



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Wai Lin Aung		Estimated Date of Travel	
Position Rank			Total Day	
BU/BR/Div, Dept	MAC BIL		Destination	
Purpose	MAC Sales Supporting.			
Travelling Permit				
Arrival Place	NLP - office			
Actual Date & Time of Travel	22.7.24 (7:00 Am)			
Total Day				
HR Name	Aye Aye Mon			
HR Sign	eye			
DOH/Authorized Person Name	Kyi Bo No Htet			
DOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	22.7.24 (7:0 Am)		Total Day	5 1/2 days
Departure Date & Time	27.7.24 (1:00 Pm)		Arrival Date & Time	
Date	Description	Total Amount		
		Kyats	USD	
	Expense Chg MUM to Bage	15000	15000	✓
	Expense Chg NLP to TGO	12000	12000	✓
	TA Chg. (5 1/2 days). (5 1/2 x 15000)	82500	82500	✓
Total Expense (Kyats/USD)		109500/-		
Cash Advance (Kyats/USD)		100000/-		
Balance Refund/Additional (Kyats/USD)		80500/-		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Wai Lin Aung	ASM	7.8.24	
Approved By Dept Head	Hung Ho Lett	NSM	22.8.24	
Approved By QM/AGM/CDO	Saint Saint Thu	AGM		
Acknowledged by related Superior for Job Report	Zaw Mm Myat	ACOO	28.8.24	
HR Check & Approved	Sue Sue Win	DH		
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02

TRAVELLING REPORT

Date :

Report To	AGM.	
Employee Name	Wei Lin Aung	
Position		
Department	MAC National Sales	
Business	Consumable	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	22.7.24 (7:00 Am)	27.7.24 (1:00Pm)
Total Days		
Trip Information	1. From To	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
22.7.24.	MLM to OLP.	
23.7.24.	5. visit. Ko Si (Three wheels ws). Naing Lin workshop. Kaung Myat shop. Du Wan (Three wheels). Star shop.	
24.7.24.	5. visit. Ko Pe workshop. Hle Been workshop. Naing Lin workshop. Min Kyaw workshop. H Min Thein.	
25.7.24.	5. visit. 999 shop. Aung Myanmar workshop. The Rain Hleu shop. Pyae Phye Aung shop. Moe Co shop.	
26.7.24.	5. visit. Sa Pal Phyeu shop. Khit Kaung shop. Aung Myanmar workshop. H Shin workshop Swee Sone shop. Five Star shop.	

Reported by

Checked by

Approved by

Sign :



Sign :

Sign :

Name :

Wei Lin Aung

Name :

Name :

Position :

AGM.

Position :

Position :

(DH/AGM/GM)

(COO)

02-CHL-HRM-FRM-064-00

TRAVELLING REPORT

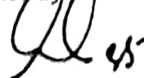
Date :

Report To		
Employee Name		
Position		
Department		
Business		
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
27. 7. 24.	3. visit. Shwe Moe shop, Auto king workshop, Shwe Pyae Phya shop. Total visit. 23. Total order. 3 drum order. - 11 cases.	

Reported by

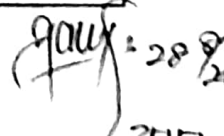
 Sign : 
 Name : Uai Lin Aung.
 Position : ASM.

Checked by

 Sign : 
 Name : Saint Seint Thu
 Position : AGM

(DH/AGM/GM)

Approved by

 Sign : 
 Name : Zaw Min Myat
 Position : ACOO

(COO)

02-CHL-HRM-FRM-064-00

WIN Express
MUM ko Bage.

