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CASH ADVANCE CLEAR FORM

: 8.8.24

vision : CE 1

nent : Spare Part

nce Issue : 200,000 Kyats/ USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1st Time Advance	8.7.2024	CE1-ADV202407001	-	200,000	TA Charges to MDY BR
2	2nd Time Advance					
3	3rd Time Advance					
			Total Advance		200,000	
			Total Actual		473800	
			Balance Refund/Additional		273800	

Request By	Checked By	Checked By	Approved By	Approved By
				02/08/2024
Requester	Mgr/DH	Finance & Account	GM/AGM/COO	CMC
Nyi Zaw Aung	Aye Theingi Myint	Myat Min Thaw	Wutt Yee Aung Aung Kyaw Thu	Aye Min Htun

04-CFD-CAS-FRM-002-03

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TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Nyi Zaw Aung	Estimated Date of Travel	9.7.24 ~ 31.7.24
Position Rank	Marketing	Total Day	23 Days
BU/BR/DIV, Dept	CF 1	Destination	
Purpose	To improve s'parts sale achievement		
Travelling Permit	BR visit		
Arrival Place	MDY BR		
Actual Date & Time of Travel	9.7.24 to 31.7.24		
Total Day	23 days		
HR Name	Nyein Htue		
HR Sign			
BOH/Authorized Person Name			
BOH/Authorized Person			

Advance Clear			
Actual Date & Time of Travel	9.7.24 ~ 31.7.24	Total Day	23 days
Departure Date & Time	6:00 PM (9.7.24)	Arrivial Date & Time	7:00 AM (31.7.2024)

Date	Description	Total Amount Kyats	Total Amount USD
9.7.2024	[illegible] to အောင်မင်္ဂလာ ကားကွင်း (Taxi charges)	15000	
9.7.2024	ရန်ကုန် to မန္တလေး ကားခ	37000	
31.7.2024	Hotel chgs for MDY BR (10.7.24 to 31.7.24)	25000	
31.7.2024	မန္တလေး to ရန်ကုန် ကားခ	36800	
1.8.2024	အောင်မင်္ဂလာ to [illegible] (Taxi charges)	15000	
	9.7.2024 (6:00PM) ~ 31.7.2024 (7:00AM) Total days = 23 x 15000	345000	
	Total Expense (Kyats/USD)	473800	
	Cash Advance (Kyats/USD)	200000	
	Balance Refund/Additional (Kyats/USD)	273800	

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Nyi Zaw Aung	Marketing		
Approved By Dept Head	Aye Theingi Myint	DH		
Approved By GM/AGM/COO	Wutt Yee Aung	GM		
Acknowledged by related Superior for Job Report	Aye Theingi Myint	DH		
HR Check & Approved	Hnin Hnin Hlaing Htun	Staff	7.8.24	Htay
Cash Received				
Remark				

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TAXI CHARGES FORM

BU/BR/DIV Name : CE 1

Department Name : Spare part

No.	Date	Name	Description	Departure Time	Routes From	Routes To	Cost	Remark
	9.7.2024	Myi Zaw Aung	BR visit	6:00 PM	သမိုင်း	အောင်မင်္ဂလာ ကားကွင်း	1500ိ/	
	1.8.2024	"	"	7:00 AM	အောင်မင်္ဂလာ ကားကွင်း	သမိုင်း	1500ိ/	
Total Taxi Charges							၃၀၀၀ိ/	

Requested by
Sign :
Name : Myi Zaw Aung
Dept. : Spare Part
(Requestor)

Acknowledged by
Sign :
Name : Yu Yu Hlaing Htun
Dept. : Administration
(HR/Admin)

Acknowledged by
Sign :
Name : Aye Theingi Myint
Dept. :
(DH)

Approved by
Sign :
Name : Wutt Yee Aung
Dept. :
(ABOH/BOH/AGM/GM)

Acknowledged by
Sign :
Name :
Dept. :
(HO-GA)

