

CLAIM REQUEST FORM

Requester Name : Zin Myo Nwe(2)

Budget Type : Include Budget

Department Name : Sales & Marketing

Payment Type : Claim Payment

Request Date : 2025-07-12

Prepared By : CE3_S&MDataEntry

Payment Voucher : EX-CE3-2025-07-00006 ✓

Superior Approved : CE3_S&MDataCheck

No

By

Payment Method : Cash/Bank

Last Approved By : CE3_S&MDataCheck ✓

Payment Amount : 163200.0 ✓



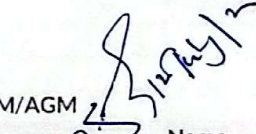

Currency : MMK

Exchange Rate : 4,500.0 ^

No.	Description	Department	Request Amount	Remark
1	MDY Trip Expense Claim Charges - MMK 163,200 Employee - Yan Naing Lin(Sale & Marketing Dept)	Sale & Marketing Department (CE3)	163,200.00	

Expense Total 163,200.00 K ^
Additional/Refund

Note:

<p>Superior Check By: </p> <p>Name :</p> <p>NRC No :</p> <p>Date :</p> <p>Remark :</p>	<p>F&A: </p> <p>Name : <u>Htin O. Nu Shwe</u></p> <p>NRC No : <u>12/11/2025</u></p> <p>Date : <u>12. Jul. 25.</u></p> <p>Remark :</p>	<p>GM/AGM: </p> <p>Name :</p> <p>NRC No :</p> <p>Date :</p> <p>Remark :</p>	<p>COO: </p> <p>Name :</p> <p>NRC No :</p> <p>Date :</p> <p>Remark :</p>
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* To reduce printing
and paper using.



TRAVEL ADVANCE CLEAR FORM

Name	Yan Aung Lin	Estimated Date of Travel	16/6/25 (7:30PM) to 20/6/25 (8:45AM)
Job Rank	Sr. Staff (Mkt)	Total Day	5 1/2 days
DUTY/IN V. Dept	CEB	Destination	
Purpose	Customer (U Myo Thant Chay Thi Co. Co., Ltd) prospect		
Traveling Permit			
Arrival Place	Mandalay		
Actual Date & Time of Travel	26/6/25 (7:30 PM) to 20/6/25 (8:45 AM)		
Total Day	5 1/2 days		
IR Name	Me Me Kyaw		
IR Sign	FOB/FF		
BOI/Authorized Person Name	Aung Myint Myat		
BOI/Authorized Person	MSK		
Advance Clear			
Actual Date & Time of Travel		Total Day	
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
17/6/25 (7:30PM) to 20/6/25 (8:45AM)	Travelling Charges (3 days x 15000)	45000	✓
	Taxi Charges HIF to Aung Myin Garden (with Airport Taxi)	28200	✓
	Aung Myin Garden to HIF (with U Min Taxi)	28000	✓
	Car Ticket Charges YAN to MOY	31000	✓
	MOY to YAN	31000	✓
	Total Expense (Kyats/USD)	168200	✓
	Cash Advance (Kyats/USD)	0	
	Balance Refund/Additional (Kyats/USD)	168200	
Job Report Status			
Authorization	Name	Position	Date
Prepared By	Zin Myo Khwe	SH	10/7/25
Approved By Dept Head	Aung Kyaw Thu	GM	10/7/25
Approved by GM/ADM/COO	Zaw Aung	ARM	17/25
Acknowledged by related Superior for Job Report	Aye Min Htoon	VCM	17/25
IR Check & Approved	Thun Thant Oo	HR.	17/25
Cash Received			
Remarks			

(8:45AM)

12/07/2025
Am/keon

04-CFD-CAS-FRM-010-02

Dear Sayar Ko ZMM & Ko ZNA
 I Would Like To Send
 Daily Attendance For (16-Jun-2025)
 Total MP: 21
 Attendance MP: 21
 Leave: 0

Dear Sayar Ko ZMM & Ko ZNA
 Thank
 Please do regular and surprise
 check for all of work plans and
 off the part.

