

CASH ADVANCE CLEAR FORM

Date : 22.1.2024

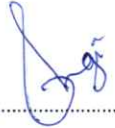
BU/BR/Division : CE1

Department : Spare Part

Advance Issue : 500,000/- Kyats/.....USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance	22 Jan. 24	2024010017		500,000/-	Advance clear for
2	2 nd Time Advance					Wutt Yee Aung and
3	3 rd Time Advance					Aye Theingi Myint
Total Advance					500,000/-	MDY BR visit
Total Actual					324,000/-	
Balance Refund/Additional					176,000/-	

Request By



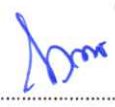
Requester
Aye Theingi
Myint

Checked By



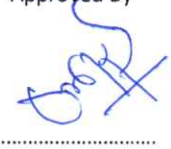
Mgr/DH
Ma Wutt Yee
Aung (GM)

Checked By



Finance & Account
Ma Hnin Nwe
CEO

Approved By



GM/AGM/COO
Ma Wutt Yee
Aung

Approved By



CMC
04-CFD-CAS-FRM-002-03



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Aye Thein Myint, Wutt Veer Aung	Estimated Date of Travel	22.1.24 ~ 28.1.24 AM	
Position Rank	DEP. AGM	Total Day	6 Days	
BU/BR/DIV. Dept	CEI BU	Destination		
Purpose	Branch Visit			
Travelling Permit				
Arrival Place	MDY BR			
Actual Date & Time of Travel	22.1.24 ~ 28.1.24			
Total Day	6 Days			
HR Name	Nyein Htwe			
HR Sign	[Signature]			
BOH/Authorized Person Name				
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	22.1.24, 7AM to 28.1.24, 7AM		Total Day	
Departure Date & Time	22.1.24, 7AM		Arrival Date & Time	28.1.24, 7AM
Date	Description	Total Amount		
		Kyats	USD	
22.1.24	Taxi charges (Insein to AMGL) ✓	13000	✓	
22.1.24	Taxi charges (Mingaladone to AMGL) ✓	10000	✓	
22.1.24	Bus ticket 23000 x 2 ✓	66000	✓	
27.1.24	Bus ticket 25000 x 2 ✓	70000	✓	
28.1.24	Taxi charges (AMGL to Insein) ✓	14000	✓	
28.1.24	Taxi charges (AMGL to MGLD) ✓	10000	✓	
22.1.24 ~ 28.1.24	Hostel charges 5000 x 2 x 5 ✓	50000	✓	
22.1.24 ~ 28.1.24 (7AM) (7AM)	Meal Allowance - 6.5 x 2 x 7000 ✓	91000	✓	
Total Expense (Kyats/USD)		324000	✓	
Cash Advance (Kyats/USD)		500000		
Balance Refund/Additional (Kyats/USD)		176000	✓	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Aye Thein Myint	DH	29.1.24	[Signature]
Approved By Dept Head	Wutt Veer Aung	AGM	29.1.24	[Signature]
Approved By GM/AGM/COO	Wutt Veer Aung	AGM	29.1.24	[Signature]
Acknowledged by related Superior for Job Report	Aye Min Htoo	Vice Chairman		[Signature]
HR Check & Approved	Mar Mar Oo	SH	01-Feb-24	[Signature]
Cash Received	Hnin Wai Kein	Cashier	09, Feb 24	[Signature]
Remark				



