



TRAVEL ADVANCE CLEAR FORM

Cash Advance 240,000 MMK.				
Employee Name	Soe Pyae Bo		Estimated Date of Travel	18-11-2024
Position Rank	RSM		Total Day	11 days
BU/BR/DIV, Dept	MAC, National Sales		Destination	Patheingyi, Ngwe Saung, Mying Mying, Maubin
Purpose	Branch sales support to Patheingyi Branch for lubricant and engine.			
Travelling Permit				
Arrival Place	Patheingyi	Ngwe Saung	Mying Mying	Maubin - Pyawpon
Actual Date & Time of Travel	18.11.24 (5:30 am)	19.11.24 (7:00 am)	21.11.24 (8:30 am)	26/27/28.11.24
Total Day	6 days	1 day	1 day	3 days
HR Name	Chaw & Zin			
HR Sign				
BOH Authorized Person Name	Su Su Poone			
BOH Authorized Person				
Advance Clear				
Actual Date & Time of Travel	18.11.2024 (5:30 am) - 28.11.24 (5:00 pm)		Total Day	11 days
Departure Date & Time	18.11.2024 (5:30 am)		Arrival Date & Time	28.11.2024 (5:00 pm)
Date	Description	Total Amount		
		Kyats	USD	
18-11-2024	Home to Bus Station Taxi Charge (5:30 am)	5000		
	Dagon Ayar Bus Station			
18-11-2024	Bus Ticket	15000		
19-11-2024	Hotel charge in Ngwe Saung	40000		
26-11-2024	Hotel charge in Maubin	40000		
28-11-2024	Bus ticket Pyawpon to Yangon	7000		
18-11 to 28-11-24	Meal allowance 11 days x 15000	165,000		
Total Expense (Kyats/USD)			270,000	
Cash Advance (Kyats/USD)			240,000	
Balance Refund/Additional (Kyats/USD)			+ 30,000	
Job Report Status	Sales support to PTN Branch and get 109% sales achievement			
Authorization	Name	Position	Date	Sign
Prepared By	Soe Pyae Bo	RSM	3/12/2024	
Approved By Dept Head	Aung Ko Latt	RSM	9/12/2024	Telegram Approve
Approved By GM/AGM/COO	Zaw Min Myat	ACOO		
Acknowledged by related Superior for Job Report	Saint Saint Thu	AGM	9/12/24	
HR Check & Approved	Swe Swe Win	HR IGH	9/12/2024	
Cash Received				
Remark				

Date : 11.12.2024

Report To	NSM/OM/AGM/ACOO	
Employee Name	Soe Pyae Bo	
Position	RSM.	
Department	National Sales	
Business	MAC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	18/Nov/2024	28/Nov/2024
Total Days	11 days.	
Trip Information	1. From YGN To Patheingyi, Ngwe Saung, I. Do Kha	
	2. From Patheingyi To Myingyi, Mya, I. Eain, Mae Tsp	
	3. From Patheingyi To Maubin, I. Nyax, Pan, Tsp.	
Purpose For Travelling	Lubricant Sales support to Patheingyi Branch.	
Travel Date	Activities	Remark
18.11.2024	Go to DTIN Branch visit in Patheingyi Downtown.	
19.11.2024	Go to Ngwe Saung Village A Htin Ka Ya Hotel, Ngwe Saung Yatch Club Hotel, ACE Hotel Ocean Blue Hotel, Sunny Paradise Hotel, Hotel Aster, GA Hotel.	Orders Valvoline (18 lit) 3 cans Valvo 1 drum
20.11.2024	Visit in Patheingyi downtown. Shwe Tagon shop, Family Shop Lin Pyae Hlyn Shop, Ko Si Thu Shop, 100 Smile Shop, Mahar, Shop, Shwe Thiha Saw Shop, Smile Shop.	Orders. Matador 8 cases Valvoline 5 cases

Reported by
 Sign : Telegram Approve
 Name : Soe Pyae Bo
 Position : RSM

Checked by
 Sign : Telegram Approve
 Name : Aung Ko Lat
 Position : NSM

Approved by
 Sign :
 Name : Zaw Min Myat
 Position : ACOO

(DH/AGM/GM)

(COO)