Dear Sayar UAMH, KZMA & KZNA
 Thank

Dear MD ။

CE3 BU Sale & Marketing Dept မှ Ko
 Yan Naing Linn ထည် အထက်ပါ အကြောင်း
 အရောက်မှဖြင့် MDY Branch သို့ Trip ထွားရန်
 အတွက် approve လေး ပေးပေးပါဦးရှင်

Employee - Yan Naing Linn(CE3
 MKT)

Branch - Mandalay

Est Date - 17-Jun-2025 ~ 20-Jun-2025

Remark - With Car Ticket

June 18

Zin Myo Nwe
 Dear MD ။ CE3 BU Sale & Marketing...
 Please process

Message

Print Date : 25-Jun

No	Date
1	202



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

Print Date : 25-Jun-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	2025-06-16	Construction Equipment 3	Marketing & Sales Support	Yan Naing Linn(4)	Mandalay Trip(For ME210 New Machine Prospect and Customer Delivery Finished). Delivery Date - 23.Jun.2025	07:00	Hlaing Thar Yar(354 Yae Sakyo Street)	Aung Min Galar	28,200	28,200	GA Manager Approved	With Grap Taxi. ✓
2	2025-06-20	Construction Equipment 3	Marketing & Sales Support	Yan Naing Linn(4)	Mandalay Trip(For ME210 New Machine Prospect and Customer Delivery Finished). Delivery Date - 23.Jun.2025	08:45	Aung Min Galar	Hlaing Thar Yar(354 Yae Sakyo Street)	28,000	28,000	GA Manager Approved	With U Min Zaw. ✓

Zin Myo Nwe

Aung Kyaw Thu
OM

Hnin Thant?
HR

Hnin Nu Shwe
FMA

Tasha Aung
ARM.

Ko Aye Min Htun
Hnin Nu Shwe
Noted Sayar On target & Meeting က...
Please try for more collection and to reduce AR.

June 16

Zarniag
Dear Sayar Sayar Ko Aye Min Htun & Ko Zaw Min Myat ako,
ဒီနေ့ည ကားဖြင့် Ko Yan Naing Lin MDY BR သို့ Customer U Myo Thant နှင့် စက်အသစ် အရောင်းဝယ် ညှိနှိုင်းရန်နှင့် အခြား Prospect & Potential Customer များ တွေ့ရန် အတွက် MDY BR ABOH Ko Aung Myint Myat မှ လည်း လာခဲ့ ရန်ကူညီ တောင်းခံ ပါ သဖြင့် တင်ပြအပ်ပါသည်

Ko Zaw Myat
Zarniag
Dear Sayar Sayar Ko Aye Min Htun & Ko...
Pls proceed to visit

Hnin Thant
Dear Sayar, Ko ZMM & Ko ZNA
I Would Like To Send
Daily Attendance For (16-Jun-2025)

Total MP - 21
Attendance MP - 21
Leave - 0

Dear Sayar UAMH , KZMM & KZNA
I would like to submit daily report for today,

- Making Morning Meeting
- Reply to branches inquiries parts stock and selling price
- Prepare and request approval for Local purchase
- Part delivery to MLM BR
- Upload PO in ERP and Odoo

Target - \$ 33530
Actual - \$ 2635
Achievement - 8%

Thanks & Best Regards,
Hnin Nu
Spart Department

Ko Aye Min Htun
Zarniag
Dear Sayar Sayar Ko Aye Min Htun & Ko...
Please proceed to visit to MDY.

Hnin Thant
Dear Sayar, Ko ZMM & Ko ZNA I Would...
Thanks.
Please do regular and surprise check for 5S of work place and office cars.