7/8

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m (မှ)
ngon

To (သို့)
Mandalay

aveler (ခရီးသည်)
Nyi Zaw Aung

Contact (ဖုန်းနံပါတ်)
09421866700

Seat(s) (ထိုင်ခုံများ)
F1

Class/Type
[illegible] - Scania
(2+1)

Bus No.(ကားနံပါတ်)

Booking Reference
7946-9701

Status
CONFIRMED

Departure ([illegible])
Jul 09, 8:30 PM

Gate ([illegible])
Aung Mingalar Bus Terminal

Printed Time
Jul 09, 7:34 PM

Passengers	1
Total	37,000

37000/

Check in 30 min before the departure time.
[illegible] 30 [illegible]

Each passenger is allowed one carry-on luggage.
[illegible]

No refund after the purchase
[illegible]

Contact Phone: Call Center-097[illegible]889
998,YGN-095020181,NPT-09751251277,Meiktila-09

J EXPRESS MYANMAR

Ref# : DAKWK

w Aung

6700

cket Description Price (MMK)

Bus Class : (2+1)
Travel Date :2024-07-31
Travel Time :20:00
Seat No. : H3,
Depature : Chan Mya Shwe Pyi Bus Station(MDY)
Arrival : Aung Mingalar Bus Station

Total 36800

For more informations about FAQs and T&C,please visit our website.

https://jjexpress.net/

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INVOICE VOUCHER

OMER NAME အမည်	Nyi Zaw Aung	DATE နေ့စွဲ	31 / 7 / 24
ADDRESS လိပ်စာ			

DESCRIPTIONS အမျိုးအမည်	QTY ဦးရေ	UNIT PRICE ဈေးနှုန်း	AMOUNT သင့်ငွေ KYATS	USD
Hotel chgs for		25000	25000/-	
10.7.24 ~ 31.7.24				
Nyein Htike 09-977835741 M97 BR.				

TOTAL	25000/-
GOV TAX	
ADV / DIS	
BALANCE	

☐ PAID

☐ DELIVERED

436

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WIN STRATEGIC

Member of UMG

GENERAL EXPENSE CLAIM FORM

BU/BR/DIV Name : CE 1 BU

Department Name : Sport Marketing

No.	Date	PIC Name	Description	Category (Customer (Or) Operation)	Cost (MMK)	Remark
1.		Nyi zaw Aung	MDY-BR-Home-Rent		25000	For July
					✓	9 do31
Total General Expense						

Requested by
Sign :
Name : Nyi zaw Aung
(Requester)

Approved by
Sign :
Name : Aye Theingi Myi
(Department Head)

Checked by
Sign :
Name :
(Finance & Account)

Approved by
Sign :
Name :
(OM/AGM/GM)

Approved by ✓
Sign : 18/08/2024
Name :
(ACOO/COO/MD/VCM)

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TRAVELLING REPORT

Date : ....

Report To	Aye Theingi Myint	
Employee Name	Nyi Zaw Aung	
Position	Marketing	
Department	Spare Part	
Business	CE 1	
Departure & Arrival	**Departure Date And Time**	**Arrival Date And Time**
Total Days		
Trip Information	1. From ....YGN..........To ....MDY..........	
	2. From ....To	
	3. From ....To	
Purpose For Travelling	To improve spare part Sale Achievement	

Travel Date	Activities	Remark
10.7.2024	Customer Shwe Tie Htun	
	EC 210BP	
	Swing Ring Gear (14647523)	inquiry
	Main pump (14571141)	inquiry
	KO phone Tin	
	EC 210DL	
	Fuel Filter 54315408	win
	Extra Element 14622355	win
	Oil Filter 17535679	win
	water separator 17515206	win
11.7.2024	U Aung KO EC 210DL	
	Fuel Filter 54315408	win
	Extra Element 14622355	win
	Oil Filter 17535679	win
	water separator 17515206	win

Reported by

Sign :
Name : Nyi Zaw Aung
Position : Marketing

Checked by

Sign :
Name : Aye Theingi Myint
Position : DH

(DH/AGM/GM)

Approved by

Sign : 08/08/2024
Name :
Position :

(COO)

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