



No. 1947/B , Bo Gyoke Street, Yangon - Patheln High Way Road, Hlaing Thar Yar Township, Yangon.Yongon

Tel :

Fax:

## ADVANCE CLEARING

Voucher No. : MAC-AC2024020036

To : MI MI ZIN

Voucher Date : 2024-02-16

Advance No : MAC-ADV2024020002

Currency : MMK Rate : 0.00027855

Cashier :

Payment : Cash On Hand - MMK-MAC

Status : posted

No.	Description	Track - 1	Track - 2	Amount
1	ADV CLEAR NS BUDGET CHGS FOR FEB'24, FOR NAY PYI TAW BRANCH SUPPORT ,ASM-THET KO AUNG, ADV CHARGES MMK-190,000/-, MAC-ADV2024020002, NS DEPT. ACTUAL CHGS MMK-148,000/-, RV-42,000/-, NS DEPT.			148000.00

Advance Total : 190000.00

Expense Total : 148000.00

Refund / Collect : 42000.00

Note : ADV CLEAR NS BUDGET CHGS FOR FEB'24, FOR NAY PYI TAW BRANCH SUPPORT ,ASM-THET KO AUNG, ADV CHARGES MMK-190,000/-, MAC-ADV2024020002, NS DEPT. ACTUAL CHGS MMK-148,000/-, RV-42,000/-, NS DEPT.

Date : 16.2.2024

Name/NRC No : Mya Kay Khaing

Signature :

Cashier :

Signature :

### CASH ADVANCE CLEAR FORM

Date : 16.2.2024

BU/BR/Division : MHC

Department : National Sale

Advance Issue : 190000/- Kyats/..... USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 <sup>st</sup> Time Advance				190000/-	NPT way - ASM -
2	2 <sup>nd</sup> Time Advance					Shed Hs Aug
3	3 <sup>rd</sup> Time Advance					
Total Advance					190000/-	
Total Actual					148000/-	
Balance Refund/Additional					42000/-	

Request By : S Joy  
Requester : M; M; Zn

Checked By : F Wai Q S  
Mgr/DH : Ang Ho Ht

Checked By : [Signature]  
Finance & Account : Thn Myint Lee

Approved By : F Wai Q S  
GM/AGM/COO : Sent Sent Thu

Approved By : [Signature]  
CMC : [Signature]



### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Thet Ko Aung		Estimated Date of Travel	(4.2.24 to 11.2.24)
Position Rank	SA, Area Sale Manager		Total Day	8 days
BU/BR/DIV, Dept	MAC BU / Nole NSM		Destination	For Naypyitaw Marketing
Purpose	Naypyitaw Branch Sale Support			
Travelling Permit				
Arrival Place	Naypyitaw Branch			
Actual Date & Time of Travel	4.2.2024	6:00 AM		
Total Day	8 days			
HR Name	Tha Phye Aung			
HR Sign	<i>[Signature]</i>			
BOH/Authorized Person Name	Gae Pye Thu Htay			
BOH/Authorized Person	<i>[Signature]</i>			
Advance Clear				
Actual Date & Time of Travel	4.2.24 (6:00 AM)		Total Day	8 days
Departure Date & Time	11.2.24 (8:00 PM) My Home YGN		Arrival Date & Time	11.2.24 (8:00 PM)
Date	Description	Total Amount		
		Kyats	USD	
4.2.2024	Express charged (YGN to Naypyitaw BR)	19,000/-		
4.2.2024	Taxi charged (Home to Aung Mingalar High Way)	15,000/-		
4.2.2024 - 11.2.2024	TA charged (10000 Kyats x 8 days) = 80,000/-	80,000/-		
11.2.2024	Express charged (Naypyitaw BR to YGN)	19,000/-		
11.2.2024	Taxi charged (Aung Mingalar High Way - Home)	15,000/-		
Total Expense (Kyats/USD)		14,000		
Cash Advance (Kyats/USD)		19,000/-		
Balance Refund/Additional (Kyats/USD)		4,000/-		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Thet Ko Aung	Area Sale Manager	10.2.2024	<i>[Signature]</i>
Approved By Dept Head	Sent Sent Thu	AGM		<i>[Signature]</i>
Approved By GM/AGM/COO	Sent Sent Thu	AGM		<i>[Signature]</i>
Acknowledged by related Superior for Job Report	Zaw Min Myet	ACOO	10.2.2024	<i>[Signature]</i>
HR Check & Approved	Mm Thu	DH	13.2.2024	<i>[Signature]</i>
Cash Received				
Remark				