ဝင် မှန်လုံအပြန်ယာဉ် (WIN EXPRESS)

ပွဲနို ⇨ သိမ်ဇရာပဲ ⇨ ကျွိုက်ထို ⇨ ကျွိုက်ထီးစိုး ⇨ ဘီးပင်း ⇨ သထုံ ⇨ မော်တမြိုင် ⇨ ဘားအံ

ပွဲ -- ကိုဝင်းလင်းဝင်း -- (၅) ဦး။ ယာဉ်ထွက်ချိန် (၄:၀၀ AM) နာရီ။ နေ့စွဲ -- ၂၇.၇.၂၀၂၄

ယာဉ်အမှတ် -----။ ခုံအမှတ် -----။ သင့်ငွေ (၁၅၀၀၀) ကျပ်

(ဩဇာနိုင်လတ်မှတ်မှာထားသူများ ကားထွက်ချိန် (မတိုင်မီ) နာရီဝက် ဩဇာနိုင်လတ်။ (နောက်ကျတ ကာဝန်ပေးပါ။)

မှတ်ချက်

တောင်ငူ ရိတ် - ၀၅၄ - ၂၀၂၄၂၂၀၁ ၀၅၄ - ၂၀၂၅၉၀၉၊ ၀၉၄၃၀၀၀၀၀၆၀ လက်မှတ်

၈၂၃ ၆၀၇၆၀၀

GANDAWIN EXPRESS

ဂန္ထဝင် ခရီးသည့်ပို့ဆောင်ရေး

№ ၂၀၂၅၈၇

ရန်ကုန် ⇌ တောင်ငူ

လွှဲစာအုပ်အမှတ်: ၆၃၁၇

အမည်

.....

ခုံအမှတ်

..... ၆ / ၂၀၀၀ /

ရက်စွဲ

..... ၂၇.၇.၂၀၂၄

ယာဉ်ထွက်ချိန်

..... ၁:၀၀ PM

ရန်ကုန်မှတ်

..... ၀၉-၄၃၀၀၀၀၄၀၊ ၀၉ ၄၃၀၀၀၀၇၀

တောင်ငူ မှတ်

..... ၀၅၄-၂၀၂၄၂၂၀၊ ၀၅၄-၂၀၂၅၉၀၉၊ ၀၉၄၃၀၀၀၀၆၀

လက်မှတ်

.....
.....
.....

