



### TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b> 240,000	
Employee Name	Soe Pyae Bo
Position Rank	RSM
BU/BR/DIV. Dept	MAC
Purpose	Branch sale support visit to PTN Br

<b>Travelling Permit</b>	
Arrival Place	PTN Myungmya-LBT Yae Kyi-Kyung Korle
Actual Date & Time of Travel	
Total Day	5 days
HR Name	Ma Chau Gi Zin
HR Sign	Telegram Approve (please see attach)
BOH/Authorized Person Name	Ma Sa Su Pen
BOH/Authorized Person	Telegram Approve (Please see attach)

<b>Advance Clear</b>		Total Day	Total Amount	
Actual Date & Time of Travel		Arrival Date & Time	Kyats	USD
Date	Description			
(7:30 AM) 27/11/2025	Home to Care Gate Dagon Ajar Bus Station		10000	
27/11/2025	Bus ticket YGN to PTN		12000	10000
31/11/2025	Bus ticket PTN to YGN		12000	
(5:00 PM) 27/11/2025	Dagon Ajar Bus Station to Home		10000	
27/11 to 31/11	Meal allowance: 5 days x 15000		75000	
<b>Total Expense (Kyats/USD)</b>			119,000	117,000
<b>Cash Advance (Kyats/USD)</b>			240,000	240,000
<b>Balance Refund/Additional (Kyats/USD)</b>			121,000	123,000


<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Soe Pyae Bo	RSM	5/2/2025	
Approved By Dept Head	Aung Ko Lat	NSM	20/2/25	Please see attach
Approved By GM/AGM/COO	Scint 2 Thu	AGM		
Acknowledged by related Superior for Job Report	Aye Min Htoon	COM		
HR Check & Approved	Swe 2 Win	HR/DH	20/2/25	
Cash Received				

TRAVELLING REPORT

Date: 10/12/2025

Report To	NSM/AGM/ACCO	
Employee Name	See Pyae Bo	
Position	RSM	
Department	National Sale	
Business	MAC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	27/11/2025 (7:00)am	31/11/2025 (5:30)pm
Total Days		
Trip Information	1. From YEN To PTN	
	2. From PTN To Myeung Mya, Labutta Bp	
	3. From PTN To Yae Kyi + Nga Tine Chaung	
Purpose For Travelling	Branch Sale Support to PTN Br (lubricant)	
Travel Date	Activities	Remark
27/11/2025	Go To PTN Branch. Opening Ground Stock Check.	
28/11/2025	Visit in PTN Downtown. SKY RAY DEMO WS, Shwe Triho Saw DEMO WS - Ko Lin Htet.	ADV 1001 (15) cases
30/11/2025	Visit to Myeung Mya, Labutta TSP Pa Jay Tea Shop. Aung Gyi Shop Senda Trucka Shop.	1001 (20) cases 844573 (10) cases ADV 1002 (3) cases ADV 1192 (2) cases ADV 1013 (1) case
31/11/2025	Visit to Yae Kyi + Nga Tine Chaung TSP. Tokyo Shop, Sen Htike Shop.	Total Order (51) cases MEO (45) cases DEMO (6) cases

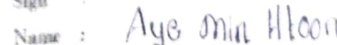
Reported by

Sign:   
Name: See Pyae Bo  
Position: RSM

Checked by

Sign: Please See attach  
Name: Aung Ko latt  
Position: NSM  
(DH/AGM/GM)

Approved by

Sign:   
Name: Aye Min Htoon  
Position: VOM  
(COO)

05 CHE. HRM. HRM. 05/01

# မြင့် ခရီးသွားလုပ်ငန်း

ရန်ကုန် ⇌ ပုသိမ် ⇌ ငွေ့ဆောင် ⇌ သာပေါင်း



လက်မှတ်ရေးထိုးရန်

ရန်ကုန်-လှိုင်သာယာ (အုပ်စုအထူးပြေး) အဆောင် (၁) အခန်း (၄-၅)

☎ : 09-777 716 355, 09-422 541 402, 09-255 272 700

ပုသိမ်မြို့ (ဘဏ်ရေဂိတ်)

☎ : 09-777 789 422, 09-777 445 455, 09-250 941 088

ငွေ့ဆောင်ဂိတ်

☎ : 09-422 460 050, 09-4900 1431

ခရီးသွားစာပစ်ခြင်း

(၁၀၀၅) - ၂ ပါဖြင့်

Soc Pyae Bo

UM 6

12000

11

၃၂၂၂ အချိန် ၂:၀၀ PM

ပည်အမည်

ပည်အမှတ်

ခုံအမှတ်

သွားမည့်နေ့

ခရီးစဉ်

ရက်စွဲ အသွား - ၀၉-၇၇၇၇၁၆၃၅၅ နံပါတ် ၇၀၀,၀၀ သာပေါင်းမြို့ ၁၀,၀၀၀ ကျပ်သာပေါင်း

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တစ်ခုသာ  
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# မြင်

