



TRAVEL ADVANCE CLEAR FORM


Cash Advance				
Employee Name	Pye Sone Min	Estimated Date of Travel	23.9.2024 to 27.9.2024	
Position Rank	Staff	Total Day	4 days	
BU/BR/DIV, Dept	IS BU	Destination	License Case	
Purpose	Go to NPT 134 units License Case			
Travelling Permit				
Arrival Place				
Actual Date & Time of Travel	23.9.2024 8 7:00PM to 27.9.2024 8 6:00PM			
Total Day	4 days			
HR Name	Pye Pye Thuy Htay			
HR Sign	<i>[Signature]</i>			
BOH/Authorized Person Name	Pye Pye Thuy Htay			
BOH/Authorized Person	<i>[Signature]</i>			
Advance Clear				
Actual Date & Time of Travel	23.9.24 8 7:00PM to 27.9.24 8 6:00PM		Total Day	4 days
Departure Date & Time	23.9.24 8 7:00 PM		Arrival Date & Time	27.9.24 8 6:00PM
Date	Description	Total Amount		
		Kyats	USD	
23.9.2024 7:00PM	TA (15000 x 4)	60000	✓	
	Express Car Charges	44000	✓	
to	Taxi Car Charges	63000	✓	
27.9.2024	BR Guest Charges	9000	✓	
6:00PM	Car fuel Charges	30000	✓ → <i>[Handwritten]</i>	
		7		
Total Expense (Kyats/USD)		202000 ✓		
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Pye Sone Min	Staff	30.9.2024	<i>[Signature]</i>
Approved By Dept Head	Zarri Hein	OH	4.10.24	<i>[Signature]</i>
Approved By GM/AGM/COO	Pye Ke Ke	(am)	5.10.24	<i>[Signature]</i>
Acknowledged by related Superior for Job Report	Zaw Min Maw	A100	5.10.24	<i>[Signature]</i>
HR Check & Approved	Thae Nu Wai	HR	4.9.24	<i>[Signature]</i>
Cash Received				
Remark				

TRAVELLING REPORT

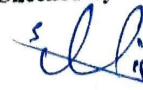
Date : 29.9.2024

Report To		
Employee Name	Pyaee Some Min	
Position	Staff	
Department	Sale & Marketing	
Business	IS	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	23.9.2024 8 7:00 PM	27.9.2024 8 6:00 PM
Total Days	4 days	
Trip Information	1. From Xgn..... To NPT.....	
	2. From To	
	3. From To	
Purpose For Travelling	Go to NPT 134 units License Case and Agent follow.	
Travel Date	Activities	Remark
23.9.2024	<ul style="list-style-type: none"> - Go to NPT. - Go to NPT BR. - Go to NPT 29 office. 	
to	<ul style="list-style-type: none"> - Make up New Cycle 134 units License Case. 	
27.9.2024	<ul style="list-style-type: none"> - Go to NPT Ka Nya Na office. - Agent follow up. - Cycle မှတ်ပုံတင်မှု: 2 week မှတ်ပုံတင်မှု ၇၅၀၇၂၆။ 	

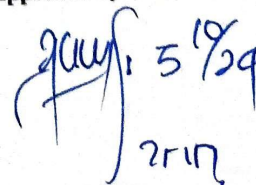
Reported by

 Sign : 
 Name : Pyaee Some Min
 Position : Staff

Checked by

 Sign : 
 Name : Zarru Hein
 Position : DH
 (DH/AGM/GM)

Approved by

 Sign : 
 Name : Zarru Hein
 Position :
 (COO)

05-CHL-HRM-FRM-064-01



GENERAL EXPENSE CLAIM FORM



Company Name : IS

Department Name : Sale and Marketing

No.	Date	Name	Description	Amount	Remark
1.	27.09.24	Pyae Sone M'n	NPI Guest house	9,000/-	Admin Head
			Charges		Zar Chi Awe
			(24.9.24 to 26.9.24)		NPI Branch
Total Amount				9,000/-	

Requested by

Sign :

Name :

Thiri Soe

(Requester)

Approved by

Zoni Hein

(Department Head)

Checked by

(Related FNA/Corp FNA)

Zin Ko Hwe

Approved by

(OM/AGM/GM)

Approved by

(ACOO/COO/MD/VCM)

02-BMC-FNA-FRM-002-00

CASH MEMO

MC

Date 27.09.2024

Name

Address

No	Particulars	Quantity	Unit Price	Amount
စဉ်	အမျိုးအမည်	အရေအတွက်	နှုန်း	သင့်ငွေ
1	Pyre Stone ^{Cl.} Acryl Min			
2				
3	(24.09.2024 TO 26.09.2024)			3000 x 3 Day
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				9000 /-

