



TRAVEL ADVANCE CLEAR FORM

Cash Advance 200,000 mmk.				
Employee Name	Soe Pyae Bo	Estimated Date of Travel	7 days (20/3/2025 to 26/3/2025)	
Position Rank	RSM.	Total Day	7 days.	
BU/HR DIV, Dept	MYIC	Destination	Nay Pyi Taw Br.	
Purpose	Branch visit and sale support for NPT BR.			
Travelling Permit				
Arrival Place	NPT	Le way	Pyin Ma Nar	Pobba/Zabu Tin
Actual Date & Time of Travel	(20/3/2025)	(7:00 am)	(26/3/2025)	(5:30 pm)
Total Day	7 days.			
HR Name	Nwe Nwe Hkun			
HR Sign				
BOH Authorized Person Name	Aung Phyo Lin			
BOH Authorized Person	Soi			
Advance Clear				
Actual Date & Time of Travel	(20/3/2025 7:00 am)		Total Day	7 days.
Departure Date & Time	(26/3/2025 5:30 pm)		Arrival Date & Time	(26/3/2025 5:30 pm)
Date	Description			Total Amount Kyats USD
Bus Ticket.				
20/3/2025	Bus Ticket. YGN to NPT			22000 -
20/3/2025	Taxi charge Home to Aung myin galar			23000 -
20/3 to 26/3	meal allowance (7x15000)			105,000 -
Total Expense (Kyats/USD)				150,000 -
Cash Advance (Kyats/USD)				200,000 -
Balance Refund/Additional (Kyats/USD)				50,000 -
Job Report Status	improve sale achievement while Branch visit and maintain on file.			
Authorization	Name	Position	Date	Sign
Prepared By	Soe Pyae Bo	RSM.	23/3/2025.	
Approved By Dept Head	Ko Aung Ko Latt	NSM	8.4.2025	Please See Attach
Approved By GM/AGM/COO	Ma Sein ² Thu	AGM		
Acknowledged by related Superior for Job Report	Li Aye Min Hloan	UCM		
HR Check & Approved	Ma Swe ² Win	HR		
Cash Received				
Remark				



TRAVELLING REPORT

Date: 28/3/2025

Report To	VCM (ACCQ/AGM/NSM)	
Employee Name	Soe Pyae Bo	
Position	RSM	
Department	National Sales	
Business	MAC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	20/3/2025 (7:00 am)	26/3/2025 (5:30 pm)
Total Days		
Trip Information	1. From YGN To NPT	
	2. From NPT To Le Way / Pyin Oa Nar Tsp	
	3. From Paaba Thiri Tsp To Zaba Thiri Tsp	
Purpose For Travelling		
Travel Date	Activities	Remark
20.3.2025	Go To Nay Pyi Taw Branch. Check Opening Br Grand Stocks	Orders
21.3.2025	visit to Pyin Oa Nar Tsp. Front Zin Group Pemo w/s/Kyaw MCO shop/Power Thit Pemo shop Set Kein Na Pemo shops.	ADV 1002 4lit (10) cases ADV 1001 1lit (25) cases MTD 101 1lit (15) cases
22.3.2025	Visit to Le Way Tsp. Sayar ma Pemo shops / Ko Thita mco w/s / Aung Family Pemo shops. U cho mco (shops)	LOW 40 1 lit (20) cases. LOW 50 1.5 lit (1) cases.
23.3.2025	Sunday.	

Reported by

Checked by

Approved by

Sign :

Name : Soe Pyae Bo

Position : RSM

Sign : Please see Attach

Name : ko Aung ko latt

Position : RSM

(DH/AGM/GM)

Sign :

Name : Sayar W Aye min Htan

Position : VCM

(COO)

05-CHL-HRM-FRM-064-01



TRAVELLING REPORT

Date : 23.3.2025

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		
Travel Date	Activities	Remark
24.3.2025	Visit to Pobba Thiri Tsp. Kha Yan - zeng (PCMO WS) PMT (PCMO WS), Htoo Aung (PCMO WS), Union (PCMO WS)	ADV 1002 4 lit (5) cases Valvoline 10W40 4 lit (1) cases. ADV 1190 4 lit (5) cases ADV 1192 7 lit (5) cases]
25.3.2025	Visit to Zaka Thiri Tsp. Pyae Soan (PCMO WS) Kabar Kyau (PCMO WS) m3 (PCMO WS) Ko Naing (MCO WS) DESIRE (PCMO WS)	ADV 1002 4 lit (10) cases <u>Total Orders</u> PCMO (38) cases. MCO (41) cases.
26.3.2025	Come Back to Yangon.	