## ခရီးသွားလုပ်ငန်း

ရန်ကင်း ⇌ ပုသိမ် ⇌ ရွှေဘောင် ⇌ သာပေါင်း

Soe Pyae Bo

UMB

12000

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၇၀၂၅



ရန်ကင်း-ရုံးသား (အမှတ်အသား) အမှတ် (၃) အခန်း (၄၅)

☎ : 09-777 716 355, 09-422 541 402, 09-255 272 700

ပုသိမ် (အမှတ်အသား)

☎ : 09-777 789 422, 09-777 445 455, 09-250 941 088

ရွှေဘောင်

☎ : 09-422 460 050, 09-4900 1431

ခရီးသွားအခမ်းအပတ်  
(၁၀၀/-) ပါဝင်

၂၀၀၀ - ၂၀၀၀ x ၂၀၀၀ ကိုယ်တိုင် လေးထောင် - ၇၂,၀၀၀ - ကျပ် ကျပ်သာ



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

Print Date : 19-Feb-2025

Taxi (Bus,Motorcycle,3-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	2025-01-27	Consumable (Yangon)	National Sales	Soe Pyae Bo		07:30	Tabinshwe Htee Condo (HTY)	Dagon Ayar Highway	10,000	10,000	GA Manager Approved	Branch support for Pathein
2	2025-01-31	Consumable (Yangon)	National Sales	Soe Pyae Bo		17:00	Dagon Ayar Highway	Tabinshwe Htee Condo (HTY)	10,000	10,000	GA Manager Approved	Branch support for Pathein

27.1.25 Taxi charges ၁၀၀၀၀ -> 10,000/-  
31.1.25 Taxi charges ၁၀၀၀၀ -> 10,000/-

54  
Ko Zaw Min Myat (C)  
yesterday at 11:46 PM

January 6

Dear Ko Zaw Min Myat,

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

BU -MAC BU for National Sales Team

RSM-Soe Pyae Bo  
Pathein trip=240,000 ks  
Trip date=13-1-2025  
Estimate one week

ASM-Zwe Thingyan  
Nyaung Oo trip=170,000 ks  
(13-1-25) estimateone week

Magway trip=200,000 Ks (19-1-2025)  
estimate one week

ASM-Wai Lin Aung  
Nyaung Lay Pin trip=200,000 Ks (8-1-25)  
estimate one week

Dawei trip=180,000 Ks (13-1-25)  
Estimate-1 week

Reason-branch MAC sales Support

Thanks  
Mi Mi Zin

Please approve Jan'25 trip Ako

2:55  
Ko Zaw Min Myat (C)  
yesterday at 11:46 PM

RSM-Soe Pyae Bo  
Pathein trip=240,000 ks  
Trip date=13-1-2025  
Estimate one week

ASM-Zwe Thingyan  
Nyaung Oo trip=170,000 ks  
(13-1-25) estimateone week

Magway trip=200,000 Ks (19-1-2025)  
estimate one week

ASM-Wai Lin Aung  
Nyaung Lay Pin trip=200,000 Ks (8-1-25)  
estimate one week

Dawei trip=180,000 Ks (13-1-25)  
Estimate-1 week

Reason-branch MAC sales Support

Thanks  
Mi Mi Zin

Please approve Jan'25 trip Ako

Mi Mi Zin  
Dear Ko Zaw Min Myat, I would like to requ...  
Pls proceed 10:50 PM

January 7

Noted Ako Thanks 2:53 AM

7:56

Signal strength, Wi-Fi, and battery icons



Ma Mhone

last seen recently



January 7

trip date=13-1-2025  
Estimate one week

ASM-Zwe Thingyan  
Nyaung Oo trip=170,000 ks  
(13-1-25) estimate one week

Magway trip=200,000 Ks (19-1-2025)  
estimate one week

ASM-Wai Lin Aung  
Nyaung Lay Pin trip=200,000 Ks (8-1-25)  
estimate one week

Dawei trip=180,000 Ks (13-1-25)  
Estimate-1 week

Reason-branch MAC sales Support  
Nyaung Lay Pin trip=200,000 Ks (18-1-25)  
estimate one week

Dawei trip=180,000 Ks (13-1-25)  
Estimate-1 week

Dear MD Ma Mhone,

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

BU -MAC BU for National Sales Team

RSM-Soe Pyae Bo  
Pathein trip=240,000 ks  
Trip date=13-1-2025  
Estimate one week

