



# TRAVELLING REPORT

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

Report To	U. Naung M. Naung		
Employee Name	Ko. Han Min Htet		
Position	Salesman		
Department	Sales		
Business	RST		
Departure @ Airport	Departure Date and Time	Arrival Date and Time	
Trip Date	12.12.2024 (BKK-AMS)	12.12.2024	
Trip Information	1 From	YAN	To MTL
	1 From	MTL	To NYB
	1 From		To
Purpose for Travelling			
Travel Date	Activities	Remarks	
4.12.2024	YAN to MTL Bn.		
5.12.2024	Kyerkon village, Myang Ine		
6.12.2024	village to Zau Myo Aung		
7.12.2024	machine delivery and U Kyaw		
8.12.2024	find poly case.		
9.12.2024	Phayayna, and Min Kaxar.		
10.12.2024			
11.12.2024	Go to Myang U		
12.12.2024	Pappa. Myang stae village.		
	Ayasa Lee. village.		

Reported by  
 Sign:   
 Name: Han Min Htet  
 Position: Salesman

Checked by  
 Sign:   
 Name: Ko Naung Maung  
 Position: GM

Approved by  
 Sign:   
 Name: Ko Zau Min Myat  
 Position: ACOO

(DH/AGM/GM)

(COO)

H1.5 report of sales trip

Checked by

03-CHL-IRM-FRM-004-01

Ei Phe Myone

Sign:   
 Name: Ko Than Zau Lin  
 Position: OM



### TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b> ATT-ADU-2024-12-00014		(5:00)AM	(5:00)PM
Employee Name	Hein Min Htet	Estimated Date of Travel	2024.12.04 to 2024.12.12
Position Rank	Sale man	Total Day	9 days working day is 7 days
BU/BR/DIV, Dept	ATT BU	Destination	YAN, MTL, NUO
Purpose	Sale & Marketing		

<b>Travelling Permit</b>			
Arrival Place	YAN	MTL	NUO
Actual Date & Time of Travel	2024.12.04 (8:00) AM	(2024.12.12) 5:00 PM	
Total Day	9 days working day is 7 days		
HR Name			
HR Sign	Attached ၀၇၆၀၁ ၀၀၁.၅၂၃၅၄		
BOH/Authorized Person Name			
BOH/Authorized Person			

<b>Advance Clear</b>		(8:00) AM	(5:00) PM
Actual Date & Time of Travel	2024.12.04 to 2024.12.12	Total Day	7 days
Departure Date & Time	2024.12.04 (8:00) AM	Arrival Date & Time	2024.12.12 (5:00) PM

Date	Description	Total Amount	
		Kyats	USD
2024.12.04	4,5,6,10,11,12 (15000 x 6)	90000/-	
✓	Express charges	24000/-	
2024.12.12	Taxi charges	25000/-	
<b>Total Expense (Kyats/USD)</b>		144000/-	
<b>Cash Advance (Kyats/USD)</b>		200000/-	
<b>Balance Refund/Additional (Kyats/USD)</b>		56000/-	

<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Ei Rue. Ngone	Admin	2024.12.24	<i>Ei Rue</i>
Approved By Dept Head	Ma Su Ei Hlaing	DH		
Approved By GM/AGM/COO	Ko Maung Maung	GM		
Acknowledged by related Superior for Job Report	Ko Zau Min Myat	ACOO		
HR Check & Approved				
Cash Received				

Remark

7Q-1787

မန္တလေး

mandalainn.com.mm

From (မှ)	To (သို့)
Yangon	Meiktila
Traveller (စနိုးသည့်)	Contact (ဖုန်းနံပါတ်)
Hein Min Htet	09977835491