Signature
 Tar Chi Nwe
 09-969 2500 26
 NPT BR

Total Amount

Advance

Balance



TRIP CAR USED FORM

BU/BR/DIV : IS
 Driver Name : Pyae Sone Min
 Car User Name : Pyae Sone Min
 Trip Title : License Case (Ka Nya Na) မာ့ဗိုလ်ဖိုက်ဒါး
 Trip Location : Nay Pyi Taw
 Car No. : 5G / 9415
 Car Type : Nissan
 Estimate Date : 24.9.2024
 Participant : -

Date	Start Kilo	End Kilo
24.9.2024	372162	372206

ဥက္ကဋ္ဌ
 ၂၉၇
 ပုဗ္ဗသိရိကဇာနည်

Request By

Checked By

Acknowledge By

Approved By

Thir Soe
Pyo Ko Ko

Requester

Related GM/AGM

[Signature]

GAV Head

CAM GM/AGM/COO

Thir Soe

05-CHL-GAV-FRM-015-01



NAYPYIDAW (2) STATION

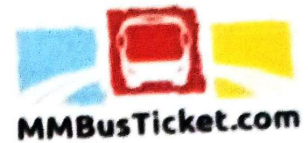
Contact No : 09 940 549 190

Receipt No: 01745754 ✓
Date/Time : 24-09-2024(11:50)
Pump/NOZ : 8/ 1
Product : OCTANE 92 RON
Lit/Price : 9.631 x 3115 K

Total : 30,000 K
MOP : Cash
Plate : CC 5G9415
Thank you ... See You Again!

Booking Confirmation

Booking Ref: **2278-2681** | Mandalar Minn Express | CallCenter-09772 889 998, YGN-095020181, NPT-09251251277, Meikhtila-09788885587, MDY-09402651991, Bagan-09429291000, POL-0943133533, MWD-09779950501, TGI-0978117 2003, MLM-09263679305, Pakkoku-09 7733 45 666, Myingyan-09 771 9680 78, Magway-09 2560 83 936, Tatkone-094480 12 556



Booking Details

Route	Departure Time	Departure Gate
Yangon - Naypyitaw (Myoma)	Sep 23, 09:00 PM	Aung Mingalar Bus Terminal
Bus Operator	Booking Date	Total
Mandalar Minn Express	Sep 23, 05:56 PM	22000.0 MMK

Traveller Information

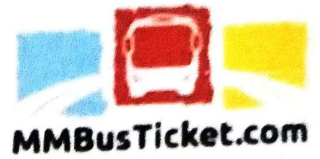
Traveller Name	Phone Number	Special Request
Pyae Sone Min	09770341003	Safety ;
Seat Number		
44		

Terms & Condition

- All the tickets bought are not refundable or exchangeable.
- Travellers must reach the bus station 45 minutes before the departure time.

Booking Confirmation

Booking Ref: **9279-4727** | Mandalar Minn Express | CallCenter-09772 889 998, YGN-095020181, NPT-09251251277, Meikhtila-09788885587, MDY-09402651991, Bagan-09429291000, POL-0943133533, MWD-09779950501, TGI-0978117 2003, MLM-09263679305, Pakkoku-09 7733 45 666, Myingyan-09 771 9680 78, Magway-09 2560 83 936, Tatkone-094480 12 556



Booking Details

Route	Departure Time	Departure Gate
Naypyitaw (Bawga) - Yangon	Sep 27, 10:00 AM	NA
Bus Operator	Booking Date	Total
Mandalar Minn Express	Sep 27, 08:24 AM	22000.0 MMK

Traveller Information

Traveller Name	Phone Number	Special Request
Pyae Sone Min	09770341003	N/A
Seat Number		
33		