Reported by

Checked by

Approved by

Sign :

Name : Saw Pyae Bo

Position : RSM

Sign : Please See Attach

Name : Ko Aung ko latt

Position : NSM

Sign :

Name : Sawon H Aung Min Htun

Position : VCM

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01



Business Class
Boarding pass

09-977 838 311/ 322/ 344
Issued date : 18/03/2025
20:37:13

Status 0300580

Confirmed
From(မှ)
Yangon (ရန်ကင်း)

To(သို့)
Naypyitaw(Myoma)
(နေပြည်တော်-မြို့မ)

Date(နေ့စွဲ)	Time(အချိန်)	Seat(s)No. (ခုံနံပါတ် (ချင်း))
Mar 20, 2025	09:00 AM	0.3

Amount (သင့်ငွေ)	Class (အမျိုးအစား)	Place(နေရာ)
29000 MMK	Business Class	အောင်မင်္ဂလာ

အလေးစား ငွေ ၉၀၉၀၀
သင့်ငွေ ၂၇၀၀၀ ကျန်

Included by Travelling Insurance
Fees : (ခရီးသွားအခမခံပါဝင်ပြီး)
Pickup Place(လာဦးစဉ်နေရာ)
Aungmyingalar High Way Station
(အောင်မင်္ဂလာအစောင့်ပြင်)

ဘာရင်္ဂါပါဘာ
CA

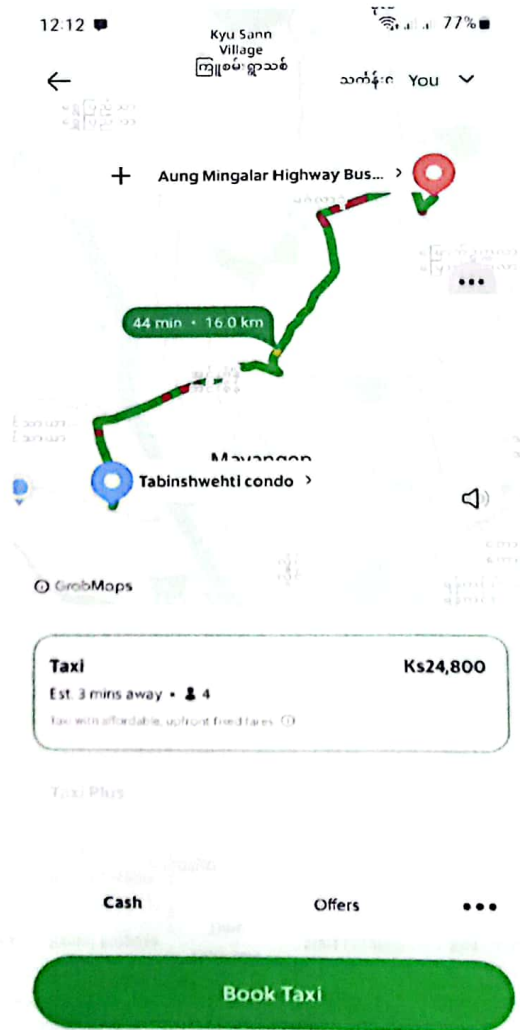
Name (အမည်) : စိုးပြည့်
နိုင်
NRC (မှတ်ပုံတင်) : ၆/ကဆန
(နိုင်)၀၃၀၀၀၅
Contact (ဖုန်းနံပါတ်) :
09966240034