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Aye Thein Myint, Myint Win		Estimated Date of Travel	22.1.24 ~ 28.1.24 MA
Position Rank	DHS-AMM		Total Day	6 Days
HL/HR/Div. Dept	GET BIL		Destination	
Purpose	Branch Visit			
Traveling Permit				
Arrival Place	MDY BR			
Actual Date & Time of Travel	22.1.24 ~ 28.1.24			
Total Day	6 Days			
HR Name	Myint Hwe			
HR Sign	[Signature]			
DOH Authorized Person Name	Aye Myint Myint			
DOH Authorized Person	[Signature]			
Advance Clear				
Actual Date & Time of Travel	22.1.24, 7AM to 28.1.24, 7AM		Total Day	
Departure Date & Time	22.1.24, 7AM		Arrival Date & Time	28.1.24, 7AM
Date	Description	Total Amount		
		Kyats	USD	
22.1.24	Taxi charges (Insein to AMGL)	13000	✓	
22.1.24	Taxi charges (Mingaladon to AMGL)	10000	✓	
22.1.24	Bus ticket 30000 x 2	60000	✓	
22.1.24	Bus ticket 35000 x 2	70000	✓	
28.1.24	Taxi charges (AMGL to Insein)	14000	✓	
28.1.24	Taxi charges (AMGL to MGLD)	10000	✓	
22.1.24 ~ 28.1.24	Hotel charges 5000 x 2 x 5	50000	✓	
22.1.24 ~ 28.1.24	Meal Allowance - 6.5 x 2 x 7000	91000	✓	
Total Expense (Kyats/USD)		324000	✓	
Cash Advance (Kyats/USD)		500000		
Balance Refund/Additional (Kyats/USD)		176000	✓	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Aye Thein Myint	DH	29.1.24	[Signature]
Approved By Dept Head	Wut Mye Aung	AGM	29.1.24	[Signature]
Approved By OMA/AMCOO	Wut Mye Aung	IA/AM	29.1.24	[Signature]
Acknowledged by related Superior for Job Report	Aye Min Htoo	Vice Chairman		[Signature]
HR Check & Approved	Mar Mar Oo	SH	01-Feb-24	[Signature]
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02

INVOICE VOUCHER

CUSTOMER NAME အမည်		DATE နေ့စွဲ	27 / 1 / 24
ADDRESS လိပ်စာ			

NO စဉ်	DESCRIPTIONS အမျိုးအမည်	QTY ဦးရေ	UNIT PRICE ဈေးနှုန်း	AMOUNT သင့်ငွေ	
				KYATS	USD
	Ma Cantt Yee.	1N	5000	25000	-
	+				
	Ma Aye Thwngi Myint	1N	5000	25000	-
	၂၇.၁.၂၄ ~ ၂၇.၁.၂၄				
	5N				
	MOY BR Hostel changes				
<input type="checkbox"/> PAID <input type="checkbox"/> DELIVERED			TOTAL	50000	
			GOV TAX		
			ADV / DIS		
			BALANCE		

 CHECKED BY

408

 AUTHORIZED BY

EXPRESS

From (မှ) To (သို့)
 Yangon Mandalay

Traveller (ခရီးသည်) Contact (ဖုန်းနံပါတ်)
 Aye Theingi Myint 09428147798

Seat(s) (ခုံနံပါတ်များ)
 6, 5

Class/Type Bus No.(ကားနံပါတ်)
 အထူးကား ✓

Booking Reference Status
 5527-1072 CONFIRMED

Departure (ထွက်ခွာ) Gate (ဂိတ်)
 Jan 22, 8:30 AM Aung Mingalar
 Highway Bus Terminal

Special Request (မှတ်ချက်)
 Not have

Printed Time
 Jan 22, 8:23 AM



Passengers Total 66 000 ² ✓

Check-in 30 min before the departure time.
 ကားထွက်ခွာမီ 30 မိနစ် ကြိုတင်ရောက်ရှိရန် လိုအပ်ပါသည်။

Each passenger is allowed one carry-on luggage.
 ခရီးသည်တစ်ဦး လက်ဆွဲ အိတ်တစ်ခုအထိ ဖြည့်ဆည်းနိုင်ပါသည်။

No refund after the purchase.
 ဝယ်ပြီးလက်မှတ် ဖြည့်ဆည်း အောင်ပါ။

Contact Phone: YGN-09777188860, 09777188830
 MDY-09777188874, 09777188875
 Shwebo-09777188845, Monywa-09777188872

2M-5208

မန္တလေး

mandalarminn.com.mm

From (မှ) To (သို့)
 Mandalay Yangon

Traveller (ခရီးသည်) Contact (ဖုန်းနံပါတ်)
 Aye Theingi Myint 09428147798

Seat(s) (ခုံနံပါတ်များ)
 B2, B3

Class/Type Bus No.(ကားနံပါတ်)
 အထူးကား - Scania ✓

(2+1)
 Booking Reference Status
 9967-8955 CONFIRMED

Departure (ထွက်ခွာ) Gate (ဂိတ်)
 Jan 27, 8:00 PM Chan Mya Shwe Pyi
 Bus Terminal(Between)

Special Request (မှတ်ချက်)

Printed Time
 Jan 27, 7:24 PM



Passengers Total 70,000 ² ✓



Check-in 30 min before the departure time.
 ကားထွက်ခွာမီ 30 မိနစ် ကြိုတင်ရောက်ရှိရန် လိုအပ်ပါသည်။

