



TRAVEL ADVANCE CLEAR FORM


Cash Advance -		(8:00) AM		(5:00) PM	
Employee Name	Ye Lin Hkun	Estimated Date of Travel	2024.12.13 to 2024.12.17		
Position Rank	Sale man	Total Day	5 days		
BU/BR/DIV, Dept	MTD	Destination	Tate, NSN		
Purpose	Sale & Marketing				
Travelling Permit					
Arrival Place	TGK	NSN			
Actual Date & Time of Travel	2024.12.13 (8:00) AM		2024.12.17 (5:00) PM		
Total Day	5 days				
HR Name					
HR Sign					
BOH/Authorized Person Name	Attached ၀၇၆၀:၀၀:၀၁၅၅၅၅				
BOH/Authorized Person					
Advance Clear					
		(8:00) AM		(5:00) PM	
Actual Date & Time of Travel	2024.12.13 to 2024.12.17		Total Day	5 days	
Departure Date & Time	2024.12.13 (8:00) AM		Arrival Date & Time	2024.12.17 (5:00) PM	
Date	Description	Total Amount			
		Kyats	USD		
2024.12.13	13,14,15,16,17 (15000 x 5)	75000/-			
↓	Fuel charges	50000/-			
2024.12.17	Taxi charges	30000/-			
		7			
Total Expense (Kyats/USD)		155000/-			
Cash Advance (Kyats/USD)		-			
Balance Refund/Additional (Kyats/USD)		-			
Job Report Status					
Authorization	Name	Position	Date	Sign	
Prepared By	Ei Pwe Ngone	Admin	2025.01.08	Ephu	
Approved By Dept Head	Ma Su Ei Hlaing	DI			
Approved By GM/AGM/COO	Ko Maung Maung	GM			
Acknowledged by related Superior for Job Report	Ko Zao Min Ayeet	ACOO			
HR Check & Approved					
Cash Received					
Remark					

TRAVELLING REPORT

Date: 23.12.2024

Report To	Ko Maung Maung	
Employee Name	Ye Lin Hkun	
Position	Sales Man	
Department	Sales	
Business	ATT BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	15.12.2024	17.12.2024
Total Days	5 days	
Trip Information	1. From Taunggyi To Namt Sam	
	2. From	To
	3. From	To
Purpose For Travelling	Taunggyi and Namt Sam Sales and Marketing Trip	
Travel Date	Activities	Remark
13.12.2024	Pyaw Oo dip, Taung Myae Char village, Thid At Pa village, Baw Sae, Cw tokaw up	- 1) Soe U: n 1) Aung Soe Min 1) Than Phoe 1) Kyaw Ho 1) Aung Puce 1) Soe Soe 1) Ko Aung Ko Latt
14.12.2024	Ywar Ngantap, Myin Wae village Cw appointment	
15.12.2024	Taunggyi	- 1) Tee Mar
16.12.2024	Taunggyi to Namt Sam	Ko Sa, Tee Mae Lin
17.12.2024	Lin Khoe dip, Mae Nae dip, Sale visit.	


Reported by:

Sign: 
 Name: Ye Lin Hkun
 Position: Sales Man

Checked by:

Sign: 
 Name: Ko Maung Maung
 Position: GM


Approved by:

Sign: 
 Name: Ko Zaw Min Myat
 Position: ACOO

(DH/AGM/GM)

(COO)

H1-5 report ၂၀၂၄ ခုနှစ်အတွက်

Sign: 
 Ei Phue Ngone

Check by

Sign:
 Name:
 Position:

ရွှေတံခါး

ရက်စွဲ: ၂၀၂၄ ခုနှစ် ဇူလိုင်လ ၁၃ ရက် ()
ရက်စွဲ: ၂၀၂၄ ခုနှစ်

Ph : 081-45376 , 09-8350428

Octane(92)

VtNo: C2 32

Date: 13-Dec-2024 10:15

Pump: O 3

စာနံ 41/5079

Gal	Liter	Price	Total
3,470	15,773	3170	50000

ဂျင် - ငါးလောင်း - တိတ်

ပထမဆုံးအကြိမ်အတွက် ကျေးဇူးပြုပေးသည့် ဝန်ဆောင်မှုအတွက်



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

Print Date : 08-Jan-2025

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	2024-12-16	Agriculture Tractor & Truck	Sales Support	Ye Lin Htun(2)	Sale Way	09:00	တောင်ကြီး	နမ့်စန်	30,000	30,000	GA Manager Approved	ထူးဆန်း(တောင်ကြီးနမ့်စန်ယဉ်ငယ် လိုင်း)09-795884671
2	2024-12-19	Agriculture Tractor & Truck	Sales Support	Ye Lin Htun(2)	sale way	09:00	နမ့်စန်	တောင်ကြီး	30,000	30,000	GA Manager Approved	ထူးဆန်း(တောင်ကြီးနမ့်စန်ယဉ်ငယ် လိုင်း)09-795884671
3	2024-12-16	Agriculture Tractor & Truck	Sales	Myo Zin Htwe(2)	Sale Way	09:00	တောင်ကြီး	နမ့်စန်	30,000	30,000	GA Manager Approved	ထူးဆန်း(တောင်ကြီးနမ့်စန်ယဉ်ငယ် လိုင်း)09-795884671
4	2025-01-19	Agriculture Tractor & Truck	Sales	Myo Zin Htwe(2)	Sale Way	09:00	နမ့်စန်	တောင်ကြီး	30,000	30,000	GA Manager Approved	ထူးဆန်း(တောင်ကြီးနမ့်စန်ယဉ်ငယ် လိုင်း)09-795884671