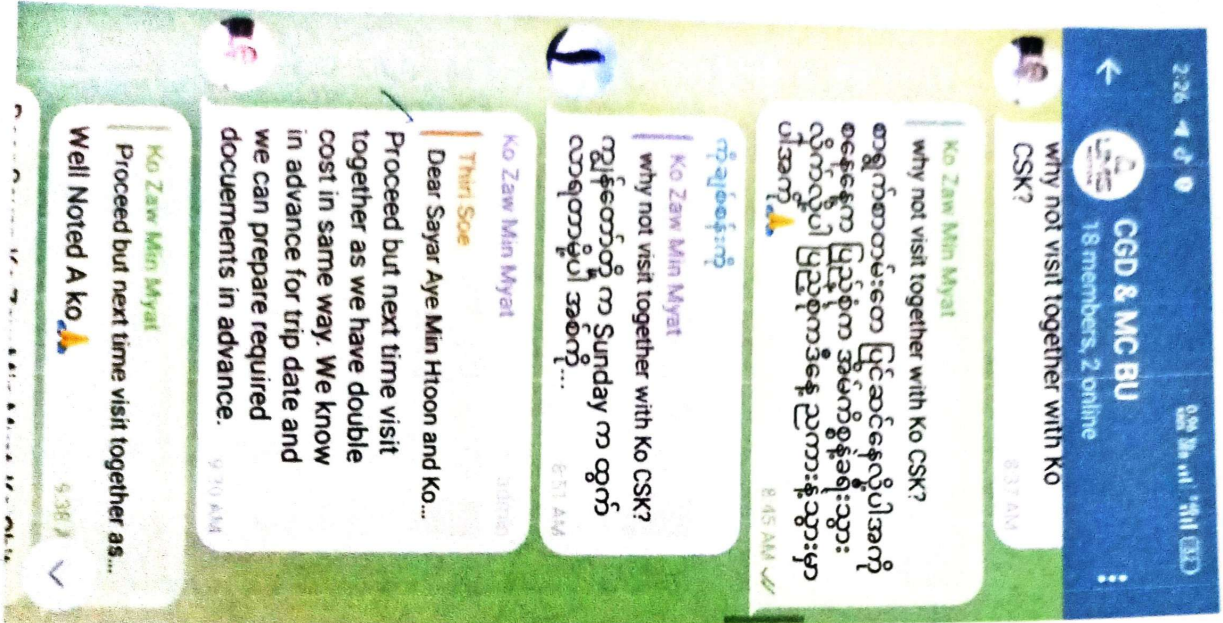
Terms & Condition

- All the tickets bought are not refundable or exchangeable.
- Travellers must reach the bus station 45 minutes before the departure time.

Print Date : 04-Oct-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	2024-09-23	Motorcycle (Yangon)	Sales	Pyae Sone Min(1)	Licenses Case go to NPT	18:00	Hlaing Thar Yar	Aung Mingalar Car gate	25,000	25,000	GA Manager Approved	Licenses Case go to NPT
2	2024-09-24	Motorcycle (Yangon)	Sales	Pyae Sone Min(1)	Licenses Case go to NPT	06:15	Myo Ma Car Gate NPT	NPT Branch	15,000	15,000	GA Manager Approved	Licenses Case go to NPT
3	2024-09-27	Motorcycle (Yangon)	Sales	Pyae Sone Min(1)	Licenses Case go to NPT	17:00	Aung Mingalar Car gate	Hlaing Thar Yar	23,000	23,000	GA Manager Approved	Licenses Case go to NPT



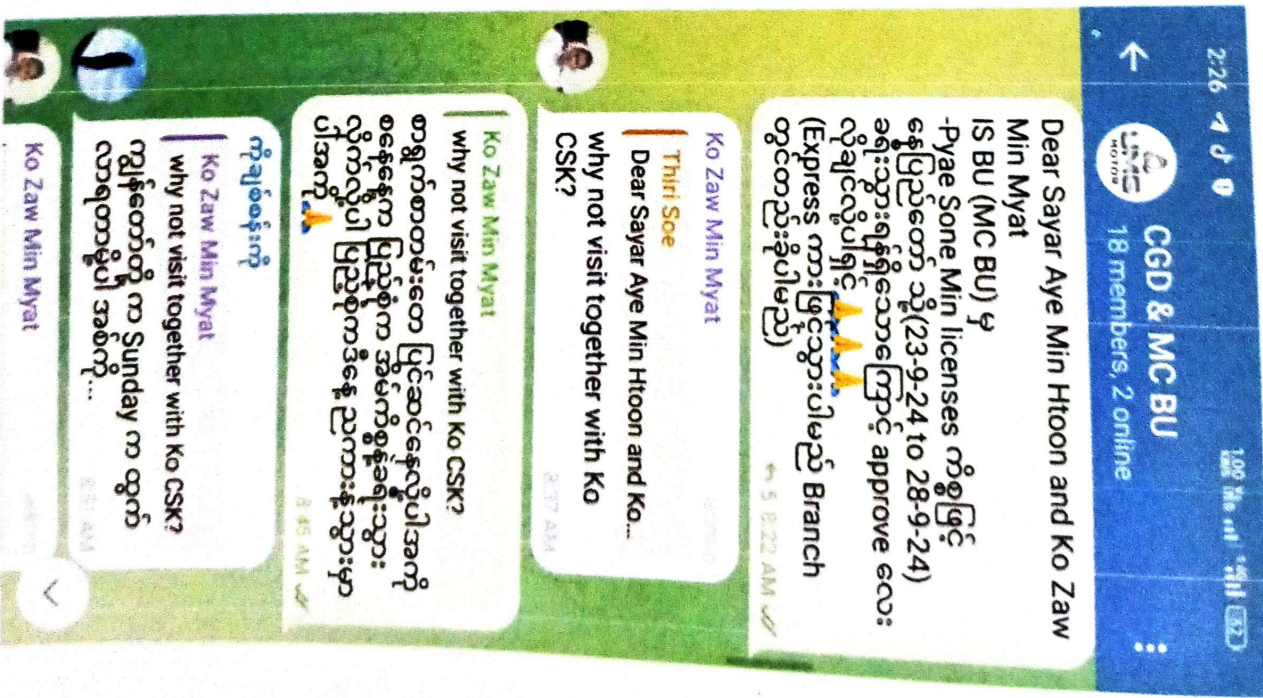
why not visit together with Ko CSK?
8:37 AM

