



No. 898/993 Anawatha Industrial Zone  
Mya Sein Young Phayar Road, Yangon-Pathein Highway Road, Hlaingtharya, Yangon



# CLAIM REQUEST FORM




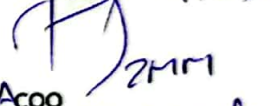

Requestor Name : Ei Phoo  
 Ngone  
 Department Name : Unit Sales (ATT)  
 Payment Date : 2025-01-10  
 Payment Voucher : EX-ATT-2025-01-00012  
 No  
 Payment Method : Cash/Bank  
 Payment Amount : 169100.0  
 Currency : MMK  
 Exchange Rate : 4,630.0

Budget Type : Include Budget  
 Payment Type : Claim Payment  
 Prepared By : ATT\_BudgetDataEntry  
 Superior Approved : ATT\_5&MDataCheck  
 By  
 Last Approved By : ATT\_5&MDataCheck

No.	Description	Department	Request Amount	Remark
1	Traveling charges for PIC Wai Yan Phyto (NUO, MGW)	Unit Sale Department (ATT)	169,100.00	Traveling charges for PIC Wai Yan Phyto (NUO, MGW)

Expense Total 169,100.00 K  
 Additional/Refund

Note: Traveling charges for PIC Wai Yan Phyto (NUO, MGW)

 Superior Check By Name : <u>Ma Su Pi Hlaing</u> NRC No : <u>0221988200801</u> Date : <u>10.1.25</u> Remark : _____		 F&A Name : <u>Zin Mar</u> NRC No : _____ Date : <u>10/1/2025</u> Remark : _____		 GM/AGM Name : <u>Ka Maung Maung</u> NRC No : <u>0221988200801</u> Date : _____ Remark : _____		 ACOO Name : <u>Zaw Min Myat</u> NRC No : <u>12154K(N)114911</u> Date : <u>10-1-25</u> Remark : _____  14/01/2025 ACOO	
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# TRAVELLING REPORT

Date : .....

Report To	Ko Maung Maung and Ko Zaw Min Myat	
Employee Name	Wai Yan Phyoe	
Position	Salesman	
Department	Sales	
Business	ATT BV	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From ..... <u>NHO</u> ..... To ..... <u>Maki</u> .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
13.12.2024	Nyung U Tsp, Nyau Kpedung Tsp, Tway Pin village, Yonnonchang Tsp, Koo gao village, Hanthar loy village, Mogway Tsp. ✓	
14.12.2024	Minbu Tsp, Soku Tsp, Lalkira Tsp, Pawinphyu Tsp. ✓	
15.12.2024	Madal village, Koni village, Duwon village	
16.12.2024	Thin Hya xyay Road, Mogway Tsp.	

Reported by

Sign :   
 Name : Wai Yan Phyoe  
 Position : Salesman

Checked by

Sign :   
 Name : Ko Maung Maung  
 Position : GM

(DH/AGM/GM)

Approved by


Sign :   
 Name : Ko Zaw Min Myat  
 Position : ACOO

(COO)

Hi-5 report နှင့် စစ်ဆေးပါရမည်

  
 Ei Hwe Ngone

Checked by

Sign :   
 Name : Ko Than Zaw Lin  
 Position : OM



## TRAVEL ADVANCE CLEAR FORM

Cash Advance					
Employee Name	Wai Yan Pyae	Estimated Date of Travel	(8:00)AM (5:00)PM 2024.12.13 to 2024.12.16		
Position Rank	Sale man	Total Day	4 days		
BU/BR/DIV, Dept	ATT BU	Destination	NNO, MGN		
Purpose	Sale & Marketing				
Travelling Permit					
Arrival Place	NNO	MGN			
Actual Date & Time of Travel	2024.12.13 (8:00)AM 2024.12.16 (5:00)PM				
Total Day	4 days				
HR Name					
HR Sign					
BOH/Authorized Person Name	Attached photo: 001: 912254				
BOH/Authorized Person					
Advance Clear					
Actual Date & Time of Travel	(8:00)AM (5:00)PM 2024.12.13 to 2024.12.16		Total Day	4 days	
Departure Date & Time	2024.12.13 (8:00)AM		Arrival Date & Time	2024.12.16 (5:00)PM	
				Total Amount	
Date	Description	Kyats	USD		
2024.12.13	13,14,15,16 (15000x4)	60000/-		✓	
↓	Fuel charges	70000/-		✓	
2024.12.16	Gate pass charges	2600/-		✓	
	Guesthouse charges	36500/-		-	
<b>Total Expense (Kyats/USD)</b>		<b>169100/-</b>			
<b>Cash Advance (Kyats/USD)</b>					
<b>Balance Refund/Additional (Kyats/USD)</b>					
Job Report Status					
Authorization	Name	Position	Date	Sign	
Prepared By	Ei Phue Ngone	Admin	2025.01.09	Ei Phue	
Approved By Dept Head	Ma Su Ei Hlaing	DH	10.1.25	Su	
Approved By GM/AGM/COO	Ko Mawng Mawng	GM		Mawng	
Acknowledged by related Superior for Job Report	Ko Zau Min Myat	ACOO	14.10.23	Min Myat	
HR Check & Approved	Lan Lan Mon	ADH	10/1/25	Lan Lan	
Cash Received					
Remark					