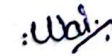


# TRAVELLING REPORT


Date : 7.4.25

Report To	U Aye Min Htoo and Ko Mawng Mawng	
Employee Name	Wai Yan Phyo	
Position	Sale Man	
Department	sale	
Business	ATT BL	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	25.3.25 (6:00) AM	1.4.2025 (7:30) PM
Total Days	8 days	
Trip Information	1. From Yangon ATT (25.3.25) To NPT BR (25.3.25)	
	2. From NPT BR (31.1.25) To Yangon ATT (1.4.25)	
	3. From ..... To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
25.3.2025 26.3.2025	Yangon to NPT Branch NPT to Tharwathai Tsp. lawe Tsp	For MCR88 Delivery <del>DK</del> DK MCR88
27.3.2025 to 30.3.2025	NPT မှ မြောက်ပိုင်း နယ်များသို့ ပို့ဆောင်မှု အတွက် အထောက်အကူ ပေးရန် အခြေစိုက်ရေး နှင့် ဖွဲ့စည်းပုံအခြေခံဇယား ပြင်ဆင်ရေး အဖွဲ့ဝင်အဖြစ် ပါဝင်ပါသည်။	
31.3.2025 to 1.4.2025	NPT မှ အောက်ပိုင်း Zone 5 မှ အထောက်အကူ ပေးခြင်းအဖြစ်ပါသည်။	


Reported by

Sign :   
 Name : Wai Yan Phyo  
 Position : Sale Man

Checked by

Sign :   
 Name : Ko Mawng Mawng  
 Position : GM  
 (DH/AGM/GM)


Approved by

Sign :   
 Name : U Aye Min Htoo  
 Position : UCM  
 (COO)

Hi-5 နှင့် စံနှုန်းများ ပြန်လည်  
 စစ်ဆေးခြင်း

  
 Ei Htoo Ngone

Checked by

Sign :   
 Name : Ko Than Zau Lin  
 Position : OM

05-CHL-HRM-FRM-064-01



### TRAVEL ADVANCE CLEAR FORM

Cash Advance ADV-ATT-2025-03-00024		6:00AM / 7:30PM	
Employee Name	Wei Yan Hyn	Estimated Date of Travel	25.3.25 to 1.4.2025
Position Rank	Sale man	Total Day	8 days
BU/BR/DIV. Dept	ATT 011	Destination	YAN, NPT
Purpose	Sale & marketing		
<b>Travelling Permit</b>			
Arrival Place	YAN	NPT	
Actual Date & Time of Travel	2025.3.25 (6:00)AM	2025.04.01	(7:30)PM
Total Day	8 days		
HR Name			
HR Sign	Attached 02/04/2025		
BOH/Authorized Person Name			
BOH/Authorized Person			
<b>Advance Clear</b>			
Actual Date & Time of Travel			Total Day
Departure Date & Time			Arrival Date & Time
Date	Description	Total Amount	
		Kyats	USD
25.3.2025	25,26,27,28,29,30,31 (15000 x 8)	120000/-	1
↓	Express charges	20000/-	1
1.4.2025	Taxi charges	27000/-	1
<b>Total Expense (Kyats/USD)</b>		167000/-	1
<b>Cash Advance (Kyats/USD)</b>		200000/-	1
<b>Balance Refund/Additional (Kyats/USD)</b>		33000/-	1
<b>Job Report Status</b>			
Authorization	Name	Position	Date
Prepared By	Ei Khue Ngone	Admin	2025.04.08
Approved By Dept Head	Ma Su Ei Hlaing	DI	8.4.25
Approved By GM/AGM/COO	Ko Maung Maung	GM	
Acknowledged by related Superior for Job Report	Ko Aye Min Htoon	UCM	
HR Check & Approved	Thein Thein Neway	HR	9.4.25
Cash Received			
Remark			

Handwritten notes and signatures on the right side of the form, including a signature and the date 09/04/2025.