Ko Zaw Min Myat
why not visit together with Ko CSK?
စာရွက်စာတမ်းတွေ ပြင်ဆင်နေလို့ပါအင်္ကျီ
စနေနေ့က ပြည့်စုံက အိမ်ကိစ္စအရေးသွား
လိုက်လို့ပါ ပြည့်စုံကဒီနေ့ညကားနဲ့သွားမှာ
ပါအင်္ကျီ

ကိုချစ်စန်းကို
Ko Zaw Min Myat
why not visit together with Ko CSK?
ကျွန်တော်တို့က Sunday က ထွက်
လာရတာမို့ပါ အစ်ကို...

Thiri Soe
Ko Zaw Min Myat
Dear Sayar Aye Min Htoon and Ko...
Proceed but next time visit
together as we have double
cost in same way. We know
in advance for trip date and
we can prepare required
documents in advance.

Ko Zaw Min Myat
Proceed but next time visit together as...
Well Noted A ko



Dear Sayar Aye Min Htoon and Ko Zaw
Min Myat
IS BU (MC BU) မှ
-Pyaee Some Min licenses ကိစ္စဖြင့်
နေပြည်တော် သို့(23-9-24 to 28-9-24)
ခရီးသွားရန်ရှိသောကြောင့် approve လေး
လို့ချင်လို့ပါရှင်
(Express ကားဖြင့်သွားပါမည် Branch
ထွင်တည်းခိုပါမည်)

Ko Zaw Min Myat
Thiri Soe
Dear Sayar Aye Min Htoon and Ko...
why not visit together with Ko
CSK?

Ko Zaw Min Myat
why not visit together with Ko CSK?
စာရွက်စာတမ်းတွေ ပြင်ဆင်နေလို့ပါအင်္ကျီ
စနေနေ့က ပြည့်စုံက အိမ်ကိစ္စအရေးသွား
လိုက်လို့ပါ ပြည့်စုံကဒီနေ့ညကားနဲ့သွားမှာ
ပါအင်္ကျီ

ကိုချစ်စန်းကို
Ko Zaw Min Myat
why not visit together with Ko CSK?
ကျွန်တော်တို့က Sunday က ထွက်
လာရတာမို့ပါ အစ်ကို...

Ko Zaw Min Myat



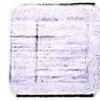
Ma Kyae Mhone
last seen recently



September 23

Travelling Request Form	
၁. အမည်	Thiri Soe
၂. ဝန်ထမ်း	Finance Staff
၃. ညာ	Subsidiary Marketing
၄. ဖုန်းနံပါတ်	09-5250000
၅. အကြောင်း	အလုပ်အကိုင် (Express on 23-9-24)
၆. အကြောင်းအရာ	၆.၁. အလုပ်အကိုင် အကြောင်း
	၆.၂. အလုပ်အကိုင် အကြောင်း
၇. အခြားအချက်အလက်	အလုပ်အကိုင် ၂၃-၉-၂၄ ရက်နေ့မှ ၂၈-၉-၂၄

8:18 AM ✓



Thiri Soe
Photo

Dear MD

IS BU (MC BU) မှ

-Pyae Sone Min licenses ကိစ္စဖြင့်
နေ့ပြည်တော် သို့(23-9-24 to 28-9-24)
ခရီးသွားရန်ရှိသောကြောင့် approve လေး
လိုချင်လို့ပါရှင် 🙏🙏🙏
(Express ကားဖြင့်သွားပါမည် Branch
တွင်တည်းခိုပါမည်)

8:21 AM ✓

Thiri Soe

Dear MD IS BU (MC BU) မှ -Pyae Sone Mi...

Pls process

9:26 AM

September 24



Message