Date: 4/12/2024

Report To	NSM/OM / AGM / ACOO	
Employee Name	Soc Aye Bo	
Position	QSM	
Department	Mechanical Subs	
Business	MAG	
Departure & Arrival	Departure Date And Time 18/ NOV 2024	Arrival Date And Time 28/ NOV 2024
Total Days	11 Days	
Trip Information	1. From YCAI	To Kithon, Ngue Saung, Ka Kha
	2. From Kithon	To Myaung Mya / Eain Moe TSP
	3. From Kithon	To Maubin / Hyar Kal / TSP
Purpose For Travelling	Lubricant sales support to Kithon Branch	
Travel Date	Activities	Remark
21. 11. 2024	Visit to Myaung Mya / Eain Moe Tsp, Ko Su Shop, Sinda Thu Kha Shop, Ent Htoo Aung shop, Aung Gyi Shop, Kawng Tst Shop.	Orders Matador 7 cases Valvoline 45 cases
22. 11. 2024	Lubricant product knowledge sharing and coaching to Branch Salesman and Admin.	
26. 11. 2024	Visit to Maubin Tsp. Aung Shop, Twin Htoo Aung Shop, Htike Shop, Su man Shop, min Sett Aung shop.	Orders Valvoline 10 cases

Report To
Employee Name
Position
Department
Business

Reported by
Sign : Telegram Approve
Name : Soc Aye Bo
Position : QSM

Checked by
Sign : Telegram Approve
Name : Aung ko latt
Position : NSM

Approved by
Sign :
Name : Zaw ma myat
Position : ACOO

(DH/AGM/GM)

(COO)

TRAVELLING REPORT

Date : 4.12.2024

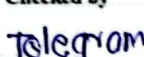
Report To	NSM / OM / AGM / ACCO	
Employee Name	Soe Pyae Bo	
Position	RSM	
Department	National sales	
Business	MAC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	18 / NOV / 2024	28 / NOV / 2024
Total Days		
Trip Information	1. From ... YGN ... To ... Patheingyi, Aungmye, Dagon	
	2. From ... Patheingyi ... To ... Myingon, Mya, Kain, Mae TSP.	
	3. From ... Patheingyi ... To ... Maubin, Kyau, Hpa TSP.	
Purpose For Travelling	Lubricant sales support to Patheingyi Branch.	
Travel Date	Activities	Remark
27.11.2024	Visit to Pyar Don, Kyit Latt Tsp. Ko Zaw Htet (work shop) AYY shop, Lu Htu Shop, Kyaw Kyar Shop.	Orders Matador 5 cases Valvoline 5 cases
28.11.2024	Visit in Pyar Don Tsp and come back to YGN.	
	Total Orders in Branch Visit:	Valvoline 72 cases Matador 20 cases Valvoline (18 lit) 3 cans Volvo 1 Drum
	MAC Target for PTN Br	7500 \$
	MAC Achievement PTN Br	8182 \$ (109%)

Reported by

Checked by

Approved by

Sign : 
 Name : Soe Pyae Bo
 Position : RSM.

Sign :  Approve
 Name : Aung ko latt
 Position : NSM

Sign : 
 Name : Zaw min myat
 Position : ACCO

(DH/AGM/GM)

(COO)



ခရီးသွားလုပ်ငန်း

GA Travel & Tours

(Gonyi Residence), Myanmar Gone Yi St, Mingalar Taung Nyunt Township, Yangon, Myanmar.
Yangon 09 451500091, 09 451500092 / Yangon Booking 09 451500094, 09 451500095

trabelandtoursga@gmail.com

Date 19 Nov 2024

မည် - ဦးစိုးမြင့်မျိုး - နံနံ - 09-966240094 - ကားနံပါတ် -

ပိုင်ဆိုင် -

ခရီးစဉ် -

စဉ်	အကြောင်းအရာ	နှုန်း	ကျသင့်ငွေ
1	One Night. * Phoonn confirm မှတ်တမ်း 002920 Sr. No -----	40,000	40,000/-

ထွက်ခွာမည့်ရက် -----

ပြန်ရောက်မည့်ရက် -----

စုစုပေါင်း -----

ကျန်ငွေနောက်ဆုံးရက်ချိန် -----

စုစုပေါင်း	40,000/-
စရန်ငွေ	
ကျန်ငွေ	

ငွေလက်ခံသူ

Booking Confirmation

Booking Ref: **4355-1985** | Nan Htike San Express | YGN-0973024282, 096989850, NPT-067420209, Pathein-09250236946, Tatkone-09781171488



Booking Details

Route	Departure Time	Departure Gate
Yangon - Pathein	Nov 18, 05:30 AM	Aung Mingalar Bus Terminal
Bus Operator	Booking Date	Total
Nan Htike San Express	Nov 17, 08:52 PM	13000.0 MMK

Traveller Information

Traveller Name	Phone Number	Special Request
Soe Pyae Bo	09966240094	;

Seat Number
5

* K pay ဇန့်. ဝဲးဝဲးဝဲးဝဲး
Cd

Terms & Condition

- All the tickets bought are not refundable or exchangeable.
- Travellers must reach the bus station 45 minutes before the departure time.

