နံပါတ်)
Jun 16, 2025	10:00 AM	1

Amount (သင့်ငွေ)	Class (အတန်း)	Place (နေရာ)
22000	Economy	0-001-0000

Included by Travelling Insurance Fees : (အခါအားလုံးအခမဲ့ပါဝင်ပြီး)
Pickup Place (ယာဉ်စီးရုံနေရာ) : Aungmyingalar High Way Station (အောင်မင်္ဂလာအလွန်မြို့ပေါ်)

Handwritten signature

Name (အမည်) : Soe Pyae Bo
NRC (မှတ်ပုံတင်) : 6/ကဆ၀၄ (နိုင်)၀၃၀၀၀၅
Contact (ဖုန်းနံပါတ်) : 09966748094

You have purchased the e-ticket
Please process 30 mins before the departure time.

ယာဉ်စီးရုံသို့ ရောက်ရှိရန် ၃၀ မိနစ်အင်္ဂါရက်
အချိန်အတိုင်း
[https://](https://www.gntoexpressmyanmar.com)

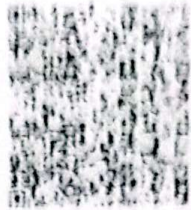
www.gntoexpressmyanmar.com
*** မှတ်ပုံတင်မှတ်ပုံတင် လူမှုမီဒီယာ
ပေါ်ရှိပါ။ ***

Economy Class
Boarding pass

(1)
ID: 977 838 311/ 322, 344
Issued Date: 20/06/2025 12:17:38

Status 0646649

Confirmed



From (မှ)

To (သို့) (Myon-a)

နေပြည်တော် - မြို့မ

Tel (မှ)

Yangon (ရန်ကင်း)

Date (ရက်စွဲ)	Time (အချိန်)	Seat(s) No (နံပါတ်)
Jun 21, 2025	09:30 AM	4

Amount (ငွေ)	Class (အမျိုးအမည်)	Place (နေရာ)
22000	Economy Class	မြို့မ

included by Travelling Insurance Fees :

(ခရီးသွားအာမခံပါဝင်ပြီး)

Pickup Place (ယာဉ်စီးယဉ်းနေရာ)

မြို့မရပ်(နေပြည်တော်)

Name (အမည်) : စိုးမြင့်နိုင်
 NRC (မှတ်တမ်း) : 6/
 ကားနံပါတ်(မှတ်တမ်း) : 09966240054
 Contact (မှတ်တမ်း) : 09966240054

You have purchased the e-ticket
Please process 30 mins before the departure time.

အောက်ဖော်ပြပါ ဝက်ဘ်ဆိုက်မှ ဝက်ဘ်ဆိုက်သို့ ဝင်ရောက်ရန်
<https://www.eliteexpressmyanmar.com>

မှတ်တမ်းမူရင်း ယူဆောင်လာပါရန်။

၀၁ - ၇၇၇၈၈၈၈၈၈၈ ဖုန်းဆက်ပြီး ဆက်သွယ်ရန်
မန္တလေး၊ ပါမောက္ခရုံး (အထောက်)