# မာမင်း

## 082987

mandalarminn.express@gmail.com

www.mandalarminn.com.mm မကားလက်မှတ်များကို မိမိတို့ကြိုက်လွယ်ကူစွာ ဝယ်ယူရရှိနိုင်ပါသည်။

အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး **Mandalar Minn Express**

၁၂ ၆၆၀၆

ဖြူး - တောင်ငူ - ဆွာ - ရေနီ - နေပြည်တော် - မန္တလေး

ပြည်တော် - တပ်ကုန်း - မိတ္ထီလာ - ပုဂံ၊ညောင်ဦး - ပခုက္ကူ - မြင်းခြံ - မကွေး - မန္တလေး - ပြင်ဦးလွင် - နောင်ချို - တောင်ကြီး

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စာနှင့်  
နံပါတ်များ  
Scan ဖတ်ရန်



EXPRESS



Call Centre : ☎ 09 772 889 998 , Viber Only ☎ , KBZ Pay 🏠 & Telegram 📠 099 4500 4050

( ) Bus , From *VN* To *N*

အမည် (Name) <i>ဆိုသက်လှိုင်</i>	ထွက်မည့်နေ့ (Date of Departure) <i>၂၁. ၂. ၂၀၂၁</i>
စုံအမှတ် (Seat No) <i>7</i>	သင့်ငွေ + ဝန်ဆောင်ခ + အာမခံ (Fare) <i>19000</i>
ထွက်ခွာချိန် (Departure) <i>၈. 30 AM</i>	အရောက်လာရန်အချိန် (Check-in Time) <i>၈. ၀၀</i>

- \* ဝယ်ယူပြီး ကားလက်မှတ်များ ငွေပြန်ပအမ်းပါ။
- \* ယာဉ်စီးမည့် ခရီးသည်များ မှတ်ပုံတင် မှုရင်း ယူဆောင်လာပါရန်။
- \* ယာဉ်မထွက်မှီ မိနစ်(၃၀) ကြိုတင်အရောက်လာပေးပါရန်။
- \* သတ်မှတ်ချိန်ကျော်လွန်ရောက်ရှိ ခရီးသည်အား တာဝန်မယူပါ။
- \* ခရီးစဉ်တလျှောက် မိမိ၏ တန်ဖိုးရှိ ရွှေငွေ ပစ္စည်းများ မိမိ နှင့် တစ်ပါတည်း ထိန်းသိမ်းထားရှိပါ။ ပျောက်ဆုံးပါက တာဝန်မယူပါ။

ADING CO. LTD.  
1-Quarter,  
Myanmar

**မင်းသိင်္ခ**  
m: idalarminn.com.mm

From (မှ) To (သို့)  
Naypyitaw (နေပြည်တော်) Yangon  
Traveler (ခဏ်း သည်) Contact (ဖုန်းနံပါတ်)  
ကျော်စွာစိန်စိန်စိန် ၁၆ 1234567  
0997783586  
Seal(s) (ခုံနံပါတ်များ)  
3!

Class/Type Bus No.(ကားနံပါတ်)  
ရိုးရိုး - Scania

Booking Reference Status  
2881-1038 CONFIRMED

Departure (ထွက်ခွာ) Gate (ဂိတ်)  
Feb 11, 10:00 AM NA

Special Request (မွတ်ချက်)  
nyeinbgဖီး

Printed Time  
Feb 11, 10:00 AM

Passengers Total 1  
19 000



Check-in 30 min before the departure time.  
ကားစတင်မီ 30 မိနစ်ခင် ရောက်ရှိရန် လိုအပ်ပါသည်။

Each passenger allowed one carry-on luggage.  
ခဏ်းသည်တစ်ဦးစီ တစ်ဆင့် အိမ်ထောင်စုအဖွဲ့အစည်း ချိန်လို့ပါသည်။

