



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Yin Aung Myint		Estimated Date of Travel	9.9.24 to 14.9.24
Position Held	Marketing Specialist		Total Days	6 Days
Department	PG		Description	
Purpose				
Travel Period				
Arrival Place	MAY			
Actual Date & Time of Travel	9.9.24 ~ 14.9.24			
Total Days	6 days			
IR Name	Nayin H Htoo			
IR Sign	<i>[Signature]</i>			
IR Authorized Person Name	Thong Myint Myint			
IR Authorized Person	<i>[Signature]</i>			
Advance Clear				
Actual Date & Time of Travel			Total Day	
Departure Date & Time			Arrival Date & Time	
Date	Description	Total Amount		
		Kyats	USD	
9.9.24 ~ 14.9.24	Travelling Allowance - 15000 + 6 days Bus ticket charges - 9.9.24 (7:46 AM) 14.9.24 (7:30 PM)	31000		
	Taxi charges - 9.9.24 (6:30 AM) HTV to Aung Myint Aung 14.9.24 (7:40 PM) Aung Myint Aung to HO	21000		
Total Expense (Kyats/USD)		1960001-		
Cash Advance (Kyats/USD)		3000001-		
Balance Refund/Additional (Kyats/USD)		1040001-		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Htet Tun Zor	SH	19.9.24	<i>[Signature]</i>
Approved By Dept Head	Kyi Win	DH	20.9.24	<i>[Signature]</i>
Approved By (M/AGM/CEO)	Ko Soe Htet Tin	AGM	24.9.24	<i>[Signature]</i>
Acknowledged by related Superiors for Job Report	Ko Zaw Min Myint	ACOO	29.9.24	<i>[Signature]</i>
IR Check & Approved				
Cash Received				
Remarks				

01-CFD-CAS-FRM-006-02

TRAVELLING REPORT

Date:

Report To	Ko Zaw Myint Myat	
Employee Name	Zin Myo Htike	
Position	ADH	
Department	Sale & Marketing	
Business	PG BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	9-Sep-2024 (8:00AM)	15-Sep-2024 (8:00AM)
Total Days	6 Days	
Trip Information	1.Form.....YGN ToMDY	
	2.Form.....MDY ToYGN	
Purpose For Travelling	Branch Visit	
Travel Date	Activities	Remark
9-Sep-2024 10-Sep-2024	YGN to MDY <ul style="list-style-type: none"> Visit Aung Myae Thar San & collect data for Market Share 	Most of business are food & beverages. Power star & Tafe are most used. New Hotel Open at Dec' 24 He like Japan Goto & check Tafe Generator. Customer name - MainMain Business - education KVA -300
11-Sep-2024	<ul style="list-style-type: none"> Product knowledge & technical training 	
12-Sep-2024	<ul style="list-style-type: none"> Visit Chan Aye Thar Zan & 250 customer appointment 	
13-Sep-2024	<ul style="list-style-type: none"> 250kVA customer came to office & check Generator 320kVA customer appointment 	
14-Sep-2024	MDY to YGN	

Reported By

Sign :

Name : Zin Myo Htike

Position : AGM

Checked By

Sign :

Name : Ko Soe Htet Tin

Position : AGM

Approved By

Sign :

Name : Ko Zaw Min Myat

Position : COO

02-CHL-HRM-FRM-064-0

မန္တလေး

mandalarminn.com.mm

From (မှ)	To (သို့)
Yangon	Mandalay
Traveller (ခရီးသည်)	Contact (ဖုန်းနံပါတ်)
Zin Myo Htika	09-783606-
Seat(s) (ပုံနံပါတ်များ)	
16	
Class/Type	Bus No.(ကားနံပါတ်)
ရိုးရိုး (Business Class)	
Tablet + ဝါရောင်းခံပါ	
Booking Reference	Status
8964-8008	CONFIRMED
Departure (ထွက်ခွာ)	Gate (ဂိတ်)
Sep 09, 8:00 AM	Aung Mingalar Bus Terminal
Special Request (ပုဂ္ဂိုလ်ချက်)	

