



# TRAVELLING REPORT

Date: 2024.06.24

|                        |   |                       |
|------------------------|---|-----------------------|
| Report To              | Ko Zaco Min Myat  |                       |
| Employee Name          | Ko Maung Maung  |                       |
| Position               | GM  |                       |
| Department             | Management  |                       |
| Business               | ATT (for Supp)  |                       |
| Departure & Arrival    | Departure Date And Time   | Arrival Date And Time |
|                        | 2024.06.13 (8:30 AM)  | 2024.06.24 (5:15 PM)  |
| Total Days             |   |                       |
| Trip Information       | 1. From ..... To .....  | From Sun To NPT       |
|                        | 2. From ..... To .....  |                       |
|                        | 3. From ..... To .....  |                       |
| Purpose For Travelling |   |                       |
| Travel Date            | Activities  | Remark                |
| 2024.06.12             | ဖွဲ့စည်းမှု သဘောထားချက်၊ Supplier စာချုပ်၊ ခေါ်ဆို၊ ATT သို့လာပါသည်။  |                       |
| 2024.06.13             | ATT မှ သဘောထားချက်၊ မူဝါဒများသည်။   |                       |
| 2024.06.14             | သဘောထားချက်၊ Event ဖွဲ့စည်းမှု၊ Supplier စာချုပ် ဖွဲ့စည်းပါသည်။<br>ထုတ်ပြန်ချက်နှင့် သဘောထားချက် ဖွဲ့စည်းပါသည်။ |                       |
| 2024.06.15             | သဘောထားချက် ATT သို့လာပါ။ Ho သို့ မူဝါဒများ ဖွဲ့စည်းပါသည်။  |                       |

Reported by  
Sign :   
Name : Ei Phoo Ngone  
Position : Admin

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

Approved by  
Sign :   
Name : Ko Zaco Min Myat  
Position : ACOO  
(COO)

05-CHL-HRM-FRM-064-01



No.898, Thudamar (4/6), Anawrahta Industrial Zone, Pathin Highway Road, Hlaing Thar Yar Township, Yangon  
Tel : + 95(1) 645 410, 645 420  
Fax:

## ADVANCE CLEARING

Voucher No. : ATT-AC2024070046  
Voucher Date : 2024-07-16  
Currency : MMK Rate : 0.00019881

To : Ei Phoo Ngone  
Advance No : ATT-ADV2024060071  
Cashier :

| Payment Method           | Status |
|--------------------------|--------|
| Cash On Hand - MMK - ATT | posted |

| No.                | Description  | Track - 1 | Track - 2                         | Amount       |
|--------------------|--|-----------|-----------------------------------|--------------|
| 1                  | Advance Clear for Treat charges for Lovol Supplier (ADV KS- 1,000,000/-, EXP KS- 711,695/-, REF KS- 288,305/-) |           | ATT-SALE AND MARKETING DEPARTMENT | 711,695.00   |
| Advance Total :    |  |           |                                   | 1,000,000.00 |
| Expense Total :    |  |           |                                   | 711,695.00   |
| Refund / Collect : |  |           |                                   | 288,305.00   |

Note : Ei Phoo Ngone [ATT-EM-0095]. Advance Clear for Treat charges for Lovol Supplier (ADV KS-1,000,000/-, EXP KS- 711,695/-, REF KS- 288,305/-)

Date : 16.7.24 Name/NRC No : Saw Thain Yu Signature :



## CASH ADVANCE CLEAR FORM

Date : 2024.07.11  
BU/BR/Division : ATT BU  
Department : Sale Support  
Advance Issue : 1,000,000 Kyats / USD

Ur - 182226  
Total Att. 275226

| No                        | Issue Time                   | Date               | Payment Voucher No | Amount    |                   | Descriptions |
|---------------------------|------------------------------|--------------------|--------------------|-----------|-------------------|--------------|
|                           |                              |                    |                    | USD       | Kyats             |              |
| 1                         | 1 <sup>st</sup> Time Advance | ATT-ADV 2024060071 |                    | 1,000,000 | Treat charges for |              |
| 2                         | 2 <sup>nd</sup> Time Advance |                    |                    |           | lovol supplier    |              |
| 3                         | 3 <sup>rd</sup> Time Advance |                    |                    |           | PTC Ko Maung      |              |
| Total Advance             |                              |                    |                    | 1,000,000 | Maung             |              |
| Total Actual              |                              |                    |                    | 711,695   |                   |              |
| Balance Refund/Additional |                              |                    |                    | 288,305   |                   |              |

Request By  
Sign :   
Requester : Ei Phoo Ngone

Checked By  
Sign :   
Mgr/DH : Tin Mar

Checked By  
Sign :   
Finance & Account : Tin Mar

Approved By  
Sign :   
GM/AGM/COO : Ko Maung Maung

Approved By  
Sign :   
Name : Ko Zaco Min Myat  
Position : ACOO  
04-CFD-CAS-FRM-002-03

15/07/2024  
Admin



No. 589-592, New Tha Ka Ta (1), Bo Aung Kyaw Street,  
Hlaing Thar Yar Township, Yangon, Myanmar.

