

Date: 27.11.2024

Report To	Ko Mg Mg	
Employee Name	Myo Zin Htwe	
Position	Salesman	
Department	Sale	
Business	MT & T BCL	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	13.11.2024 8:00AM	26.11.2024 5:00PM
Total Days	8-day	
Trip Information	1. From ... NLP To TGO	
	2. From TGO To BGO	
	3. From To	
Purpose For Travelling	Sale and Marketing	
Travel Date	Activities	Remark
13.11.2024	NLP to TGO Trip	
14.11.2024	Taungoo Tsp; sale visit	
18.11.2024	Oakturn Tsp; sale visit	
19.11.2024	Phye Tsp; sale visit	
20.11.2024	Taungoo Tsp; sale visit	
21.11.2024	Taungoo Tsp; sale visit	
22.11.2024	Office prospects follow up	
26.11.2024	TGO to BGO branch trip	
27.11.2024	Waw Tsp; sale visit	
28.11.2024	Kawa Tsp; sale visit	
29.11.2024	Phayargyi city sale visit	
30.11.2024	Bago Tsp; (Chairwomen I)	
1.12.2024	Bago to YGN trip	
2.12.2024	YGN training (meeting)	

Reported by

Checked by

Approved by

Sign : *[Signature]*
 Name : Myo Zin Htwe
 Position : Salesman

Sign :
 Name : Ko Maung Maung
 Position : GM

Sign :
 Name : Ko Zaw Min Myad
 Position : ACOO

(DH/AGM/GM)

(COO)

H1-5 reports ၀၀၀၀: ၀၁၂၃၄

Check by

Name : Ko Than Zaw Lin
 Position : OM

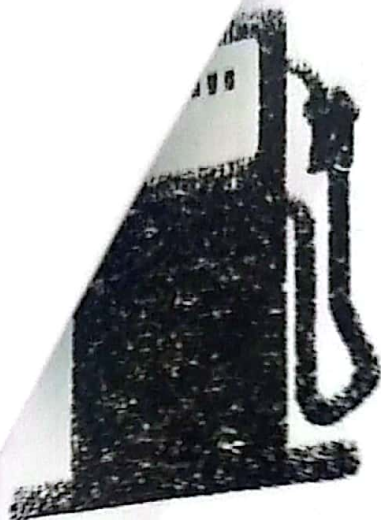
Sign :

[Signature]
 Ei Htwe Akyne



TRAVEL ADVANCE CLEAR FORM

Cash Advance ATLADU 2024110031		08:00 AM		05:00 PM	
Employee Name	Ko Myo Zin Htun	Estimated Date of Travel	2024.11.13 to 2024.12.02		
Position Rank	Sale man	Total Day	20 days working days is 14 days		
BU/BR/DIV, Dept	ATTBU	Destination			
Purpose	Sale & Marketing				
Travelling Permit					
Arrival Place	Thi	BGO	PGU		
Actual Date & Time of Travel	2024.11.13 (8:00) AM		2024.12.02 (5:00) PM		
Total Day	20 days working days is 14 days				
HR Name					
HR Sign	Attached photo: 00:012254		Ma lae lae Mon		
BOH/Authorized Person Name					
BOH/Authorized Person					
Advance Clear (8:00) AM (5:00) PM					
Actual Date & Time of Travel	2024.11.13 to 2024.12.02		Total Day	14 days	
Departure Date & Time	2024.11.13 (8:00) AM		Arrival Date & Time	2024.12.02 (5:00) PM	
Date	Description	Total Amount			
		Kyats	USD		
2024.11.13	26, 27, 28, 29, 30, 1 (15000x6)	90000/-			
↓	Fuel charges	48000/-			
2024.12.02	Express charges	13000/-			
	General express charges (Bus charge)	7000/-			
Total Expense (Kyats/USD)		158000/-			
Cash Advance (Kyats/USD)		100000/-			
Balance Refund/Additional (Kyats/USD)		58000/-			
Job Report Status					
Authorization	Name	Position	Date	Sign	
Prepared By	Ei Htun Ngone	Admin	2024.02.03		
Approved By Dept Head	Mabe Ei Htun	DI			
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					



