



No.898, Thudamar (4/6), Anawrahta Industrial Zone, Pathein Highway Road, Hlaing Thar Yar Township, Yangon  
 Tel : + 95(1) 645 410, 645 420  
 Fax:

## ADVANCE CLEARING

Voucher No. : ATT-AC2024080053

To : Ei Phoo Ngone

Voucher Date : 2024-08-22

Advance No : ATT-ADV2024080032

Currency : MMK Rate : 0.00016129

Cashier :

Payment Method	Status
Cash On Hand - MMK - ATT	posted

No.	Description	Track - 1	Track - 2	Amount
1	Advance Clear for Ei Phoo Ngone [ATT-EM-0095] , ATT-ADV2024080032 , traveling charges for PIC Hein Min Htet (MDY,MTL, NUO) , ADV Ks-100000/- , Exp Ks-113,000, Add Ks-13,000/-		ATT - UNIT SALE DEPARTMENT	113000.00

Advance Total : 100000.00

Expense Total : 113000.00

Refund / Collect : -13000.00

Note : Advance Clear for Ei Phoo Ngone [ATT-EM-0095] , ATT-ADV2024080032 , traveling charges for PIC Hein Min Htet (MDY,MTL, NUO) , ADV Ks-100000/- , Exp Ks-113,000, Add Ks-13,000/-

Date : 22.8.2024

Name/NRC No :

Thinzar Moe Htet  
 ၁၄/၈၂၀၀၀ (၄၉) ၃၂၀၃၀၄

Signature :

[Handwritten Signature]



### CASH ADVANCE CLEAR FORM

Date : 2024.08.16

BU/BR/Division : ATT BIJ

Department : Sale Support

Advance Issue : 100,000/- Kyats/ USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 <sup>st</sup> Time Advance	ATT-ADV	2024080032		100,000/-	Traveling charges
2	2 <sup>nd</sup> Time Advance					for PIC
3	3 <sup>rd</sup> Time Advance				1	Hein Min Hotel
Total Advance					100,000/-	
Total Actual					113,000/-	1
Balance Refund/Additional					13,000/-	1

Request By

Requester

Ei Phee Ngone ko Then Zee Lin

Checked By

Mgr/DH

Checked By

Finance & Account

Zin Maw

Approved By

GM/AGM/COO

ko Maeng Maeng

Approved By

CMC

04-CFD-CAS-FRM-002-03

1



# TRAVELLING REPORT

Date : 21/08/24

Report To	U Maung Maung	
Employee Name	Hein Min Htet	
Position	Sales man.	
Department	Sale	
Business	AT&T	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	8.8.2024 (8:00 AM)	12.8.2024 (5:00 PM)
Total Days	5 days	
Trip Information	1. From Yangon To MNL	
	2. From	To
	3. From	To
Purpose For Travelling		
Travel Date	Activities	Remark
8.8.2024 to 10.8.2024	Yangon AT&T BU training Product training.	✓
11.8.2024	Go to Meiktila	
12.8.2024	customer follow up.	

Reported by *[Signature]*

Sign :  
Name : Hein Min Htet  
Position : Sales man.

Checked by *[Signature]*  
Sign :  
Name : Ko Maung Maung  
Position : GM

(DIH/AGM/GM)

Checked by *[Signature]*  
Sign :  
Name : Ko Than Zaw Lin  
Position : OM

Approved by *[Signature]* : 21/8/24  
Sign :  
Name : Ko Zaw Min Myat  
Position : ACOO  
(COO)