You have purchased the e-ticket.
Please process 30 mins before the
departure time.
ယခုပစ္စည်းမှာ ၃၀ မိနစ် ခုစီ ကြိုတင်ချောက်
ပေးပါရန်။
[https://](https://www.eliteexpressmyanmar.com)

www.eliteexpressmyanmar.com
*** မှတ်ပုံတင်မှုရင်း လူ့အသက်သာ
ပါရန်။ ***

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	2025-03-20	Consumable (Yangon)	National Sales	Soe Pyae Bo	Branch support for NPT	07:00	Tabin Shwe Htee Housing	Aung Mingalar Highway	23,000	23,000	GA Manager Approved	



25-3-2025

***Reminder : Yellow Color is must be take care. Must be right Part No. and Initial Qty when you make data entry.

No.	BU	Product Description	Brand	Item Code	Item Description	partnumber	Other P/N	s	Unit	Moving Item	Closing Balance
1	CAM	Lubricant	VALVOLINE								
2	CAM	Lubricant	VALVOLINE		Valvoline Gear Gard Super 90, GL-5 (1 x 200L)	592026		1 x 200	L		0.37
5	CAM	Lubricant	VALVOLINE		Valvoline Gear Gard Super 140, GL-5 (1 x 200L)	592077		24 x 1	L		0.88
9	CAM	Lubricant	VALVOLINE		Valvoline Engine Oil, All Fleet Premium 15W40, CI-4/SI (24591970)	804751		5 x 0.95	L		35
11	CAM	Lubricant	VALVOLINE		Auto Gear Oil (CVT) 6/10T	450013		12 *	L		5
12	CAM	Lubricant	MATADOR		Valvoline Super Coolant-Green	adv 1002		4 *	L		3
13	CAM	Lubricant	VALVOLINE		Matador Premium 10W40 SEMI Mas Additive 4*4L	887716		6 *	L		12
17	CAM	Lubricant	MATADOR		Valvoline Engine Oil, Durablend 10W40, API SN Plus(6 x 1)	adv 1190		4 *	L		6
19	CAM	Lubricant	VALVOLINE		Premium 10W30 Semi MAS (4*4L)	891553		4 *	L		16
20	CAM	Lubricant	VALVOLINE		Valvoline Maxlife ATF 4/4L	887513		4 *	L		10
22	CAM	Lubricant	VALVOLINE		Premium Conventional Motor Oil, SAE 10W30, SM/CG(24x	MTD 102		24 *	L		24
24	CAM	Lubricant	MATADOR		20W50 4T 5G JASOMA (1.5L x 12 Bottle)	894333		4 *	L		108
27	CAM	Lubricant	MATADOR		VALVOLINE DURABLEND 10W40 API SP 4/4L	adv 1003		4 *	L		33
29	CAM	Lubricant	MATADOR		Matador Premium 10W40 SEMI Mas Additive 24*1L	adv 1006		4 *	L		84
31	CAM	Lubricant	MATADOR		Matador Premium 5W40 Fully Mas Additive 4x4L	897409		4 *	L		3
35	CAM	Lubricant	VALVOLINE		Premium Protection 10W30 SN Plus (4 x 4L)	adv 1013		24 *	L		32
37	CAM	Lubricant	MATADOR		Matador 15W40 CI4/SI Mas Additive 24*1L	692332		1 *	L		17
39	CAM	Lubricant	VALVOLINE		Valvoline Hydraulic Oil, Ultramax AW 46 (1 x 200L)	869084		24 *	L		1
41	CAM	Lubricant	MATADOR		Valvoline Champ Extra 4T SAE 10W40, API SM/JASO MA2	adv 1217		48 *	Ml		120
43	CAM	Lubricant	MATADOR		Matador Scooter Gear Oil GL5 80W90(48x120ml)	adv 1219		1 *	L		72
	CAM	Lubricant	VALVOLINE		Matador Gear Oil GL5 80W90 18L	592052		1 *	L		1
					ALL FLEET PREMIUM , SAE 15W40, CI-4/SI			1 *	L		2

74 liter in
176 liter in

Check By
P
Pyaranda
Saleman

Check By
~~S~~
Soe Pyae Bo
R S M
MPC BU.

