


# TRAVELLING REPORT

Date : 16.1.25

Report To		
Employee Name	Ye' Ko Ko , Zin Ko Ko	
Position	Service Department Head , Sr mechanic	
Department	Service	
Business	IS BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	6:00am -	7:00 pm
Total Days	1 Day	
Trip Information	1. From Yangon To Bago (Thantpin)	
	2. From To	
	3. From To	
Purpose For Travelling	Share with Yangon Co., Ltd. loyal customer relations & warranty machine breakdown repair	
Travel Date	Activities	Remark
16.1.2025	<ul style="list-style-type: none"> <li>- YGN to Bago</li> <li>- Bago to Thantpin with Bago ABOTI and sale team</li> <li>- Meet with customer then check the truck repair the fuel line and do the RS.</li> <li>- Suggest to do Machine Service and share the daily maintenance procedure.</li> <li>- Then back to Bago and Yangon.</li> </ul>	

Reported by

 Sign :   
 Name : Ye' Ko Ko  
 Position : DH

Checked by

 Sign :   
 Name : Chit San Ko  
 Position : AGM

Approved by

 Sign :  
 Name :  
 Position :

(DH/AGM/GM)

(COO)

02-CHL-HRM-FRM-064-00

Remark - ခိုကိုး နှင့် ခေကိုး job ၂ခု ပြီးစီးခဲ့ပါသည်။



### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Ye' Ko Ko, Tin Ko Ko		Estimated Date of Travel	16.1.25
Position Rank	DH (Service) 9th Med		Total Day	1 days
BU/BR/DIV, Dept	IS		Destination	Bago (Tharekpin)
Purpose	Shwe Wah Young Co., Ltd loyal customer relations & warranty machine breakdown repair.			
Travelling Permit				
Arrival Place	Bago (Tharekpin)			
Actual Date & Time of Travel	16.1.25			
Total Day	1 day			
HR Name	Age Aye Mon.			
HR Sign	Telegram approved.			
BOH Authorized Person Name	Kyaw Ko Ko Htet			
BOH Authorized Person	Telegram approved.			
Advance Clear				
Actual Date & Time of Travel	16.1.25		Total Day	1 day
Departure Date & Time	16.1.25 (6:00 am)		Arrival Date & Time	16.1.25 (7:00 pm)
Date	Description	Total Amount		
		Kyats	USD	
16.1.25	TA charges (2 x 15000)	30000	✓	
	Gas fuel charges (5J (6688))	70000	✓	
	Gate charges	1600	✓	
Total Expense (Kyats/USD)		101600		
Cash Advance (Kyats/USD)		-		
Balance Refund/Additional (Kyats/USD)		101600		
Job Report Status	Shwe Wah Young Co., Ltd loyal customer relations & warranty machine breakdown repair			
Authorization	Name	Position	Date	Sign
Prepared By	Hnin Wad Y Kyaw	Service admin	16.1.25	Kyaw
Approved By Dept Head	Ye' Ko Ko	DH	16.1.25	[Signature]
Approved By GM/AGM/COO	Chit San Ko	AGM	16.1.25	[Signature]
Acknowledged by related Superior for Job Report				
HR Check & Approved	Thae Nou Wai	HR	16.1.25	[Signature]
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02



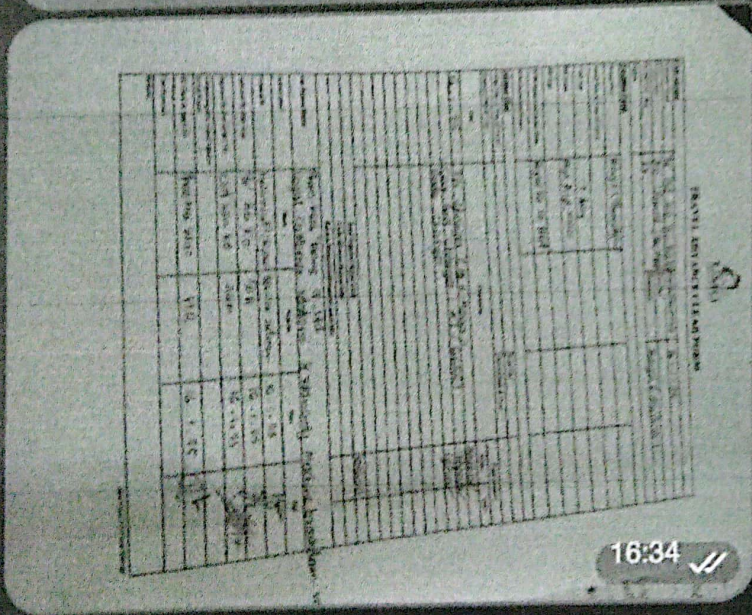
Kyaw Ko Ko Htet (BGC)

