



CASH ADVANCE CLEAR FORM

Date : 10.10.2023

BU/BR/Division : CE-I

Department : Spare parts

Advance Issue :Kyats/.....USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance	10.7.2023	CE1-ADV2023070010		400,000	Adv clear PHK Trip
2	2 nd Time Advance	20.9.2023	CE1-ADV2023090036		200,600	- Soe Thu Aung
3	3 rd Time Advance					
Total Advance					600,000	
Total Actual					814,000	
Balance Refund/Additional					214,000	✓

Request By

Checked By

Checked By

Approved By

Approved By

Soe

[Signature]

[Signature]

[Signature]

Requester

Mgr/DH

Finance & Account

GM/AGM/COO

CMC

Soe Thu Aung

Aye Thangi Myint

Hnin Nwe Win

Ko Naung Htin

Ko Aye Min Htin

04-CFD-CAS-FRM-002-03



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Soe Thu Aung	Estimated Date of Travel	12-7-2023 7:00 AM ~ 28-9-2023 6:30 PM	
Position Rank	Branch Support	Total Day	79 days	
BU/BR/DIV, Dept	CE-I, Spare parts	Destination		
Purpose	To improve S'part achievement			
Travelling Permt				
Arrival Place	Pharkant BR			
Actual Date & Time of Travel	12-7-2023 ~ 28-9-2023			
Total Day	79			
IIR Name	Hpa Myat Aung			
IIR Sign	<i>[Signature]</i>			
BOH/Authorized Person Name	Myo Min Hake			
BOH/Authorized Person	<i>[Signature]</i>			
Advance Clear				
Actual Date & Time of Travel	12-7-2023 ~ 28-9-2023	Total Day	79	
Departure Date & Time	12-7-2023 7:00 AM	Arrival Date & Time	28-9-2023 6:30 PM	
Date	Description	Total Amount		
		Kyats	USD	
13-7-2023	MKN ~ PHK BR car charges	70,000		✓
26-9-2023	PHK BR ~ MDY car charges	120,000		✓
28-9-2023	MDY ~ YGN car charges	33,000		✓
	Taxi charges	38,000		✓
	Meal Allowance for 12-7-2023 to 28-9-2023, Total days = 79 x 70.00	553,000		
Total Expense (Kyats/USD)		814,000		✓
Cash Advance (Kyats/USD)		600,000		✓
Balance Refund/Additional (Kyats/USD)		214,000		✓
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Soe Thu Aung	Branch Support		<i>[Signature]</i>
Approved By Dept Head	Aye Theingi Myint	DH		<i>[Signature]</i>
Approved By GM/AGM/COO	Naung Naung Tun	GM		<i>[Signature]</i>
Acknowledged by related Superior for Job Report	Aye Theingi Myint	DH		<i>[Signature]</i>
HR Check & Approved	Kyu Kyu Mar	HR		<i>[Signature]</i>
Cash Received				
Remark				



TRAVELLING REPORT

Date : 10.10.2023

Report To	Aye Theingi Myint	
Employee Name	See Thu Aung	
Position	BR Support	
Department	Spare parts	
Business	CE-I	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	12.7.2023 7:00 AM	28.9.2023 6:30 PM
Total Days		
Trip Information	1. From Yangon To Phakant	
	2. From To	
	3. From To	
Purpose For Travelling	To improve S7 parts achievement	
Travel Date	Activities	Remark
2.9.2023 ~ 10.9.2023	Reply inquiry to customer and sale	
11.9.2023 (visit)	Cus: Pwint Aho Sen (EC 210BP overhaul Kit and Head part)	Win
12.9.2023 (visit)	Cus: KN DPC, EC 290 BP swing motor Seal Kit, EC 460 BP swing Seal	Win
13.9.2023 ~ 20.9.2023	Reply inquiry to customer and sale	
21.9.2023 (visit)	Cus: U Brang Naw, EC 290 BP Main pump (loss due to High price) Head parts (Win)	loss Win
23.9.2023 ~ 26.9.2023	Reply inquiry to customer and sale	

Reported by

Sign : See
 Name : See Thu Aung
 Position : BR Support

Checked by

Sign :
 Name : Aye Theingi Myint
 Position : DH

Approved by

Sign :
 Name :
 Position :

(DH/AGM/GM)

(COO)



TRAVELLING REPORT

Date : 10.10.2023.....

Report To	Aye Theingi Myint	
Employee Name	Sao Thu Aung	
Position	BR Support	
Department	Spare part	
Business	CF-I	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	12.7.2023 7:00 AM	28.9.2023 6:30 PM
Total Days	79	
Trip Information	1. From Yangon.....To Pharkant.....	
	2. FromTo	
	3. FromTo	
Purpose For Travelling	To improve S'parts achievement	
Travel Date	Activities	Remark
14.7.2023~16.7.2023	Reply inquiry to customers and sale	
17.7.2023~(Visit)	Kyauk Sein Leaf~ EC 460BP swing seal	Win
18.7.2023~24.7.2023	Reply inquiry to customers and sale	
25.7.2023 (Visit)	Cus: Ko Nyo lone EC 210BP control panel-4pc	Win
26.7.2023~30.7.2023	Reply inquiry to customer and sale	
31.7.2023 (Visit)	Cus: Myanmar Shwe Yadanar, EC 750DL overhaul kit, Head parts, Belt -2pc	Win
1.8.2023~8.8.2023	Reply inquiry to customer and sale	
9.8.2023 (PHK)~ 10.8.2023	PHK Ground Stock checking	2days finished
16.8.2023 (Visit)	Cus: ppoint Htoo Sar, EC 290BP overhaul kit and Head part	Win
12.8.2023~17.8.2023	Reply inquiry to customer and sale	
18.8.2023 (Visit)	Cus: Ko David, Injector-6pc and filters	Win
19.8.2023 (Visit)	Cus: Zin Min Hwe, EC 290BP Fan	Win
20.8.2023~22.8.2023	Prosis Knowledge Sharing	
23.8.2023~31.8.2023	Reply inquiry to customer and sale	
1.9.2023 (Visit)	KNDDPC, EC 700ct Main Pump inner part	Win