For Confirmed By
D.
Zar Chi Nwe
Remark (BOH Sale Way မှာရှိနေပါသလား?)

20.3.2025

***Reminder

: Yellow Color is must be take care. Must be right Part No. and Initial Qty when you make data entry.

opening

No.	BU	Product Description	Brand	Item Code	Item Description	part number	Other P/N		Unit	Moving Item	Closing Balance
1	CAM	Lubricant	VALVOLINE		Valvoline Gear Gard Super 90, GL-5 (1 x 200L)	692026		1	drum		0.37
2	CAM	Lubricant	VALVOLINE		Valvoline Gear Gard Super 140, GL-5 (1 x 200L)	692077		1	drum		0.88
5	CAM	Lubricant	VALVOLINE		Valvoline Engine Oil, All Fleet Premium 15W40, CI-4/SL (24	691970		24	bottle		35
9	CAM	Lubricant	VALVOLINE		Auto Gear Oil (CVT) 6/1QT	804751		6	bottle		5
11	CAM	Lubricant	VALVOLINE		Valvoline Super Coolant-Green	450013		12	bottle		1
13	CAM	Lubricant	VALVOLINE		Valvoline Engine Oil, Durablend 10W40,API SN Plus(6 x 1	887716		6	bottle		6
19	CAM	Lubricant	VALVOLINE		Valvoline Maxlife ATF 4/4L	891553		4	bottle		10
20	CAM	Lubricant	VALVOLINE		Premium Conventional Motor Oil, SAF 10W30,SM/CG(24x	887513		24	bottle		24
22	CAM	Lubricant	MATADOR		20W50 4T SG JASOMA (1L x 24 Bottle)	MTD 102		24	bottle		108
24	CAM	Lubricant	VALVOLINE		VALVOLINE DURABLEND 10W40 API SP 4/4L	894333		4	bottle		33
29	CAM	Lubricant	MATADOR		Matador Premium 5W40 Fully Mas Additive 4x4L	adv 1006		4	bottle		3
31	CAM	Lubricant	VALVOLINE		Premium Protection 10W30 SN Plus (4 x 4L)	897409		4	bottle		32
35	CAM	Lubricant	MATADOR		Matador 15W40 CI4/SL Mas Additive 24*1L	adv 1013		24	bottle		17
41	CAM	Lubricant	MATADOR		Matador Scooter Gear Oil GL5 80W90(48x120ml)	adv 1217		48	can		72
43	CAM	Lubricant	MATADOR		Matador Gear Oil GL5 80W90 18L	adv 1219		1	can		1
	CAM	Lubricant	VALVOLINE		ALL FLEET PREMIUM, SAE 15W40,CI-4/SL	692052		1	drum		2

74 Liter ✓
176 Liter ✓

Check By

Phyo Nbrder
Saleman

Phyo

Check By



See page 80
RSM
MAC BU

Confirm By

By Phyo Lr



TRAVEL ADVANCE CLEAR FORM

Cash Advance 200,000 Kyr.		Number of Days of Travel 7 days (20/3/2025-26/3/2025)	
Employee Name Soe Pyae Ba	Function Rank RSM	Travel Day 7 days	Travel Station Nay Pyi Taw B.
BU HR Div Dept MFC	Purpose Branch visit and sale support for NPT BR.		
Traveling Period			
Arrival Place NPT	Leaving Leung	From Mo Nor 26/3/2025	Return/Leave To Potkhia/26/3/2025
Actual Date & Time of Travel (20/3/2025)	(7:00 am)	(26/3/2025)	(5:30 pm)
Total Day 7 days			
HR Name Nwe Nwe Hun			
HR Sign			
HRM Authorized Person Name Hmye Phye Lin			
HRM Authorized Person			
Advance Clear			
Actual Date & Time of Travel (20/3/2025 7:00 am)	Total Day 7 days	Arrival Date & Time (26/3/2025 5:30 pm)	
Departure Date & Time (26/3/2025 5:10 pm)	Total Amount		
Date	Description	Kyats	USD
20/3/2025	Bus Ticket. YGN to NPT	22600	-
20/3/2025	Taxi charge Home to Yangon min galar	23000	-
20/3 to 26/3	meal allowance (7x15000)	105,000	-
Total Expense (Kyats/USD)		150,000	1
Cash Advance (Kyats/USD)		200,000	1
Balance Retained/Additional (Kyats/USD)		50,000	1
Job Report Status	Improve sale achievement while Branch visit and maintain on file.		
Prepared By	Name	Position	Date
Soe Pyae Ba	RSM	28/3/2025	
Approved By Dept Head	Name	Position	Date
Ko Aung Ko Latt	RSM	8-4-2025	
Approved By GM/AGM/COO	Name	Position	
Ma Sein Thu	AGM		
Acknowledged by related Supervisor for Job Report	Name	Position	
U Aye Min Htoon	UCM		
FOR Check & Approved	Name	Position	
Ma Swe Win	HR		
Cash Received			
Remark			

