



### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Aye Thoncha Soe	Estimated Date of Travel	3 - Days	
Position Rank	D.H.	Total Day	3 - Days	
BU/BR/DIV, Dept	PG	Destination		
Purpose	Reg Customer appointment.			
Travelling Permit				
Arrival Place	Patheingyi			
Actual Date & Time of Travel	7.8.2024 ~ 9.8.2024			
Total Day	3 - Days			
HR Name	Chay Ei Zin			
HR Sign	<i>[Signature]</i>			
BOH/Authorized Person Name	Su Su Pone			
BOH/Authorized Person	<i>[Signature]</i>			
Advance Clear				
Actual Date & Time of Travel		Total Day		
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
7.8.24 ~ 9.8.24	Travelling Allowance. (3 days x 15000) x 2	99000		✓
	Hotel charges for 3 person. (2 night)	124890		✓
	408341 Car fuel charges	130000		✓
	Toll Gate charges	3000		✓
	<b>Total Expense (Kyats/USD)</b>	347890		✓
	<b>Cash Advance (Kyats/USD)</b>	200000		✓
	<b>Balance Refund/Additional (Kyats/USD)</b> ✓	147890		✓
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Zin Zin Zin	S.H	10.8.2024	<i>[Signature]</i>
Approved By Dept Head	Aye Thoncha Soe	D.H	12.8.2024	<i>[Signature]</i>
Approved By GM/AGM/COO	Soe Htet Tin	AGM		
Acknowledged by related Superior for Job Report				
HR Check & Approved	Zin Mar Kyaw	SH	14.8.2024	<i>[Signature]</i>
Cash Received				
Remark				

# CASH SALES

လမ်းစရာ

Book No : \_\_\_\_\_

Date : \_\_\_\_\_

Customer : အဆင့်မြင့်အအေးစနိုးဧည့်ရိပ်သာ

Tel : \_\_\_\_\_

Address : 09268291796/09-768137862

စဉ် No.	အမျိုးအမည် Particulars	ဦးရေ Quantity	နှုန်း Unit Price	သင့်ငွေ Amount
	၉.၉.၂၀၂၄	B4	1	38000
		3%		1140
				<div style="font-size: 4em; margin: 0;">}</div>



*Handwritten signature*

(2 person)

လက်မှတ် Signature : \_\_\_\_\_

*Handwritten signature*

စုစုပေါင်း Total	39140
စရံငွေ Advance	
ကျန်ငွေ Balance	





ခရီးသွားလုပ်ငန်း

GA Travel & Tours

UG 104(Gonyi Residence), Myanmar Gonyi St, Mingalar Taung Nyunt Township, Yangon, Myanmar.  
Yangon 09 451500091, 09 451500092 / Yangon Booking 09 451500094, 09 451500095


trabelandtours@gmail.com

Date 7.8.2024

အမည် မအေးသိန်း ဝန်း ကားနံပါတ်

လိပ်စာ

ခရီးစဉ်

စဉ်	အကြောင်းအရာ	နှုန်း	ကျသင့်ငွေ
1	A ၅ (Room)  <b>KBZMS</b> General Insurance (3) person Sr. No 002840		60000

ထွက်ခွာမည့်ရက်

ပြန်ရောက်မည့်ရက်

စုစုပေါင်း

ကျန်ငွေ

ကျန်ငွေနောက်ဆုံးရက်ချိန်

60000

စရန်ငွေ

ကျန်ငွေ



ငွေလက်ခံသူ

11:12

2.00 KB/S

83



SP

Su Su Pone

last seen recently



August 12

Dear Ma Su Su

PG BU မှ Pathein Key customer appointment ငွေဆောင်မြို့မှာသွားရတာ မို့ အပြင်မှာ တည်းခိုဖို့ ခွင့်ပြုပေးပါအုံးရှင် 🙏

Boy 1 (Service)  
Girl 2 (Spare part)

Best Regard,  
Zon Zon Zaw

8:43 AM ✓

Zon Zon Zaw

Dear Ma Su Su PG BU မှ Pathein Key cust...

Approved ပါရှင် 🙏

11:06 AM

Su Su Pone

Approved ပါရှင် 🙏

well noted and Thanks 🙏

11:12 AM ✓



Message



# TRAVELLING REPORT

Date : 12.8.2024.....

Report To	VCM / COO / AGM	
Employee Name	Aye Thonk Soe, Lon Lon Zaw, Phyo Zay Latt Min.	
Position	S.H S.H Sr. Service	
Department	Spares Part and Service team	
Business	Power Generator	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	7.8.2024	9.8.2024
Total Days		
Trip Information	1. From ..... YGN ..... To ..... PTN .....	
	2. From ..... PTN ..... To ..... Ngazee Saung .....	
	3. From ..... Ngazee Saung ..... To ..... PTN to YGN .....	
Purpose For Travelling	Key customer appointment.	
Travel Date	Activities	Remark
7.8.24 to 9.8.24	<p>Ocean Blue customer volvo generator operation and user manual knowledge sharing. Build relation with M &amp; E Managers.</p> <p>MPL customer visit to Sunny paradise and H/S Hotel.</p> <p>Key customer appointment Yuzana and discuss about over 10000 hrs ~ 20000 hrs machine. major overhaul.</p> <p>Knowledge sharing to PTN BA Spares Part Admin (new Employee)</p> <p>Ground stock checking</p>	<p>VOLVO Penta (2 Unit)</p> <p>VP550 (1 Unit)</p> <p>VP358 (1 Unit)</p> <p>Get inquiry hand pump, check valve and Actuator.</p> <p>Get inquiry for VOLVO machine overhaul &amp; set</p>

Reported by

Sign : *[Signature]*  
 Name : Lon Lon Zaw  
 Position : S.H

Checked by

Sign :  
 Name :  
 Position :

(DH/AGM/GM)

Approved by

Sign :  
 Name :  
 Position :

(COO)

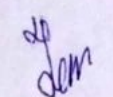

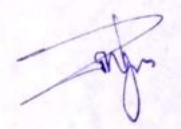
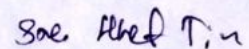


Print Date : 14-Aug-2024

No. 589-592, New Tha Ka Ta (1), Bo Aung Kyaw Street,  
Hlaing Thar Yar Township, Yangon, Myanmar.

### Petrol Requisition By Month Report

No.	Vehicle No	Issued Date	Referenced Code	For Month	Contract Name	Charges/gallon	Advance				Actual				Input User Name	Remark		
							Req: gl	Amount	Status	Voucher No.	Issued gallon	Extra gallon	Allow	Amount			Status	Voucher No.
1	4D/8341 Hatch Back (4x2)(R)	14-Aug-2024	MCS/F/38786	Aug-2024		0	0	140,000	✓		0	10		130,000	✓		HTET THU ZAR	Fuel clear for Pathein Key Customer Way Visit go to Pathein and Ngwe Saung.
Total Charges :								140,000						130,000				

 Zon Zaw  
 Aye Thandar Sae  
 Zin Mar Kyaw  
 Sae Khed Tin

Fuel = 1300000/-  
 gl = 10 gl  
 kilo Consumption =  $\frac{214940}{729} - 215328 = 388 \div 10 \text{ gl} = 38.8 \text{ kilo.}$