Contact us - 09 777 111 811

Facebook - <https://www.facebook.com/MMbusticket>



သမာဓိ (အပြန်ယာဉ်)

ယာဉ်အမှတ် _____
ကျပ် 7000/-

ရန်ကင်း ⇔ မအူပင်တက္ကသိုလ် ⇔ ကျိုက်လတ် ⇔ ဇာပုံ ⇔ အဟ
ရန်ကင်း ⇔ ကော့ပျူး ⇔ အေဒရဲ ⇔ ဇာပုံ ⇔ ဘိုကလေး ⇔ စက်ဆန်း
ရန်ကင်း ⇔ ဝေပြူ ⇔ လွန် ⇔ ဒေါက်ဂိုး ⇔ ဟင်္သာတ ⇔ တလတ်ထော်

ခရီးသည်အမည် ထွက်မည့်အချိန် . . . / . . .
ခုံအမှတ် ထွက်မည့်နေ့ . . . / . . .

4

ကမ္ဘာ့စီးပွားရေးနှင့်
အခြေခံအဆောက်အအုံ
အဖွဲ့
[Signature]

Phoon confirmation ၂၃/၀၉/၂၀၂၃ @




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

Date : 13-Dec-2024

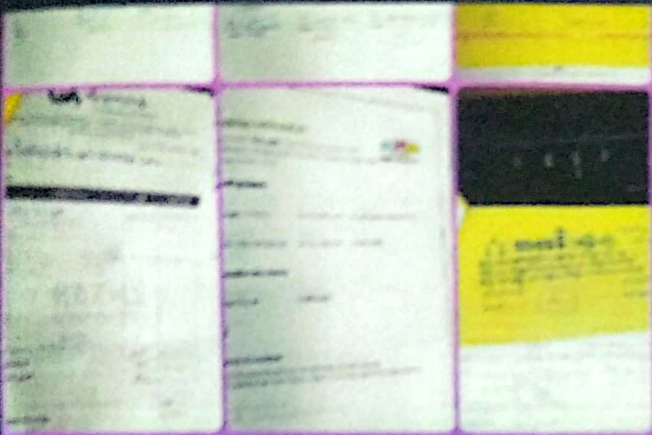
Taxi (Bus,Motorcycle,3-wheel etc...) Charges Form

No	Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	State	Remark
1	2024-11-26	Consumable (Yangon)	National Sales	Zwe Thingyan		08:00	81 Bus Stop Shwe Pyi Thar	Aung Mingalar Highway	15,000	15,000	GA Manager Approved	Branch sale support and marketing activity
2	2024-12-03	Consumable (Yangon)	National Sales	Zwe Thingyan		07:00	Aung Mingalar Highway	81 Bus stop Shwe Pyi Thar	15,000	15,000	GA Manager Approved	Branch sale support and marketing activity for Magway Branch
3	2024-11-18	Consumable (Yangon)	National Sales	Soe Pyae Bo		05:30	Hlaing Thar Yar (Tabin Shwe Htee Tower)	Dagon Ayar Highway	5,000	5,000	GA Manager Approved	Branch sale support for Pathein,Ngwe Saung,MyaungMya

↓
 ko Soe Pyae Bo Taxi-charges (5,000)ကို
 * Grab Taxi ဖြေဆိုရမည်။ " 

Admin and National Sal

10 members



Dear Ko Aung Ko Latt, ကိုကြီးဗျ

RSM Ko Soe Pyae Bo,
Branch sale support for
Pathein, Ngwe Saung, Myaung Mya
and MaUBin

သွားထားတဲ့ TA report and TA clear
အတွက်စီစစ်ပြီး approve ပေးပေးပါ
အုံးအကို။

မအူပင်နှင့်ငွေဆောင်တွင်တည်းခို
သောရက်များကိုလည်း Pathein HR
ကိုဖုန်းဆက်ပြီး confirm ယူပြီးပါပြီ
ဗျ။