၁။ ယာဉ်ထွက်ခွာချိန်ထက် မိနစ်(၃၀)ကြိုတင်ရောက်ရှိရန်။

၂။ ရောင်းပြီးလက်မှတ် "ခွင့်ပြုပေးအပ်ပါ" ၊

၃။ ဥပဒေနှင့်မလွတ်ကင်းသော သာယာပစ္စည်းများထောင်စောင်နှင့်မပြု။

၄။ တန်ဆာတောင်ထားသော ပစ္စည်းများမပျက်ဆုံး။

ပျက်စီးပါက တန်ဆာ၏(၁၀)ဆ သာ ချေးလုပ်ပါမည့်။

၅။ တန်ဆာပေးဆောင်သော ပစ္စည်းများပျက်စီးမှုများကို(လုံခြုံစေ) တာဝန်မယူပါ။



NS Groups

5 members



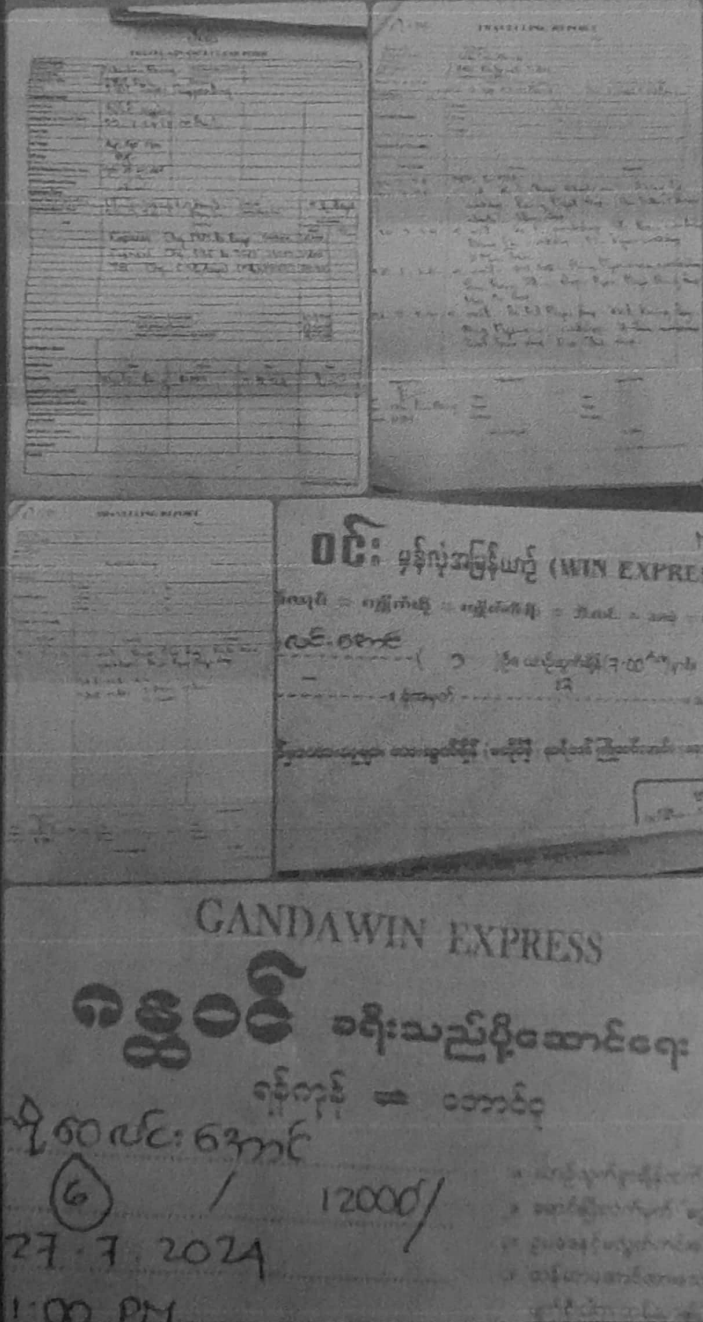
Pinned Message

Travelling Allowance Policy Update

August 13

Dear KAKL, please approve for Nyaung Lay Pin trip (already checked) 1:48 PM ✓✓

Forwarded from Mya Kay Khaing (HR)





