



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Wai Lin Fung	Estimated Date of Travel		
Position Rank		Total Day		
BU/BR/DIV, Dept	MAC. BII.	Destination		
Purpose	MAC. Sales Supporting			
Traveling Permit				
Arrival Place	TGO. offic.			
Actual Date & Time of Travel	16.12.24 (8:00 Am)			
Total Day				
HR Name	Hsu Nandar Wint			
HR Sign	Hsu			
BOH Authorized Person Name	Phet Cha Win			
BOH Authorized Person	Phet			
Advance Clear				
Actual Date & Time of Travel	16.12.24 (8:00 Am).	Total Day	6 days.	
Departure Date & Time	22.12.24 (8:30 Am).	Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
	Express Chg. MFM to TGO.	25000/-		
	Express Chg. TGO to MFM.	20000/-		
	TA Chg. (6 days). (6 x 15000).	90000/-		
Total Expense (Kyats/USD)		135000/-		
Cash Advance (Kyats/USD)		130000/-		
Balance Refund/Additional (Kyats/USD)		5000/-		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Wai Lin Fung	ASM.	6.1.24.	<i>[Signature]</i>
Approved By Dept Head	Aung Ko Latt	NSM	14.1.24	Telegram Approve
Approved By GM/AGM/COO	Spirid Spirid Thet	AGM		
Acknowledged by related Superior for Job Report	Zaw ong myat	ACOO		
HR Check & Approved	Swe Swe Wint	HR IDH	15.1.25	<i>[Signature]</i>
Cash Received				
Remark				



TRAVELLING REPORT

Date :

Report To	AGM.	
Employee Name	Wai Lin Aung	
Position	MAC National Sales.	
Department	Consumable.	
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	16.12.24. (8:00 Am)	17.12.24 (8:30 Am)
Total Days		
Trip Information	1. From To	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
16.12.24.	MLM to TGO.	
17.12.24.	5. visit. A Lin Young shop. U Myo Naing shop. Aurkar Phyo shop. U Aung Zaw Hotel shop. U Thu Ya Kyaw shop.	
18.12.24.	5. visit. U Htin Htin Oo (Quarry). Htain Htain Thar (Quarry). Daw Htoo Htoo (Quarry). Htain Zin Min workshop. U Than Naing workshop.	
19.12.24	6. visit. Gold Star shop. New Life workshop. HONDA shop. U Min Min shop. Win Kabar shop. U Than Pint. shop.	
20.12.24.	6. visit. U Win Naing workshop. Net Shin Naing shop. U Soe Lwin shop. U Lu Lar workshop. Gold Star shop. U Than Naing workshop.	

Reported by

Sign :

Name : Wai Lin Aung

Position : AGM.

Checked by

Sign :

Name : Aung Ko Latt

Position : NSM

(DIH/AGM/GM)

Approved by

Sign :

Name : Zaw Min Myat

Position : ACCO

(COO)



TRAVELLING REPORT

Date :

Report To	AGM.	
Employee Name	Wai Lin Aung.	
Position	MAC National Sales	
Department	Consumable.	
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	16.12.24. (8:00 Am).	22.12.24. (8:30 Am).
Total Days		
Trip Information	1. FromTo	
	2. FromTo	
	3. FromTo	
Purpose For Travelling		
Travel Date	Activities	Remark
21.12.24.	1. visit U Than Naing workshop. contact no 095: 9800405.	
22.12.24.	TGO to MTL. Total visit area - TGO, 4 miles, Carat Twin, Myo That. Total visit shop - 23. Total order - 21 cases. - 2 down new contact prospect - 1	

Reported by

Sign :

Name :

Position :

Wai Lin Aung
Wai Lin Aung
AGM.

Checked by

Sign :

Name :

Position :

Telegram Approve
Aung ko Latt
NSM

(DH/AGM/GM)

Approved by

Sign :

Name :

Position :

Zaw min myat
ACCO

(COO)

02-CHL-HRM-FRM-064-00

စာနိရိုး ဖြေဆိုရေး

မြန်မာပြည်အနှံ့ကားလက်မှတ်အရောင်းဌာန

09-959230071, 09-965700828, 09-777518288, 09-777518388

ခရီးစဉ်

ယာဉ်အမည်

သွားမည့်ရက်

ထီးလား

နှင်းမာလာ

22.12.2024

အမည်

ထိုင်ခုံအမှတ်

ထွက်ခွါချိန်

ကျဲဝေလင်းအောင်

၂၀:၅

7:30 AM

တန်ဆာအပိုပစ္စည်းများအား ကြိုတင်၍ ပြောပေးပါရန်။

ယာဉ်မထွက်မီအလျှင် နာရီဝက် (မိနစ် ၃၀) စော၍ အရောက်လာပေးပါရန်။

ရောင်းပြီးလက်မှတ်ငွေပြန်မအမ်းပါ။

၂၀၀၀/-

* Please Confirm. *[Signature]*