Car လတ်မှတ်အားကားဂိတ်ကိုဖုန်းဆ
ကိုပြီး confirm ယူထားပါတယ်ဗျ။

Taxi charges မှာ Grab နှင့်တိုက်စစ်
ထားပြီး GA AMS system run ထားပါ
တယ်ဗျ။

Total advance - 240000/

Total expense - 270000/

Additional - 30000/

2 1:40 PM ✓

Admin and National Sal

10 members



4:24 PM

Dear HR team

Performance Management ကို
enroll ပေးထားပါတယ်

1 4:25 PM

Ko Aung Ko Latt
Dear HR team Performance Managemen...
Approve ပေးပေးပါမယ်အကို

edited 4:25 PM ✓

December 13

Ko Aung Ko Latt

Aung Thiha Myo

Dear Ko Aung Ko Latt, ကိုကြီး...

Please proceed

11:44 AM

Ko Aung Ko Latt
Please proceed
Thanks Ko Gyi

11:45 AM ✓



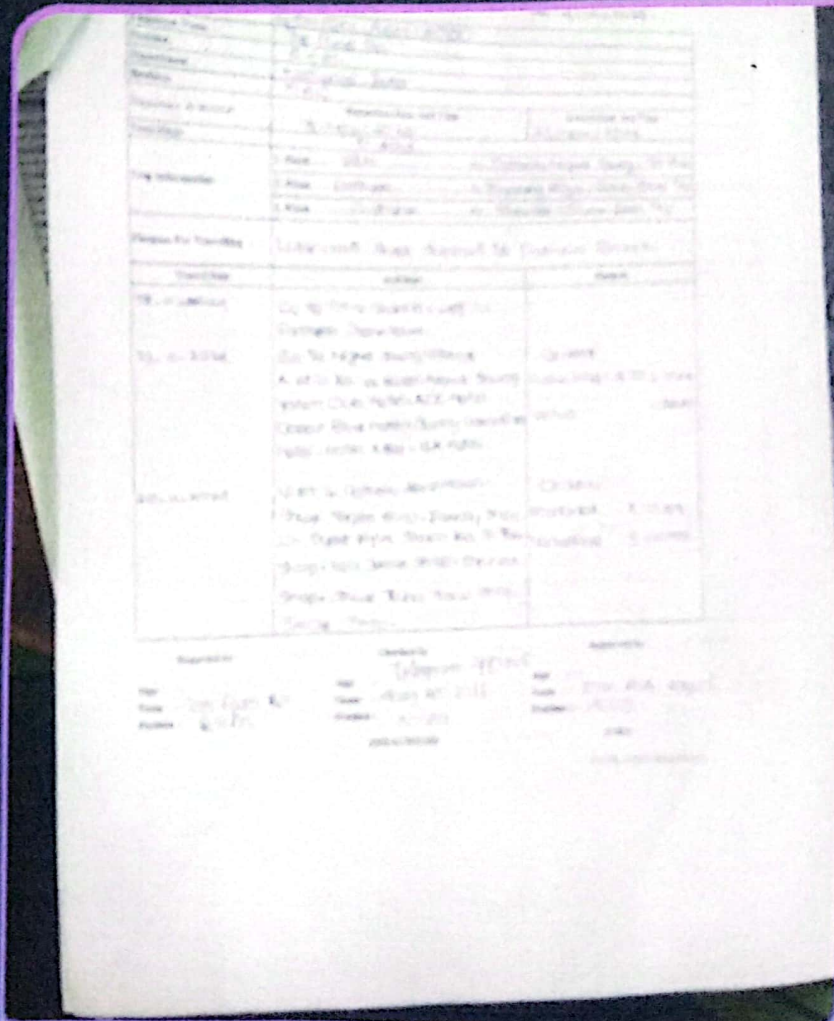
Ko Soe Gyi

last seen at 2:50 PM



ကျေးဇူးပါကိုစိုးကြီး 9:54 AM ✓✓

Hi 2:17 PM ✓✓



Telegram approve ပေးပေးပါအုံးကိုကြီး ကိုကြီးလတ်မှတ်ကျန်ခဲ့လို့ပါ 2:18 PM ✓✓

Approve ပါ 2:42 PM

Thanks Ko Gyi



2:42 PM ✓✓