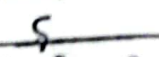
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UMG

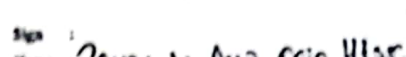
TRAVELLING REPORT

Date: 29/3/2025

Report To	YEMIAACCOIAGMIMM	
Employee Name	Soc Pyoe Da	
Position	RSM	
Department	National Sales	
Business	MNC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	20/3/2025 (7:00 am)	26/3/2025 (5:30 pm)
Total Days		
Trip Information	1. From YGN To NPT	
	2. From NPT To Le Woy (Pijin Ma Na Tip)	
	3. From Pabla Thiri Tip To Zabu Thiri Tip	
Purpose for Travelling		
Travel Date	Activities	Remarks
20.3.2025	Go To Noy Pji Tow Branch. Check Opening & Guard Stock	Orders
21.3.2025	visit to Pijin Ma Na Tip. Font Zn Group Promo w/ Kisu MCO shop/Power Thir Promo shop Set Kein Na Promo steps.	ADV 1002 4H (10) cases ADV 1001 1H (25) cases MTD 101 1H (15) cases
22.3.2025	Visit to Le Woy Tip. Sugar ma Promo steps / Ko Thira MCO w/ Aung Family Promo steps. U Cho MCO (Steps)	10W40 1H (25) cases 20W50 1.5 H (1) cases.
23.3.2025	Sunday.	

Reported by
 Sign: 
 Name: Soc Pyoe Da
 Position: RSM

Checked by /
 Sign: 
 Name: Ko Aeng Wo Lill
 Position: O/RM
 (DIACMGM)


Approved by
 Sign: 
 Name: Soc Pyoe Da
 Position: RSM
 (COO)


05-CISL-IRM-FRM-064.01


TRAVELLING REPORT

Date: 25.3.2025

Report To		
Employee Name		
Position		
Department		
Business		
Departure & Arrival		Arrival Date And Time
Total Days		
Trip Information	1. From ----- To -----	
	2. From ----- To -----	
	3. From ----- To -----	
Purpose For Travelling		
Travel Date	Activities	Remarks
24.3.2025	Visit to Pobba Twp. Tsp. Kha Yan - tung (PCMO WS) PMT (PCMO WS), Hlaw Ang (PCMO WS), Union (PCMO WS)	ADV 1002 4 lit (5) cases Advoline 10W40 4 lit (1) cases. ADV 1190 4 lit (5) cases ADV 1192 7 lit (5) cases
25.3.2025	Visit to Zabu Titi Tsp. Pyae Soan (PCMO WS) Kaban Kyau (PCMO WS) m3 (PCMO WS) Ko Naing (MCO WS) DESIRE (PCMO WS)	ADV 1002 4 lit (10) cases <u>Total Orders</u> PCMO (38) cases. MCO (41) cases.
26.3.2025	Come Back to Yangon.	

Reported by
 Sign: 
 Name: Pyae Soan
 Position: 2 PM

Checked by
 Sign: 
 Name: Ko Aung ko latt
 Position: NSM
 (DINAGUMGM)

Approved by
 Sign: 
 Name: Pyae H Aung
 Position: VC M
 (COO)

05-CIL-1/DM-FRM-064-01