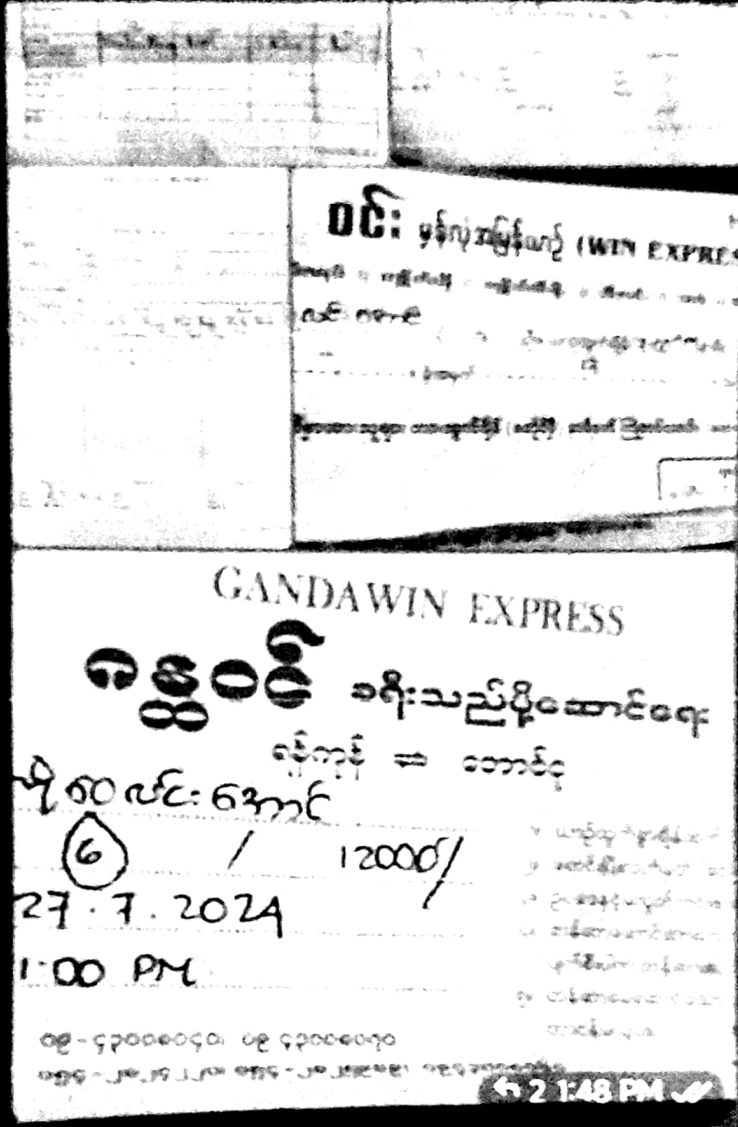
NS Groups

5 members

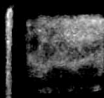


Pinned Message

Travelling Allowance Policy Update



UAKL



Mya Kay Khaing (HR)



OK please proceed

UAKL
 OK please proceed
 Thanks Ako 2:07 PM ✓



Ko Zaw Min Myat (C



last seen at 1:46 PM

ASM-Zwe Thingyan
Shwebo trip=200,000 Ks
Monywa trip=150,000 Ks

ASM-Wai Lin Aung
Dawei trip=140,000 ks
Nyaung Lay Pin trip=190,000 Ks

Reason-branch MAC sales support

Thanks
Mi Mi Zin
Please approve for July'24 trip Ako

10:00 AM ✓✓

Do we need to visit Monywa and Shwebo
when we have no stock?

11:26 AM

what AGM purpose for Hpan?

11:27 AM

Ko Zaw Min Myat (COO)

Do we need to visit Monywa and Shwebo...

We will collect pre order from customer
Scooter Engine oil stock will arrive
estimate within 3weeks Ako.

11:33 AM ✓✓

Ko Zaw Min Myat (COO)

what AGM purpose for Hpan?

Market Visit A Ko

11:35 AM ✓✓

Ko Zaw Min Myat (COO)

Do we need to visit Monywa and Shwebo w...

Pls proceed

7:52 PM

July 10



Message



Actual Date & Time of Travel		22.7.24 (7:00 AM)	
Train No		AP AP 100	
Train Type		DL	
ICD's authorized Person Name		AP AP 100	
ICD's authorized Person		AP AP 100	
Advised Chg			
Actual Date & Time of Travel		22.7.24 (7:00 AM)	
Duration (Date & Time)		22.7.24 (7:00 AM)	
Train		Destination	
		Rate	
		Rate	
Express Chg MUM to Bangalore		13000	13000
Express Chg MUM to TSO		12000	12000
TA Chg (1/2 days) (5% of 15000)		7500	7500
Total Expense (INR) (13000 + 12000 + 7500)		32500	
Cash Advance (INR) (10000)		10000	
Balance Brought Forward (INR) (22500)		22500	
Job Report Status			
Authorisation	Name	Position	Date
Prepared by	Mai Lin Aung	AGM	22.7.24
Approved by Dept Head	Pung Ho Lall	NSM	22.7.24
Approved by (MGT/ADM/GEN)	Sarit Sarit Rao	AGM	
Authorised by related Expense on the Expense	Zaw Min Myat	ALOD	28.8.24
ICD Check & Approved	Sun Sun Win	DH	
Cash Received			

အကဲရှင် ASM UWLA ၏ NLP TA အစောင့်တွင် Total expense 109500 အားဖြင့် တရားပြင်ရာရှိနေပါဖြင့် ထိုနေရာအတွက် Approved ချီးမြှင့်ပေးပါရန် request လုပ် ပါတယ်ရှင်။ 🙏🙏🙏

9:41 AM ✓

Mya Kay Khaing
အကဲရှင် ASM UWLA ၏...

Pls proceed