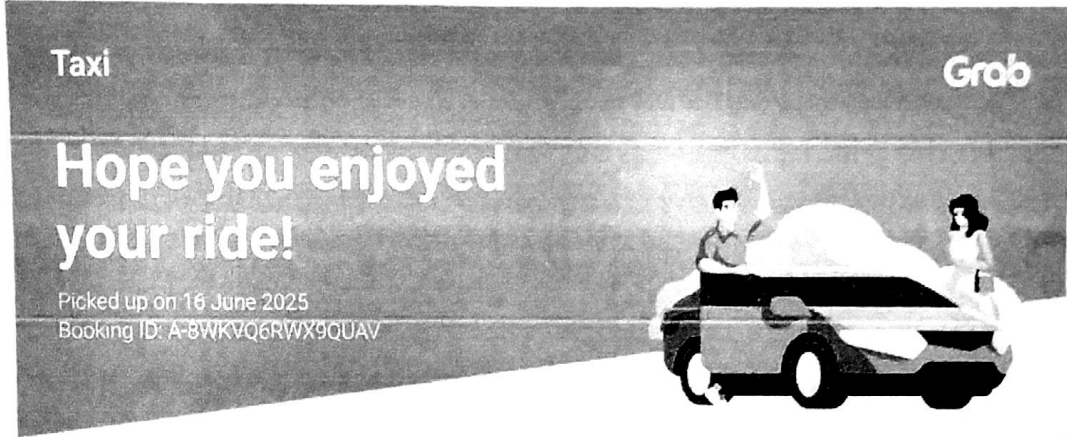
Hnin Nu
Dear Sayar UAMH , KZMM & KZNA I w...
Thanks. LLL

Grab E-Receipt

Message

<no-reply@grab.com>
From: Grab <no-reply@grab.com>
To: yan naing lynn6499@gmail.com

Mon, Jun 16, 2025 at 7:32 PM



Total Paid

MMK 28,200



5.0
Compliments for driver
Great Personality

Breakdown

Fare	28,100
Platform Fee	100
Total Paid	28,200

Passenger
Yan Naing Lynn

Paid by
\$ Cash

28,200 ✓

Profile
PERSONAL

Got an issue? We've got your back.


Lost Item



Incorrect Trip


Incorrect Fare



Get Support

Your Trip

19.37 km · 47 mins

 354 Yae Sakyo Street Hlaingtharya

 6:45PM

 Aung Mingalar Highway Bus Station

7:32PM

Grab

Grab Myanmar
(9/A), Nat Mauk Yeik Tha Street, Nat Mauk
Ward, Tamwe Township, Yangon Region,
Myanmar

Follow us



© Grab 2025

ig Con
ge
; Ticker
nainglv

ng Confirmed. Mandalay to Yangon on Jun 19. Reference: 7789-4316

age

Bus Ticket <notification@mmbusticket.com>
annainglinn6499@gmail.com

Thu, Jun 19, 2025 at 1:30 PM



Your booking from **Mandalay to Yangon** is confirmed. Thank you for booking with us on MMBusTicket.

Booking Reference
7789-4316

Bus Operator
Mandalay Minn Express

Route
Mandalay - Yangon

Departure Date
Jun 19, 7:00 PM

Bus Type
VIP - Scania Touring (2+1)

Seat Info
1 seat (G2)

Notices from Mandalay Minn Express

- Near Tagon Taing Roundabout,73st
- NRC+Letter of Endorsement from ward+Letter of Endorsement from Police
- Road Passenger Not Allow between Mile 352 and Mile 325
- Foreigner: Immigration Form C

Full Itinerary
Mandalay-Yangon

From Mandalay (origin)	Jun 19, 07:00 PM
From Mandalay	Jun 19, 07:00 PM
Arrives Yangon	Jun 20, 05:30 AM (Estimate)

Pick-up Location
•

Drop-off Location
•

Traveller Information

Name	Yan Naing Lin
Phone	09454407789
Traveller Type	Local

Special Request to Mandalay Minn Express
14/Ha Tha Ta (N) 330773

Summary of Charges

Subtotal	MMK 43,000
Convenience Fee	MMK 0
Discount Amount	(-) MMK 0
Total Amount	MMK 43,000

Terms & Conditions

- Refunds are unavailable after purchase.
- Passengers must arrive at the gate 45 minutes before the bus departs.
- Allow one carry-on luggage for one passenger.
- Keep your belongings together with you. We will not be held responsible for lost items.

Need Help ?