Print Date : 27-Jun-2024

**Petrol Requisition By Month Report**

| No. Vehicle          | No. Issued Date | Referenced For Month Code | Contract Name | Charges/gallon | Req. gallon | Advance Amount | Status | Voucher No. | Issued Extra Allow gallon | Actual Amount | Status |
|----------------------|-----------------|---------------------------|---------------|----------------|-------------|----------------|--------|-------------|---------------------------|---------------|--------|
| 1 3K/1882<br>Alphard | 27-Jun-2024     | MCS/FF/38<br>357          |               | 0              | 0           | 300,000        | ✓      |             | 0 26                      | 300,000       | ✓      |
| Total Charges :      |                 |                           |               |                |             |                |        |             |                           | 300,000       |        |

Input User Name: SWE LAE HNIN

Remark: Trip Car Fuel Charges For 3K/1882 (Naypyitaw Trip) PIC Maung Maung

*[Signature]*  
30.06.24

Maung Maung Htoo.

Approve by

*[Signature]*

Approve by

Maung Maung

Department Head

Lae Lae Mon

Requestor  
Zin Mar Win

Start kilo - End kilo = 286429 - 287437 = 1008 kilo

different kilo ÷ 9 = 1008 ÷ 26 = 39 kilo/g

*[Signature]*  
MUNA



**TRIP CAR USED FORM**

BU/BR/DIV : ATT BII  
 Driver Name : Ko Maung Maung  
 Car User Name :  
 Trip Title : Event  
 Trip Location : NPT  
 Car No. : 3K/1882  
 Car Type : Alphard  
 Estimate Date : 2024.06.12 to 2024.06.15  
 Participant : Ko Maung Maung, Ko Than Zaw Lin, Supplier 3 person

| Date       | Start Kilo | End Kilo |
|------------|------------|----------|
| 2024.06.12 | 286429     | 286457   |
| 2024.06.13 | 286457     | 286496   |
| 2024.06.14 | 286496     | 287411   |
| 2024.06.15 | 287411     | 287437 ✓ |

Request By: *[Signature]* Ei Hwe Ngone, Requester  
 Checked By: *[Signature]* Ko Maung Maung, Related GM/AGM  
 Acknowledge By: *[Signature]* Maung Maung Htoo., GAV Head  
 Approved By: *[Signature]* CAM GM/AGM/COO



GENERAL EXPENSE CLAIM FORM



Company Name: Min Motor  
Department Name: Sales Support

| No.           | Date     | Name           | Description | Amount  | Remark |
|---------------|----------|----------------|-------------|---------|--------|
| 1.            | 12-06-24 | Ko Pen Zau Lin | Motor Oil   | 6000/-  |        |
| 2.            | 14-06-24 | Ko Peng Mawng  | Motor Oil   | 9600/-  |        |
| Total Amount: |          |                |             | 15600/- |        |

Requested by: *[Signature]* Approved by: *[Signature]* Checked by: *[Signature]* Approved by: *[Signature]*  
 Name: Ei Pwe Ngwe Mon Zau Lin (Requester) (Department Head) (Related FNA/Comp FNA) (OMA/C/M/G/M) (ACOD/COAD/VCN)  
 02-ATT-FNA-FRM-002-02

Department: **LOTTERIA**  
 Call Center: 09 898 33 66 33  
 10/06/2024 18:40  
 Product Name: **LOTTERIA**  
 Price: 2,500  
 Quantity: 2  
 Total: 5,000

| Item           | Qty      | Unit Price   | Total        |
|----------------|----------|--------------|--------------|
| Lottery Ticket | 2        | 2,500        | 5,000        |
| <b>Total</b>   | <b>2</b> | <b>2,500</b> | <b>5,000</b> |

City Mart Supermarket  
 12-6-24  
 Slip No: 148  
 Cashier: 02  
 Total: 31,850 (Inclusive Tax)  
 Paid by: Cash(k) 29,100  
 Change: 15 150

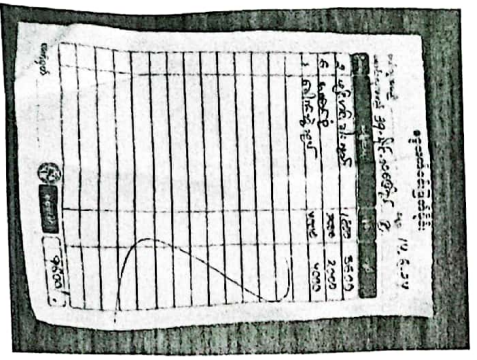
| Item                  | Qty      | Unit Price    | Total         |
|-----------------------|----------|---------------|---------------|
| Alpine Drinking Water | 1        | 4,400         | 4,400         |
| Facial Tissue         | 1        | 1,590         | 1,590         |
| Hand Sanitizer        | 2        | 16,800        | 33,600        |
| <b>Total</b>          | <b>4</b> | <b>22,790</b> | <b>49,590</b> |

**HLAINGTHAYA (7) STATION**  
 Contact No: 09 940 549 227

Call Center: 09 898 33 66 33  
 Date: 10/06/2024 19:04  
 Product Name: Price July Amount  
 Orange Juice 2,000 5,800

Receipt No: 09968705  
 Date/Time: 12-06-2024 (09:00)  
 Pump/Noz: 1/4  
 Product: OCTANE 92 RON  
 Lit/Price: 8.016 x 2495 K

Total: 20,000 K  
 MOP: Cash  
 P/Plate: CC 3K1882  
 See you again!



Call Center: 09 898 33 66 33  
 Date: 10/06/2024 19:04  
 Product Name: Price July Amount  
 Orange Juice 2,000 5,800

Total: 20,000 K  
 MOP: Cash  
 P/Plate: CC 3K1882  
 See you again!