Each passenger is allowed one carry-on luggage.
 ခရီးသည်တစ်ဦး လက်ဆွဲ အိတ်တစ်ခုအထိ ဖြည့်ဆည်းနိုင်ပါသည်။

No refund will be issued after the departure.
 ကားထွက်ခွာပြီးလျှင် ဖြည့်ဆည်း အောင်ပါ။

ဝယ်ပြီးလက်မှတ် ဖြည့်ဆည်း အောင်ပါ။ မိမိနှင့် အတူပါလာသော လူ
 ညများ မိမိနှင့် တွေ့ပါသည်။ ထောက်ခံပါက တာဝန်မ
 ယပါ။

Contact Phone: CallCenter-09772 889
 998, YGN-095020181, NPT-09251251277, Meikhtila-09788
 885587, MDY-09402651991, Bagan-09429291000, PCL-09



TAXI CHARGES FORM


BU/BR/DIV Name : CE1

Department Name : Spare Part


No.	Date	Name	Description	Departure Time	Routes		Cost	Remark
					From	To		
1.	22.1.24	Aye Theingi Myint	Taxi charges	7:00 AM	Insein	Aung Myingalar	13,000 ✓	
2.	22.1.24	Muttige Aung	Taxi charges	7:00 AM	Mingaladone	"	19,000 ✓	
3.	28.1.24	Aye Theingi Myint	Taxi charges	6:15 AM	Aung Myingalar	Insein	14,000 ✓	
4.	28.1.24	Muttige Aung	Taxi charges	6:00 AM	"	Mingaladone	19,000 ✓	
Total Taxi Charges							47,000	

Requested by
 Sign : 
 Name : Aye Theingi Myint
 Dept. : Spare Part
 (Requestor)

Acknowledged by
 Sign : 
 Name : Mar Mar Oo
 Dept. : Administration
 (HR/Admin)

Acknowledged by
 Sign : 
 Name : Muttige Aung
 Dept. : GM
 (DH)

Approved by
 Sign : 
 Name : Muttige Aung
 Dept. : GM
 (ABOH/BOH/AGM/GM)

Acknowledged by
 Sign : 
 Name : Monogam
 Dept. : Monogam
 (HO-GA)



TRAVELLING REPORT

Date : 22.1.2024

Report To		
Employee Name	Aye Theingi Mgint, Ma Watt Yee Aung	
Position	DH, GM	
Department	Spare Part	
Business	CEI	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	22.1.24, 7AM	28.1.24, 7AM
Total Days		
Trip Information	1. From Yangon To Mandalay	
	2. From To	
	3. From To	
Purpose For Travelling	Mandalay BR Visit	
Travel Date	Activities	Remark
22.1.24	Travelling Time	
23.1.24	Visit to Shave Tie Tun Co., Ltd	They bought 20 unit of Volvo used and repaired at MDY and then send to PHK site. Seal kit only buy from us.
"	Visit to MDY (comgys) to check our stock Machine	
24.1.24	Visit to Cas; Than Taw Myat	They have to buy EC350DL 2 unit, Spare Part, They buy directly from china.
"	Visit to Cas; Myanmas Conch Cement	They want to get cheaper parts, our genuine is so expensive for them. They compare price china & us.

Reported by

Checked by

Approved by

Sign :

Sign :

Sign :

Name :

Name :

Name :

Position :

Position :

Position :

(DH/AGM/GM)

(COO)



TRAVELLING REPORT


Date :

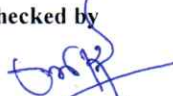
Report To		
Employee Name		
Position		
Department		
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From To	
	2. From To	
	3. From To	
Purpose For Travelling	Mandalay BR Visit	
Travel Date	Activities	Remark
25.1.24	Visit to Kyaw Naing & Brothers	They PHK site buy from PHK shops directly. They give PHK site PIC. ph no. 09893322778, ko Sai Pi
"	Visit to Erex Winner	They always buy from us. Make relation.
26.1.24	Visit to Shwe Lawady Co., Ltd	His machines are stop. Just 3000hr. he has to buy Genset 3000 kVA
27.1.24	Visit to Cus; Nawasall Construction	Just unit Marketing & Relationship.
"	Make meeting with BR Spare Part team	They want to get deadstock list clear and partially.


Reported by

Checked by

Approved by

Sign : 
 Name : Aye Theringi Myint
 Position : DH

Sign : 
 Name : Wuttye Aung
 Position : GM

Sign : 
 Name :
 Position :

(DH/AGM/GM)

(COO)