05-CHL-HRM-FRM-064-01

*[Signature]*  
21/08/2024  
Chin

Hi-5 report နှင့် ဝန်ထမ်း  
အခြေအနေ  
*[Signature]*  
Et Hwe Ngone



### TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b> ATT-ADU 2024080032		(8:00)AM		(5:00)PM	
Employee Name	Hein Min Htet	Estimated Date of Travel	2024.08.05 to 2024.08.12		
Position Rank	Sale man	Total Day	5 days		
BU/BR/DIV. Dept	ATT(BU)	Destination	YGA, MTL		
Purpose	Sale & marketing				
<b>Traveline Permit</b>					
Arrival Place	YGA	MTL			
Actual Date & Time of Travel	2024.08.08 (8:00)AM		2024.08.12 (5:00)PM		
Total Day	5 days				
HR Name	Zin Mar Win	Attachment: 0200:000015207			
HR Sign	Zin	(8,9,30)			
BOU/Authorized Person Name					
BOU/Authorized Person					
<b>Advance Clear</b>					
Actual Date & Time of Travel	2024.08.08 (8:00)AM		2024.08.12 (5:00)PM		Total Day
Departure Date & Time	2024.08.08 (8:00)AM		2024.08.12 (5:00)PM		5 days
Date	Description	Total Amount			
		Kyats	USD		
2024.08.08	8,9,10,11 (4x15000)	60000/-		↗	
↓	Expire charges	25000/-		↗	
2024.08.12	Taxi charges	28000/-		↗	
<b>Total Expense (Kyats/USD)</b>		113000/-			
<b>Cash Advance (Kyats/USD)</b>		100000/-			
<b>Balance/Refund/ Additional (Kyats/USD)</b>		13000/-			
<b>Job Report Status</b>					
Authorization	Name	Position	Date	Sign	
Prepared By	Ei Hwe. Nyeue	Admin	2024.08.16	Ei Hwe	
Approved By Dept Head	Ko Thon Zao Lin	OM		[Signature]	
Approved By GM/AGM/COO	Ko Maung Maung	GM		[Signature]	
Acknowledged by related Superior for Job Report	Ko Zao Min Myat	ACOO	21.8.29	[Signature]	
HR Check & Approved	Zin Mar Win	HR	16.8.24	Zin [Signature]	
Cash Received					
Remark					

gully 21/8/24  
Zin  
[Signature]