ASM-Zwe Thingyan  
Nyaung Oo trip=170,000 ks

7:56

Signal strength, Wi-Fi, and battery icons



Ma Mhone

last seen recently



RSM-Soe Pyae Bo  
Pathein trip=240,000 ks  
Trip date=13-1-2025  
Estimate one week

ASM-Zwe Thingyan  
Nyaung Oo trip=170,000 ks  
(13-1-25) estimate one week

Magway trip=200,000 Ks (19-1-2025)  
estimate one week

ASM-Wai Lin Aung  
Nyaung Lay Pin trip=200,000 Ks (8-1-25)  
estimate one week

Dawei trip=180,000 Ks (13-1-25)  
Estimate-1 week

Reason-branch MAC sales Support

Thanks  
Mi Mi Zin

Please approve Jan'25 trip Ama (together  
with COO approve) 🙏🙏🙏 2:51 AM ✓

Mi Mi Zin  
Dear MD Ma Mhone, I would like to r...  
Please process 6:17 AM

Noted & Thanks Ama 7:56 AM ✓

Message



Message







### TRAVEL ADVANCE CLEAR FORM

Cash Advance 440,000		Requested Date of Travel		27/11/2025 to 31/11/2025	
Employee Name	See Poone Bo	Lead Title	5 days		
Position Rank	REM	Destination	PTN Or P Visit		
IR/IR TRV. Dept	MAG	Purpose			
Business Site Support visit to PTN/IC					
TRAVEL DETAILED					
Actual Place	PTN	Mpinga/In-LBT	ye Kye Mpinga/Karla		
Actual Date & Time of Travel					
Total No	5 days				
IR Name	Mh Chw Gi ZM				
IR Type	Election Approve (please see attached)				
IRV1 Authorized Person Name	ma Sa Su for				
IRV1 Authorized Person	Telegram Approve (please see attached)				
EXPENSE CLEAR					
Actual Date & Time of Travel					End Day
Departure Date & Time					Arrival Date & Time
Date	Description	Total Amount			
		Kyats	USD		
27/11/2025	Home to Que Gate Dagon Aye Bus Station	10000			
27/11/2025	Bus ticket Yangon to PTN	12000	10000		
31/11/2025	Bus ticket PTN to Yangon	12000			
27/11/2025	Dagon Aye Bus Station to Home	10000			
27/11 to 31/11	Meal allowance: 5 days x 15000	75000			
Total Expense (Kyats/USD)		119000	117,000		
Cash Advance (Kyats/USD)		300000	240,000		
Balance Returned/Additional (Kyats/USD)		181000	173,000		
Job Report Status					
Authorization	Name	Posting	Date	Sign	
Prepared By	See Poone Bo	REM	5/12/2025	[Signature]	
Approved By Dept Head	Arin Va Lal	NSM	20/2/2025	[Signature]	
Approved By CH/AS/CEO	Scin 2 Thu	ADM			
Substantiated by actual Expense for Job Report	Aye Min Hlenn	VOM			
IRV1 Check & Approved	Suo 9 Win	HR/DH			
Cash Returned					
Comments					

(7:30 AM)

(5:00 PM)

TRAVELLING REPORT

Date: 10/11/2025

Report To	NEM/ANM/ACOD	
Employee Name	See Pyre Bo	
Position	RSM	
Department	National Sales	
Division	MAC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	27/11/2025 (5:00am)	31/11/2025 (5:00pm)
Total Days		
Trip Information	1. From Y&N To PTN	
	2. From PTN To Myung Mya Ledbetter TSP	
	3. From PTN To Ye Kyi Nga Tsa Chaung	
Purpose For Travelling	Branch sale support to PTN B1 (lubricant)	
Travel Date	Activities	Remarks
27/11/2025	Go To PTN Branch, Opening Ground Stock Check.	
28/11/2025	Visit in PTN Downtown. Sky Ray demo WS, shue Thito Saw demo WS. Ko Lin Htet.	ADV 1001 (15) cases.
30/11/2025	Visit to Myung Mya, Ledbetter TSP Pa Jay Tar Shop. Ang Gyi Shop Sando Trucka Shop.	1001 (20) cases. 844573 (10) cases. ADV 1002 (3) cases. ADV 1192 (3) cases. ADV 1013 (1) case.
31/11/2025	Visit to Ye Kyi Nga Hne Chaung TSP. Tokyo Shop, San Hti Ke Shop.	Total Order (51) cases MCO (45) cases DMC (6) cases.

Reported by  
 Sign:   
 Name: See Pyre Bo  
 Position: RSM

Checked by  
 Sign:   
 Name: Aung Ko Lall  
 Position: RSM  
 (UWAGADUHI)

Approved by  
 Sign:   
 Name: Aye Min Hlooi  
 Position: VCM  
 (COO)  
 03-011-12041204101