အိတ်စားစင်

ရောင်းချသူ ဦးကျော်စွာ YGN-MDY
ဖုန်းနံပါတ် (၀၉) ၇၆၂ ၄၄၃၈၂

Order 54736

Employee Petrol

POS POS 2

၉၂၀၀

K15,001

၄၉၅၀ x K3,025

Total

K : 5,001

Cash

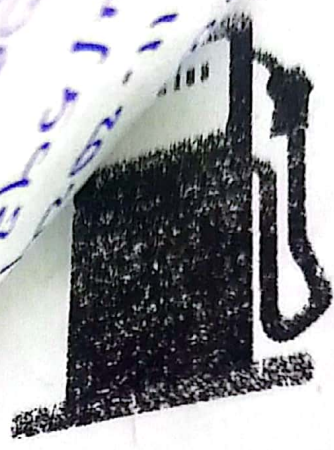
K15,001

အိတ်စားစင်

11/24/24 3 27 1 11

#4 75974

Handwritten notes in blue ink, possibly a date and time: 2018/07/30 11:36



အိတ်စတိုး

ဖုန်းနံပါတ် (၇) နံပါတ် ၀၉-၈၂-၄၄၃၈၆၂
အိတ်စတိုး ကုမ္ပဏီ (ပတ်ဘလစ်) လီမိတက်
အိတ်စတိုး ကုမ္ပဏီ (ပတ်ဘလစ်) လီမိတက်

Order 54736
Employee Petrol
POS POS 2

92 Lit, K15,001
4959 x K3,025

Total K15,001

Cash K15,001

အိတ်စတိုး ကုမ္ပဏီ (ပတ်ဘလစ်) လီမိတက်
အိတ်စတိုး ကုမ္ပဏီ (ပတ်ဘလစ်) လီမိတက်
11/30/2018 5:47 AM #476117

2024

30:00

BOC KMT (Oak Twin)

Near Bank-Bwe-Gone Village, OakTwin
Township, Bago 09-

92 Ron Octane

Vr No: H 64 20241113-0210

Date: 13/11/2024 2:22:08 PM

Pump: Pump 3 Car No: 59W/76764

Cashier : Khaing Hnin Wai

Gal	Liter	Price	Amount
0.353	1.629	3070	5,000

Thank You. See You again!

16764
024
MT

PYUNDAZA STATION

Contact No : 09 940 549 191

receipt No: 01517283
Date/Time : 13-11-2024(09:47)
Pump/Noz : 7/ 4
Product : OCTANE 92 RON
Lit/Price : 4.241 x 3065 K

Total : 13,000 K
MOP : Cash
Plate : 59W 76764
Thank you ... See You Again!

စာနိရိုး ဗဏ္ဍိက

မြန်မာပြည်အနှံ့ကားလက်မှတ်အရောင်းဌာန

09-959230071, 09-965700828, 09-777518288, 09-777518388

ခရီးစဉ်

ယာဉ်အမည်

သွားမည့်ရက်

ပဲခူး

Newstar

၃၆. ၁၁. ၂၀၂၄

အမည်

ထိုင်ခုံအမှတ်

ထွက်ခွာချိန်

ကိုမျိုး ဇင်ကျွေး

၀၃

၁၁:၃၀ A.M

တန်ဆာအပိုပစ္စည်းများအား ကြိုတင်၍ ပြောပေးပါရန်။
ယာဉ်ထွက်မီအလျှင် နာရီဝက် (မိနစ် ၃၀) စော၍ အရောက်လာပေးပါရန်။
ရောင်းပြီးလက်မှတ်ငွေပြန်မအမ်းပါ။

130000/-

Date : 09-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	2024-12-01	Agriculture Tractor & Truck	Sales	Myo Zin Htwet(2)		12:00	Bago	Hlaing Thar Yar(Toe Chac)	7,000	7,000	GA Manager Approved	Sale meeting