Reported by

Checked by

Approved by

Sign :

Name : Sao Thu Aung

Position : BR support

Sign :

Name : Aye Theingi Myint

Position : DH

Sign :

Name :

Position :

(DH/AGM/GM)

(COO)



From (မှ) To (သို့)
Mandalay Region

Traveller (ခရီးသည်) Contact (ဆန်းနံပါတ်)
Ko San Hlay 09888132071

Seat (ခုံ) / ခုံအမှတ်
3, 2

Class / type Bus No. (ကားနံပါတ်)
Economy

Booking Reference Status
2031-5560 CONFIRMED

Departure (ထွက်ခွာ) Date (ရက်စွဲ)
Sep 28 8:30 AM Chan Mya Shwe Pyi Highway Bus Station

Special Request (ပုဂ္ဂိုလ်ရေး)
YUM - 091 188841188841 2Pax on

Arrival Time
Sep 28 8:27 AM

Passengers Total 2
66,000



Check-in 30 min before the departure time.
ကားထွက်ခွာ 30 မိနစ် အတိုင်း စစ်ဆေးရမည်။

Each passenger is allowed one carry-on luggage.
ခရီးသည်တစ်ဦးစီသည် တစ်ခုအထိ သယ်ယူခွင့်ရှိပါသည်။

No refund will be issued after the departure.
ကားထွက်ခွာပြီး ဖြစ်သည့်အခါ အငွေပြန်မပေးပါ။

ပရိသတ်များသည် ကားထွက်ခွာပြီးမှ အငွေပြန်မပေးပါ။
ပြန်ပေးရန်အတွက် ကားထွက်ခွာပြီးမှ အငွေပြန် တောင်းခံနိုင်ပါသည်။

Contact Phone: 66N-0977/188800, 0977/188830
0977/188879, 0977/188875
Shwebo-0977/188841, Nonvya-0977/188872

(အထူးချောစာပို့ယာဉ်)

"ဝင်းသဏ္ဍာ" သယ်ယူပို့ဆောင်ရေးအသင်းကချင်ပြည်နယ်

ရက်စွဲ-13.7.2023

ကားထွက်ချိန်

ဝင်ခွင့်အခကြေးငွေ

ယာဉ်အမှတ်

ခရီးသည်အမည် - စိုးသူဇော်

မှတ်ပုံတင်အမှတ်

ခုံအမှတ်

ကားခ - 70000/-

ခရီးစဉ် (--- မြစ်ကြီးနား ---) မှ (--- ဟင်္သာတ ---) ထိ

❖ ဥပဒေနှင့်မလွတ်ကင်းသောကုန်များလက်မခံပါ။

❖ ရောင်းပြီးလက်မှတ်ထုပြန်မအမ်းပါ။

ကားကြီးဝင်း - 074-20716, 09-47008200, 09440002500

အိမ် - 074-21485, 09-2400600, 09-2066300

လက်မှတ်ရောင်းသူ

0290

(အထူးချောစာပို့ယာဉ်)

"ဝင်းသဏ္ဍာ" သယ်ယူပို့ဆောင်ရေးအသင်းကချင်ပြည်နယ်

ရက်စွဲ-26.9.2023

ကားထွက်ချိန်

ဝင်ခွင့်အခကြေးငွေ

ယာဉ်အမှတ်

ခရီးသည်အမည် - စိုးသူဇော်

မှတ်ပုံတင်အမှတ်

ခုံအမှတ်

ကားခ - 120000/-

ခရီးစဉ် (--- ဟင်္သာတ ---) မှ (--- မန္တလေး ---) ထိ

❖ ဥပဒေနှင့်မလွတ်ကင်းသောကုန်များလက်မခံပါ။

❖ ရောင်းပြီးလက်မှတ်ထုပြန်မအမ်းပါ။

ကားကြီးဝင်း - 074-20716, 09-47008200, 09440002500

အိမ် - 074-21485, 09-2400600, 09-2066300

လက်မှတ်ရောင်းသူ

0617



TAXI CHARGES FORM

BU/BR/DIV Name : **CE-I** Department Name : **Spare Part**

No.	Date	Name	Description	Departure Time	Routes		Cost	Remark	
					From	To			
1.	12.7.2023	Soe Thu Aung	Taxi		ထန်ဘော်လင်မြို့နယ် ရှမ်းရ	လေယာဉ်ထွေး	15000/-		
2.	28.9.2023	"	"		MAY ရုံးဖွ	ကျောက်တန်း ထွေး	8000/-		
3.	28.9.2023	"	"		ဘောင်မင်္ဂလာကား ထွေး	ထန်ဘော်လင်မြို့နယ် ရှမ်းရ	15000/-		
Total Taxi Charges								38000/-	

Requested by
 Sign : *[Signature]*
 Name : Soe Thu Aung
 Dept. : Spare part
 (Requestor)

Acknowledged by
 Sign : *[Signature]*
 Name : Han Nwe Win
 Dept. : O.H.
 (Finance & Account)

Approved by
 Sign : *[Signature]*
 Name : Aye Theinngyi Myint
 Dept. : Spare Part
 (DH/ABOH/BOH/AGM/GM)

Acknowledged by
 Sign : *[Signature]*
 Name :
 Dept. :
 (HO-GA)