Printed Time : Sep 09, 7:46 AM

Passengers	1
Total	31,000

NRC or Passport is necessary to travel
မှတ်ပုံတင် ငါး နှစ်ခွင့် ပြုပါမည်

Check-in 30 min before the departure time.
ကားထွက်မီ မိနစ် 30 ပြီးတင်ရောက်ရှိရန် လိုအပ်ပါသည်။

Each passenger is allowed one carry-on luggage.
ခရီးသည်တစ်ဦး တစ်ဆူအိတ်တစ်ခု ခံခံပို့ခွင့် ရှိပါသည်။

No refund will be issued after the departure.
ကားထွက်ချိန်လွန်ပြီးမှ ရောက်ရှိလာခြင်းဖြင့် အခမ်းပါ။

ဝယ်ပြီး ဝက်ပုတ်ပြန် အခမ်းပါ။ မိမိနှင့် အတူပါလာသော ဝတ္ထု
ဦးများ မိမိနှင့် တွဲပါမည်။ သားရဲဝါ၊ ပျောက်ဆုံးပါသော အပန်း
ယာပါ။

Contact Phone: CallCenter-09772 889
998, YGN-095020181, NPT-09251251277, Meikhtila-09788
885587, MDY-09402651991, Badan-09429291000, POL-09
Pakkoku-09 7733 45 666, Myingyan-09 771 9680
78, Magway-09 2500 83 936, Tatkon-094480 12 556

Handwritten signature

2-6549

မန္တလေး
on

mandalarinn.com.mm

From (မှ)
Mandalay

To (သို့)
Yangon

Traveller (ခရီးသည်)

Ko Zin Myo Htike/

977836004

Seat(s) (ခုံနံပါတ်များ)

39

Contact (ဖုန်းနံပါတ်)

1234567

Class/Type

ရိုးရိုး (Business Class)

Tablet + ခြေတင်စံပါ

Booking Reference

1800-9513

Bus No.(ကားနံပါတ်)

Status

CONFIRMED

Departure (ထွက်ခွာ)

Sep 14, 7:30 PM

Gate (ဂိတ်)

Chan Mya Shwe Pyi

Bus Terminal(Betwee

Special Request (မှတ်ချက်)

km

Printed Time

Sep 14, 7:10 PM

Passengers

Total

1
31,000

Check-in 30 min before the departure time.

ကားမထွက်မီ မိနစ် 30 ကြိုတင်ရောက်ရှိရန် လိုအပ်ပါသည်။

Each passenger is allowed one carry-on luggage.

ခရီးသည်တစ်ဦး လက်ဆွဲအိတ်တစ်ခုအထိ ယူခွင့်ရှိပါသည်။

No refund after the purchase.

ငယ်ပြီးလက်မှတ် ဖွင့်ပြီး အောင်ပါ။

Contact Phone: CallCenter-09772 889

998,YGN-095020181,NPT-09251251277,Merikhtila-09788

885587.MDY-09402651991.Baadan-09429291000.POL-09

Print Date : 19-Sep-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	2024-09-09	Power Generator	Marketing & Sales Support	Zin Myo Htike	MDY Branch Visit and Market Way Visit	06:30	HTY (Pi Moe Hnin Street)	Aung Min Galar High Way Bus Stop	21,000	21,000	GA Manager Approved	
2	2024-09-15	Power Generator	Marketing & Sales Support	Zin Myo Htike	MDY Branch Visit and Market Way Visit	20:00	Aung Min Galar High Way Bus Stop	HTY (Pi Moe Hnin Street)	23,000	23,000	GA Manager Approved	
3	2024-09-12	Power Generator	Marketing & Sales Support	Htet Thu Zar	BU All Department expenses issue	10:30	HO(HTY)	Mindama	3,500	3,500	GA Manager Approved	HO ro Kyeik Wine Bus Stop , Bus charge(500/-) and Thamine to Mindama condo Taxi charge (3000/-)
4	2024-09-12	Power Generator	Marketing & Sales Support	Htet Thu Zar	BU All Department expenses issue finished return to HO	01:39	Mindama	HO(HTY)	10,800	10,800	GA Manager Approved	Mindama to HO(HTY) Grab Taxi charge =10800/-

[Handwritten Signature]