1-2017  
UMG



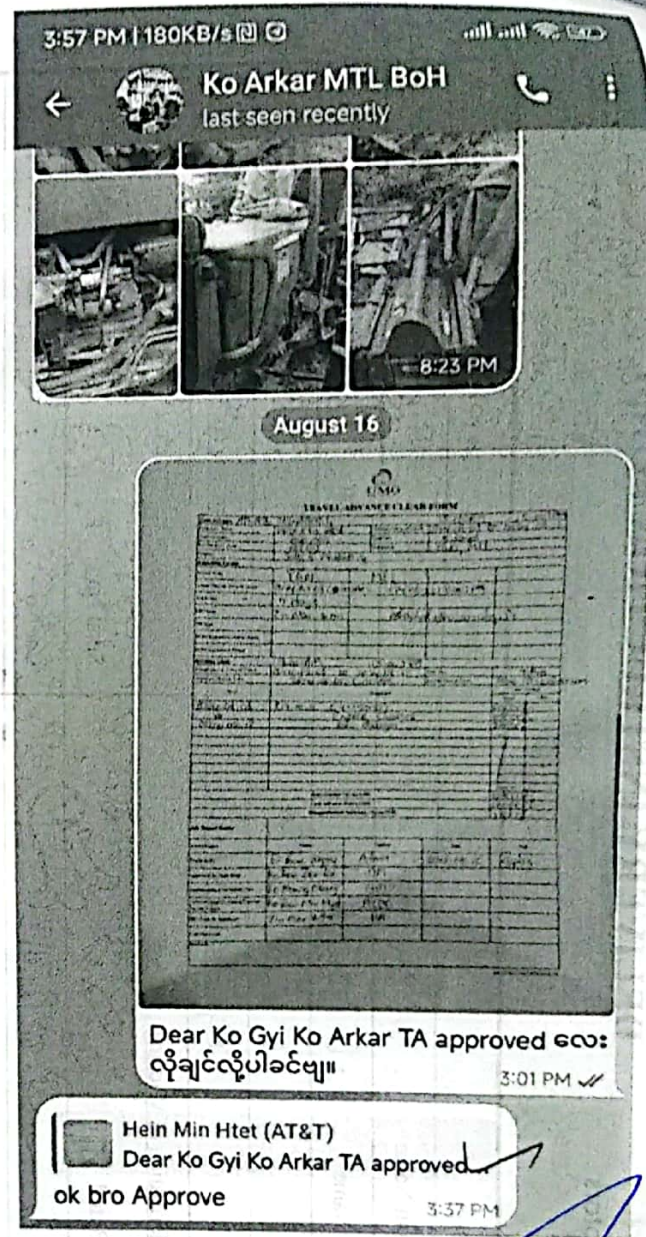
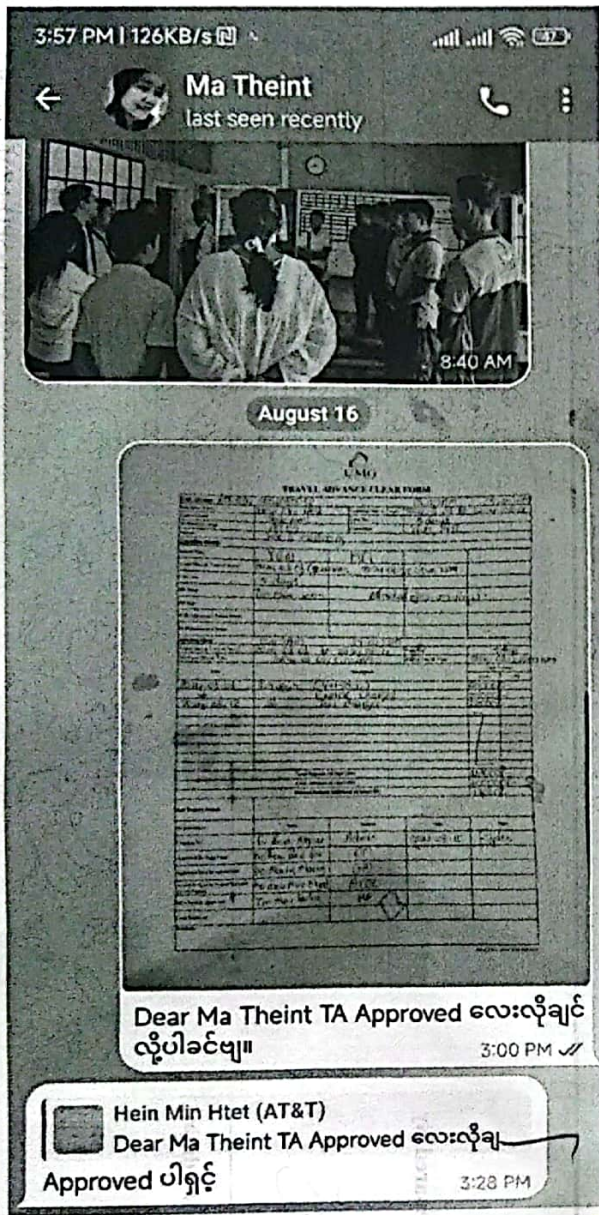
No.589,592,Bo Aung Kyaw Street,Yangon-Pathein High Way Road,Hilung Thar Yar Township, Yangon, Myanmar.

Print Date : 16-Aug-2024

Taxi (Bus, Motorcycle, 2-wheel etc...) Charges Form

No	Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	State	Remark
1	2024-08-11	Agriculture Tractor & Truck	Sales	Hein Min Htet(6)		06:50	MTL ဝဘး ၵုဒါ ✓	မာဘဲဃဲး ဂြာဃုဒါ ✓	10,000	10,000	GA Manager Approved	ခိုဏ်းဝဲးဝဲး ဂြာဃုဒါဝဲး ✓
2	2024-08-11	Agriculture Tractor & Truck	Sales	Hein Min Htet(6)		07:15	ဝဲးဃဲးဝဲး ဃဲ	မာဘဲဃဲး ဂြာဃုဒါ ဃဲ	18,000	18,000	GA Manager Approved	Training ဂြာဃုဒါ MTL BR ဝဲး WAVE ဃဲ

Page 1 of 1



15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99  
100