Seal(s) (စုံနံပါတ်များ)  
3

Class/Type	Bus No.(ကားနံပါတ်)
ရိုးရိုး - Higer	

Booking Reference	Status
4491-4109	CONFIRMED

Departure (ထွက်ခွာ)	Gate (ပိတ်)
Dec 04, 9:00 AM	Aung Mingalar Bus Terminal

Special Request (မှတ်ချက်)  
thanks

Printed Time :Dec 04, 8:15 AM

Passengers	1
Total	29,000

NRC or Passport is necessary to travel  
\*မှတ်ပုံတင် ဖိ ဝါးစွဲနှင့် ပြုပါမည်\*

Check-in 30 min before the departure time.  
ကားထွက်ခွာ 30 မိနစ် ကြို တင် ဝါးစွဲနှင့် လိုက်လံပါမည်။

Each passenger is allowed one carry-on luggage.  
မိန့်တင် ဝါးစွဲ တစ်ခုစီ တင် ဝါးစွဲ ခွင့်ပြုပါမည်။

No refund will be issued after the departure.  
ကားထွက်ခွာပြီး နောက် ဝါးစွဲ ပြန်လည်ရယူခြင်း မရှိပါ။

မိန့်တင် ဝါးစွဲနှင့် လိုက်လံ ဝါးစွဲ ပြန်လည်ရယူခြင်း မရှိပါ။  
မိန့်တင် ဝါးစွဲ ပြန်လည်ရယူခြင်း မရှိပါ။ မိန့်တင် ဝါးစွဲ ပြန်လည်ရယူခြင်း မရှိပါ။

Contact Phone: Call Center (09777 888)  
၄၅၀, YG/1-055020181, HPT-09751251277, Meiktila 09788  
085587.MUY 09402651091, Mawla-09429291600, FOL 09  
Pakhsu 09 7733 45 666, Myittha/Am-09 771 0580  
78, Magway 09 2560 23 936, Tel: 094480 12 556

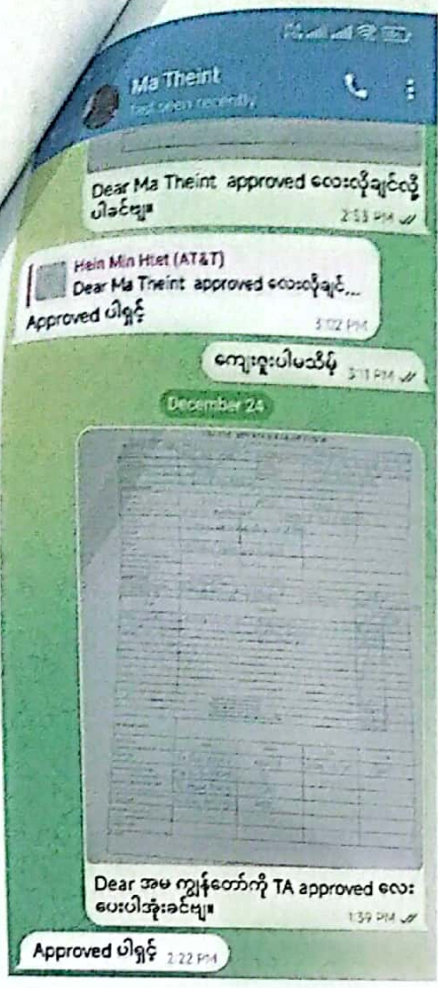


No.589-592,Bo Aung Kyaw Street,Yangon-Pathein High Way Road,Hlaing Thar Yar Township, Yangon, Myanmar.