No refund will be issued after the departure.  
ကားစတင်ချိန်လွန် ခြင်းနှင့် ချက်ချင်း ပြန်ပြန် မအပ်ပါ။

ဝယ်ပြီးလက်မှတ် ပြန်ပြန် မအပ်ပါ။ ပုံနှိပ် နေရာပါအတိုင်း  
အစည်းအဝေး မိမိခွဲ တာပါသည်။ ကားရုံပါ။ ချောက်ဆုံပါ။  
ကားဝန်ထမ်းပါ။

Contact Phone: allCenter-09772 889  
998,YGN-095021 81,NPT-09251251277,Meikhtia-09788  
885587.MDY-09 12651991,Bagan-09429291000.POL-09



# TRAVELLING REPORT

Date : 13.2.2024

Report To		
Employee Name	Thet Ko Aung	
Position	Area Sale Manager	
Department	National Sale	
Business	MAC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	10.2.2024 (6:00 AM)	11.2.24 (8:00 PM)
Total Days	2 days	
Trip Information	1. From YGN To NPT BR	
	2. From NPT BR To YGN	
	3. From To	
Purpose For Travelling	for Naypyitaw Branch Support	
Travel Date	Activities	Remark
4.2.2024	go to Naypyitaw Branch	Customer Visit = 43
5.2.2024	Lewe and Jekhinga Thiri Way - Thira (MCO WS) - Shwe Kaung (PCMO WS) - PMT Car Spa - Yadaraypore (MCO shop) - Ko Kharet (MCO WS) - Shwe Bee pan (MCO WS)	Total Case = 81 case Total bottle = 13 bottle Total Can = 1 Can Total Drum = 1 Drum

Reported by  
 Sign :   
 Name : Thet Ko Aung  
 Position : Area Sale Manager

Checked by  
 Sign :  
 Name :  
 Position :  
 (DH/AGM/GM)

Approved by  
 Sign :  
 Name :  
 Position :  
 (COO)

05-CHL-HRM-FRM-064-01



# TRAVELLING REPORT

Date : .....

Report To		
Employee Name		
Position		
Department		
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From .....To .....	
	2. From .....To .....	
	3. From .....To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
6.2.2019	Pyin Oaung and Bawga Way - Yamaha (MCO WS) - Myat Thu (Motorcycle shop) - Kaung Htet (MCO shop) - Kyaw (MCO WS) - Ko Nang (MCO shop) - ချစ်မြင့် (PCMO WS) - AMT Car Spa	

Reported by

Checked by

Approved by

Sign :  
Name :  
Position :

Sign :  
Name :  
Position :

(DH/AGM/GM)

Sign :  
Name :  
Position :

(COO)

05-CHL-HRM-FRM-064-01



# TRAVELLING REPORT

Date : .....

Report To		
Employee Name		
Position		
Department		
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From .....To .....	
	2. From .....To .....	
	3. From .....To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
7.2.2024	Pyinmarcar and Zabu Thiri Way - M <sub>3</sub> Car Spa - Ko Aung (CCE) - Kyaw (MCO WS) - Myet Thu (MCO WS) - Kaung Htet (MCO shop) - Zan tine (PCMO WS)	
8.2.2024	Pyinmarcar, Zabu Thiri and Zabu Thiri way - Ko Tharet Zin (PCMO WS)	

Reported by

Checked by

Approved by

Sign :

Name :

Position :

Sign :

Name :

Position :

Sign :

Name :

Position :

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01



# TRAVELLING REPORT

Date : .....