# ပွဲကျင်းပသည့်

From (မှ)  
Yangon

To (သို့)  
Thai Wut Hu

Traveller (ခရီးသည်)  
သားဝင်း

Contact (ဖုန်းနံပါတ်)  
1234567

09764885470  
Seat(s) (ခုံနံပါတ်များ)

41

Class/Type  
စီးရီးကား

Bus No.(ကားနံပါတ်)

Booking Reference  
7365-9771

Status  
CONFIRMED

Departure (ထွက်ခွာ)  
Mar 25, 8:00 AM

Gate (ဝိတ်)  
Aung Mingalar Bus  
Terminal

Printed Time  
Mar 25, 6:55 AM

Passengers  
Total

1  
20,000

Check-in 30 min before the departure time.

ကားထွက်ခွာမီ 30 မိနစ် အတိုင်း စစ်ဆေးရမည်။

Each passenger is allowed one carry on luggage.

ခရီးသည်တစ်ဦးစီအတွက် နေရာခံကုန်ပစ္စည်းတစ်ခုခန့် ခံယူခွင့် ရှိပါသည်။

No refund after the purchase.

ဝယ်ယူပြီးနောက် အငွေပြန် မပြုမည်။

Contact Phone.

YGN 09772836319,09705830459, Yangon 01270012345  
1 09453078069, YnoN 09787500631, Yoda no 097771100



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

Print Date : 08-Apr-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	2025-03-25	Agriculture Tractor & Truck	Sales	Wai Yan Phyo	Machine delivery Process and D/C	06:00	Toe chat ဘာသာ	Aung Mingalar bus station	27,000	27,000	GA Manager Approved	



Aung Phyo Lin

last seen at 2:19 PM

ဟုတ်ကဲ့ညီမတခြား BR တွေနဲ့တွဲထားလို့ ထမင်းစားပြန်တတ်မှခွဲထုတ်ပေးမယ်နော်

12:05 PM ✓



for NPT.xlsx

66.5 KB XLSX

1:50 PM ✓

TRAVEL ADVANCE RELEASE FORM

Cash Advance No. AIL-2025-03-00024	16:00 AM	(7,100) MM		
Employee Name: Wai Yan Phyo	Period of Date of Travel: 25.3.25 to 1.4.2025			
Business Task: Sales work	Start Date: 25.3.25	End Date: 1.4.25		
City: MFC	Destination: USA, NY			
Project: Sales & marketing				
Account Name: YAN	NPT			
Actual Date & Time of Travel: 25.3.25 (6:00) AM	25.3.25 (7:30) PM			
Total Day: 6 days				
City Name: MFC				
City Code: MFC				
US/UK Institutional Name: MFC				
US/UK Institutional Phone: MFC				
Address Code: MFC				
Actual Date & Time of Travel: MFC	Actual Date & Time: MFC	End Date: MFC		
Expense Item & Amount	Description	Expense Code	Expense Code	
25.3.2025	25.3.25, 27.3.25, 29.3.25, 31.3.25 (1000000)	1200000	1200000	
3.4.2025	Expense charges	250000	250000	
	Tax charges	250000	250000	
Total Expense (Euros/USD)		500000	500000	
Cash Advance (Euros/USD)		1000000	1000000	
Balance (Euros/USD) (Euros/USD)		500000	500000	
Sub Report Status	Name	Position	Date	Sign
Prepared By:	Et Hwe Aung	Admin	2025.04.03	[Signature]
Approved By Dept Head:	Mo Su Li Hweing	SM		
Approved By HR/Finance:	Ke Maung Maung	GM		
Authorised by related Director for Job Report:	Ke Maung Maung	UCM		
HR Check & Approved:				
Job Approved:				
Network:				

Dear NPT BOH ရှင်  
Wai Yan Phyo  
နေပြည်တော်လာတဲ့ 25.3.2025 မှ 1.4.2025 ထိ  
approve ပေးပေးပါဦးရှင်

1:52 PM ✓

Ok, Pls; proceed by policy. 2:19 PM

ကျေးဇူးပါအကိုရှင် 2:19 PM ✓