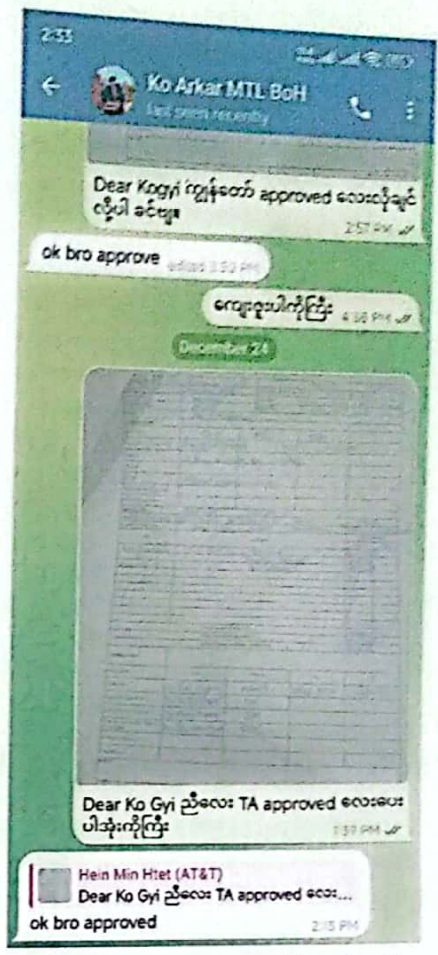
24-Dec-2024

Taxi (Bus, Motorcycle, 3-wheel etc...) Charges Form

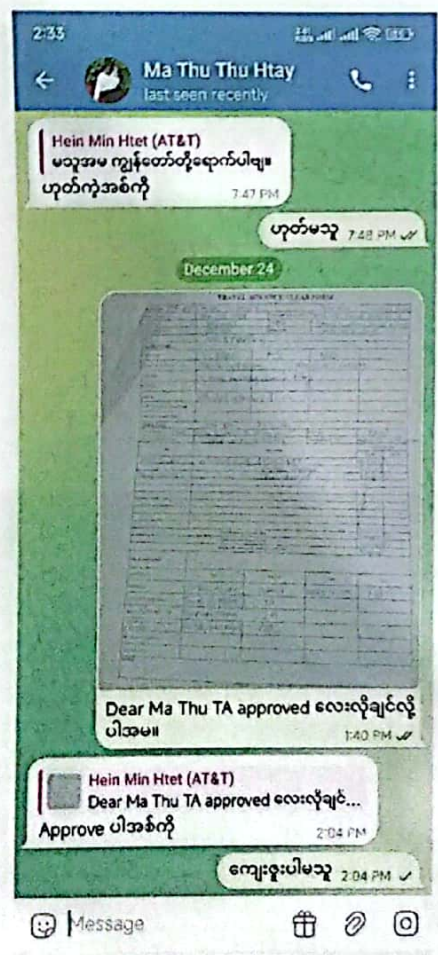
No	Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	State	Remark
1	2024-12-02	Agriculture Tractor & Truck	Sales	Hein Min Htet(6)	Machine delivery for customer U Zaw Ye Aung	06:30	ဗိုလ်ချုပ်အဆောင်	Aung Mingalar bus station	27,000	25,000	GA Manager Approved	



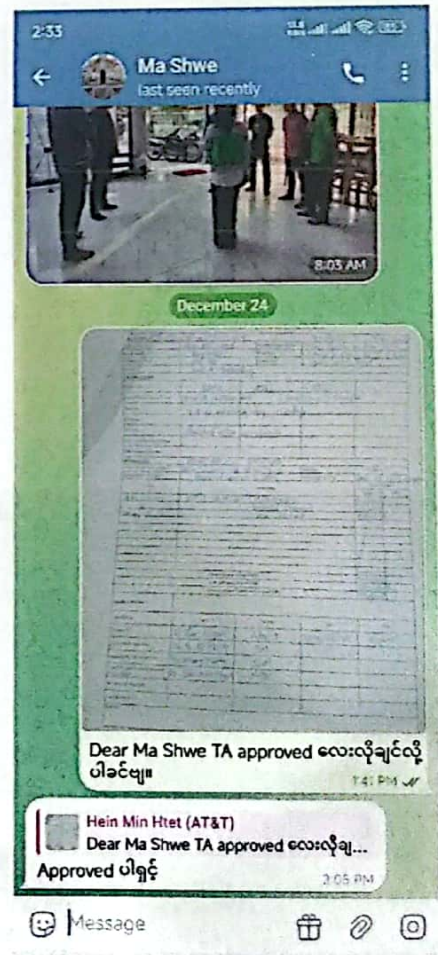
MTL  
HR



MTL  
BoH



MTL  
BoH



MTL  
BoH