



CASH ADVANCE CLEAR FORM

Date : 5.2.2024

BU/BR/Division : CE-I

Department : Spare Part

Advance Issue : 300,000 Kyats/.....USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance		PV-CEL-ADV2024050003		300,000/-	Adv clear for
2	2 nd Time Advance					Soe Thu Aung
3	3 rd Time Advance					MHN BR visit
Total Advance					300,000/-	
Total Actual					280,500/-	
Balance Refund/Additional					19,500/-	

Request By

Checked By

Checked By

Approved By

Approved By

Soe

[Signature]

[Signature]

[Signature]

[Signature]
05/02/2024
Amn

Requester

Mgr/DH

Finance & Account

GM/AGM/COO

CMC

Soe Thu Aung

04-CFD-CAS-FRM-002-03



HIGH CLASS

EXPRESS

003803

ရန်ကုန် ⇌ အင်းစက် ⇌ မိုးညှင်း ⇌ တိုပင် ⇌ မိုးကောင်း ⇌ နပွတ် ⇌ ဖြစ်ကြီးနား (တိုက်ရိုက်)

ရန်ကုန် ⇌ တောင်ကြီး ⇌ လှိုင်လင် ⇌ နှစ်စန် ⇌ ဒိုလပ် ⇌ ကျိုင်းတုံ ⇌ တာချီလိတ် (တိုက်ရိုက်)

ရန်ကုန် ⇌ ထီးလင်း ⇌ ကျော ⇌ ဝန်ငေါ ⇌ တလေး ⇌ တမူး (တိုက်ရိုက်) ရန်ကုန် ⇌ ပခုက္ကူ ⇌ ဟားခါး (တိုက်ရိုက်)

ရန်ကုန် ⇌ ပန္နဲလေး ⇌ ငါးအိုး ⇌ ငှက်တူ ⇌ ဝန်းဇော် (တိုက်ရိုက်) ရန်ကုန် ⇌ ဝေလုံး ⇌ မိုးတုတ် (တိုက်ရိုက်)

အမည် Name	ကို-ခိုးသူအောင်	သွားမည့်နေ့ Dep : Date	၃၇-၁-၂၀၂၄	သွားမည့်မြို့ Destination	ရှမ်းပြည်
ခုံနံပါတ် Seat No.	၇၀ B	ယာဉ်ထွက်ချိန် Dep : Time	၁၁:၃၀	သင့်ငွေ Fare	၆၆၀၀၀ ✓

KBZMS အထူးခရီးသွားအာမခံပါရှိပြီး
General Insurance

❖ ယာဉ်ထွက်ချိန်ထက် မိနစ် ၆၀ စော၍ အရောက်လာပါရန် ❖



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Soe Thu Aung	Estimated Date of Travel	12-1-2024 6:00 AM ~ 28-1-2024 10:00 PM	
Position Rank	Marketing	Total Day	၇:၅၀၇.၀၆၂၉.၇၉၉.၀၀:၆၀၀၀၆၃၃၀:	
BU/BR/DIV, Dept	CE-I, Spare Part	Destination		
Purpose	To improve Spare parts achievement			
Travelling Permit				
Arrival Place	MAH BR			
Actual Date & Time of Travel	12-1-2024 ~ 28-1-2024			
Total Day				
HR Name	Ahoo Nwe Win			
HR Sign	Cin			
BOH/Authorized Person Name	Win Thon			
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	12-1-2024 @ 28-1-2024	Total Day		
Departure Date & Time	12-1-2024 6:00 AM	Arrival Date & Time	28-1-2024 10:00 PM	
Date	Description	Total Amount		
		Kyats	USD	
12-1-2024	YGN To MAH BR m: Charges	55000	✓	
15-1-2024	MAH BR To Maing Naing q:q' 28.00000 charges	15000	✓	
28-1-2024	MAH BR To YGN m: Charges	55000	✓	
	Taxi Charges	40000	✓	
	Meal Allowance for 12-1-2024 to 28-1-2024, Total days = 7.000 x 16.5	115,500	✓	
Total Expense (Kyats/USD)		280,500	✓	
Cash Advance (Kyats/USD)		300,000	✓	
Balance Refund/Additional (Kyats/USD)		19,500	✓	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Soe Thu Aung	Marketing	31-Jan-24	
Approved By Dept Head	Aye Theingi Myint	DH	31-Jan-24	
Approved By GM/AGM/COO	Wutt Yi Aung	GM	31-Jan-24	
Acknowledged by related Superior for Job Report	Aye Theingi Myint	DH	31-Jan-24	
HR Check & Approved	Mar Mar OO	SH	01-Feb-24	
Cash Received				
Remark				



TRAVELLING REPORT

Date : 30.1.2024

Report To		
Employee Name	Soe Thu Aung	
Position	Marketing	
Department	Spare Part	
Business	CE-I	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	12.1.2024 6:00 PM	28.1.2024 10:00 PM
Total Days		
Trip Information	1. From YGN To MAH BR	
	2. From To	
	3. From To	
Purpose For Travelling	To improve Spare part achievement	
Travel Date	Activities	Remark
12.1.2024 ~ 13.1.2024	YGN to MAH BR (By Bus)	
14.1.2024 (SUN)	Holiday	
15.1.2024	MAH မိုးခင်းစုပေးပို့ခြင်း (၉:၀၀ ~ ၅:၀၀) ၂:၀၀ မှ Cus: Ko Thez Zaw Tun ✓	210DL Final drive Ball plate. 2pcs inquiry
16.1.2024	Customer Visit (U Than Tun) ✓	350DL Feed pump, Hand pump, fuel filter, oil filter (Win)
17.1.2024	Cus: Visit (U Moe Zaw Win, ✓ Daw Loon Nge) ✓	210BP floating seal (Win) turning joint seal (Win)
18.1.2024	Cus: Visit (U Tun Yin, ✓ Ko Aung Phyo Win) ✓	oil filter, Fuel filter (Win)
19.1.2024	Cus: Visit (U Kyaw Moe Lwin) ✓	1290BP fan, fan nut (Loss due to urgent)
20.1.2024 ~ 21.1.2024 (SAT, SUN)	Holiday - collect MAH competitor information	spare parts shop - 4 shop
22.1.2024 ~ 23.1.2024	Cus: Visit (U Moe Zaw Win U Than Tun)	EC 210BP Boom seal kit - 2 kit (Win) Arm seal kit - 1 kit (Win)
24.1.2024 ~ 25.1.2024	Cus: Visit (Daw Than Nwe, ✓ Daw Loon Nge)	EC 350DL Level gauge, Breather, Idler - 1pc (Win)
26.1.2024	Cus: Visit (Htet Khaung Yadana) ✓	210BLC Filter, Bowl (Win) 210DL Truck Link 2-pc (Loss due to high price) 480DL Crankshaft Seal, Cover, Vibration damper (Win)
27.1.2024 ~ 28.1.2024	MAH BR TO YGN	By Bus

Reported by
 Sign : Soe
 Name : Soe Thu Aung
 Position : Marketing

Checked by
 Sign : [Signature]
 Name : Aye Theingyi Myint
 Position : DH

Approved by
 Sign : [Signature]
 Name :
 Position :
 05/02/2024
 Ammon

(DH/AGM/GM)

(COO)