Report To		
Employee Name		
Position		
Department		
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From .....To .....	
	2. From .....To .....	
	3. From .....To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
8.2.2024	<ul style="list-style-type: none"> <li>- M3 Car Spa</li> <li>- Kawng Su Seen (MCO WS)</li> <li>- Aung Pyae (MCO WS)</li> <li>- Mirai Store (MCO WS)</li> <li>- High Way (PCMO WS)</li> <li>- wherever (MCO WS)</li> <li>- Ngwee Yawin (MCO WS)</li> <li>- Royal Moon (MCO shop)</li> <li>- Golden Lion (Plastic factory)</li> <li>- Sole Plastic factory</li> <li>- Pyae Soe (MCO WS)</li> </ul>	

Reported by

Checked by

Approved by

Sign :

Sign :

Sign :

Name :

Name :

Name :

Position :

Position :

Position :

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01



# TRAVELLING REPORT

Date : 19.2.2024

Report To		
Employee Name		
Position		
Department		
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From ..... To .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
10.2.2024	Chin Wa Village Way - ၇၀၀၀၀ (CMCO WS) - ၁၀၆:၁၂၅ (ACMO WS) Pyin Oaung U Way - Yadanar mae - ၁၀၆:၀၇၅ (PCMO WS)	
11.2.2024	go to YOUN	

Reported by  
 Sign : *[Signature]*  
 Name : Thein Wo Aung  
 Position : ASM

Checked by  
 Sign : *[Signature]*  
 Name : Sent Sent Thu  
 Position : AGM  
 (DI/AGM/GM)

Approved by  
 Sign : *[Signature]*  
 Name : Zaw Min Myat  
 Position : ACOO  
 (COO)

05-CHL-HRM-FRM-064-01





### TAXI CHARGES FORM

BR/DIV Name : MAC

Department Name : National Sale

No.	Date	Name	Description	Departure Time	Routes		Cost	Remark
					From	To		
1	10.2.2024	Thet Ko Aung	Naypyitaw BR Support	6:00 AM	My Home BCC	Aung Min Galar High Way	15,000/-	
2	11.2.2024	Thet Ko Aung	Naypyitaw BR Support	6:00 PM	Aung Min Galar High Way	My Home BCC	15,000/-	
Total Taxi Charges							30,000/-	

Requested by  
 Sign :   
 Name : Thet Ko Aung  
 Dept. : National Sale  
 (Requestor)

Acknowledged by  
 Sign :   
 Name : Mr Tin  
 Dept. : Administration  
 (HR/Admin)

Acknowledged by  
 Sign :   
 Name : Sent Sent Tin  
 Dept. : Management  
 (DH)

Approved by  
 Sign :   
 Name : Sent Sent Tin  
 Dept. : Management  
 (ABOH/BOH/ACM/GM)

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

YAN BTC 1878 MAC B11 Invoice ၄၅၇၅ = 72

၉၂ 84A573

check 48 (Komyat Thu 48, Ko Nang 24) office used 1 bottle

၉၁ Adv 1001

May la 24 Invoice ၄၅၇၅ (24 နံ)

၉၀ ၈၄၂၂၄၇

Kyau (24) bottle | Kaung Htet 24 bottle | Ko Nang ၄၅၇၅ (24) bottle = 411 နံ

၃၈ 887716

Shwe Kaung (6) bottle display = 2 နံ + 1 office use

၃၅ ၈၉၆၃၄၅

Shwe Kaung (4) bottle display = Ko Aung ၄၅၇၅ (4) bottle

၃၄ 891553

(1 bottle) no office used

Adv 1228

(1 can) Kyau that Kaung ၄၅၇၅

Adv 1191

၄၅၇၅ (2) bottle Invoice ၄၅၇၅

Adv 1190

၄၅၇၅ (4) bottle Invoice ၄၅၇၅

Adv 1006

Shwe Kaung (2) bottle display

MTD 101

၄၅၇၅ (1 case) Invoice ၄၅၇၅ Htet (1 case) Invoice ၄၅၇၅

897409

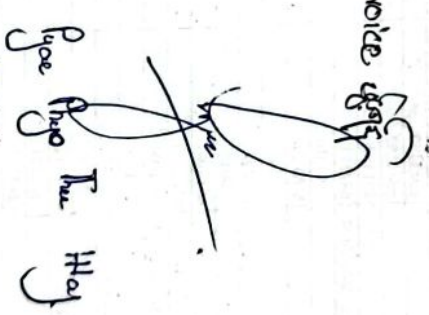
Htet (in 1 case) + M3 8 bottle Invoice ၄၅၇၅



The Phys Assoc.  
Admin Head.



Phy Nanda  
Sole men



Phy Aung Thu Hlay  
ABOH's