Please contact the MMBusticket Hotline Number :

09 777 111 811

Mandalar Minn Express Hotline Numbers

CallCenter-09772 889 998,YGN-095020181,NPT-09251251277,Meikhtila-09788885587,MDY-09402651991,Bagan-09429291000,POL-0943133533,MWD-09779950501,TGI-0978117 2003,MLM-09263679305, Pakkoku-09 7733 45 666,Myingyan-09 771 9680 78,Magway-09 2560 83 936,Tatkone-094480 12 556

Do not respond to this email. This is a transactional email from MMBusTicket



Need Help ?

Please contact the MMBusticket Hotline Number :

09 777 111 811

Myat Mandalar Tun Express Hotline Numbers

YGN-092050907, MDY-092050918, POL-092050917, Sagaing-09441029909, NPT-09952324155

Do not respond to this email. This is a transactional email from MMBus Ticket




ng Confirmed. Yangon to Mandalay on Jun 16. Reference: 5774-6740

age

us Ticket <notification@mmbusticket.com>
nnainglinn6499@gmail.com

Mon, Jun 16, 2025 at 5:35 PM

 **MMBusTicket**
Hotline : 09 777 111 811

Your booking from **Yangon to Mandalay** is confirmed. Thank you for booking with us on MMBusTicket.

Booking Reference

5774-6740

Bus Operator

Myat Mandalar Tun Express

Route

Yangon - Mandalay

Departure Date

Jun 16, 8:00 PM

Bus Type

VIP

Seat Info

1 seat (13)

Notices from Myat Mandalar Tun Express

- Foreigner Not Allow
- NRC+Letter of Endorsement from ward+Letter of Endorsement from Police

Full Itinerary

Yangon-Mandalay

From Yangon (origin)

Jun 16, 08:00 PM

From Yangon

Jun 16, 08:00 PM

Arrives Mandalay

Jun 17, 05:30 AM

(Estimate)

Pick-up Location

•

Drop-off Location

•

Traveller Information

Name	Yan Naing Linn
Phone	09454407789
Traveller Type	Local

Special Request to Myat Mandalar Tun Express
(Not Filled)

Summary of Charges

Subtotal	MMK 43,000
Convenience Fee	MMK 0
Discount Amount	(-) MMK 0
Total Amount	MMK 43,000

Terms & Conditions

- Refunds are unavailable after purchase.
- Passengers must arrive at the gate 45 minutes before the bus departs.
- Allow one carry-on luggage for one passenger.
- Keep your belongings together with you. We will not be held responsible for lost items.



TRAVELLING REPORT

Date :

Report To	Ko Zaw Min Myat, Ko Zarni Aung & Ko Aung Kyauk	
Employee Name	Yan Nain Lin	
Position	Marketing Executive	
Department	Marketing & Sale Support	
Business	CEI	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	16.6.25 (8:00 Pm)	20.6.25 (9:00 Am)
Total Days	4 days	
Trip Information	1. From Yangoon To Mandalay	
	2. From Mandalay To Kyaukse	
	3. From Mandalay To Yangoon	
Purpose For Travelling	Customer Take Care & For Sales Negotiation	
Travel Date	Activities	Remark
16.6.2025	Traveled to Mandalay by night bus.	
17.6.2025	Arrived in Mandalay at 8:30 Am. Went to Kyaukse to meet with Customer. Successfully made a cash down deal MFCO Brand new (1 Unit) but could not sign the CO as the customer was busy with family case.	
18.6.2025	Returned to Kyaukse to collect CO sign from customer. Also visited the customer's Job site.	

Reported by: Sign: Yan Nain Lin, Position: Marketing Executive
 Checked by: Sign: Zarni Aung, Position: AGM
 Approved by: Sign: Ko Zaw Min Myat, Position: ACOO

(DH/AGM/GM)

(COO)

12/15/25
 Aung Mye Aung
 05-CHL-HRM-FRM-064-01

the suggestions and shared tips on how to maintain.

19.6.2025 - Met with customer U Phone Myint in Mandalay. He is planning to buy a wheel loader. He also requested our service team to come and repair his machine (ME210). He is facing difficulty transporting the machine to Mogyoke due to route. I coordinated with the Shwebo Branch to arrange the service supports, then returned to Yangon by night bus.

20.6.2025 - Arrived in Yangon at 9:30 Am and went to the office.