last seen at 08:35

January 18

Hiအကို မင်္ဂလာပါရှင် ညီမာS service adminပါ  
Bago(Thanutpin)jobအတွက် Service DH&  
SR mechanic Bago Brကိုရောက်ကြောင်း သိရှိ  
ကြောင်းလေး approved လိုချင်လို့ပါရှင်

16:32 ✓✓



16:34 ✓✓

သိရှိကြောင်းပါဗျ။ 16:44

ကျေးဇူးပါရှင် 17:32 ✓✓

GIF Message





Bago HR

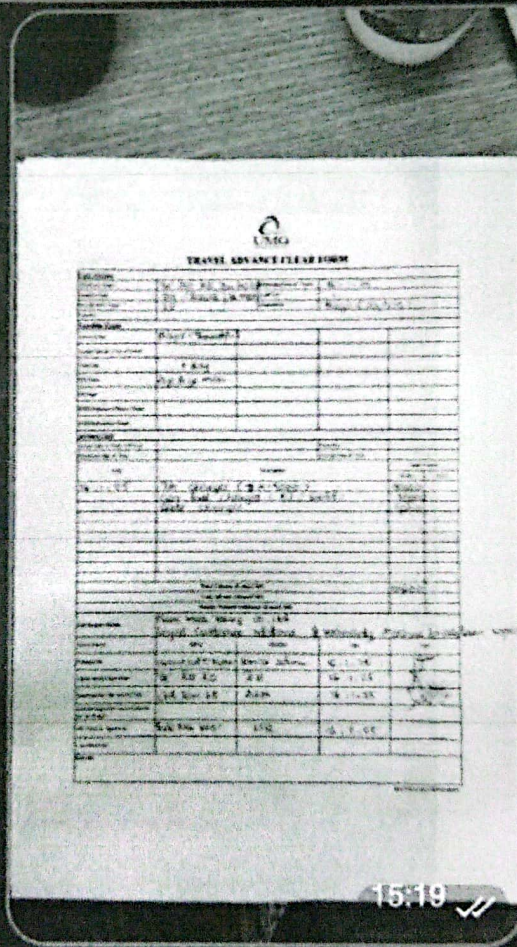
last seen at 15:22



January 18

Hi မေ ညီမ၊ IS service admin ပါ  
 Bago (Thanutpin) job အတွက် Service DH &  
 SR mechanic Bago Branch ကို ရောက်ကြောင်း သိရှိ  
 ကြောင်းလေး approved လိုချင်လို့ပါရှင်  
 edited 15:17

သိရှိကြောင်းလေး လိုချင်လို့ပါရှင် 15:18



Approved ပါညီမလေး



15:20

Message



MAX ENERGY

Please Scan QR Code (Or) Type

8836 5383 1535 8836

ES Code : Max Energy (Mingaladon-1)

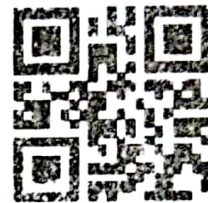
Voucher : H 56 20250116-0358

Date : 16/01/2025 7:56:49 AM

Car No : 51/6688 ✓

Pump : Pump 3

ES Ph : "09891755046"



Fuel Type	Price x Liter		Amount
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Premium Diesel	3340 x 20.9580	MMK	70,000
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<b>Total (Inclusive Tax)</b>		MMK	70,000 ✓
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*[Handwritten signature]*

Thank You. Please come again.  
Have a safe journey.

*[Handwritten signature]*

Total Fare : Ks 800.00 ✓

Date Time : 16-01-2025 08:14:26

Toll Collector ID : tc200

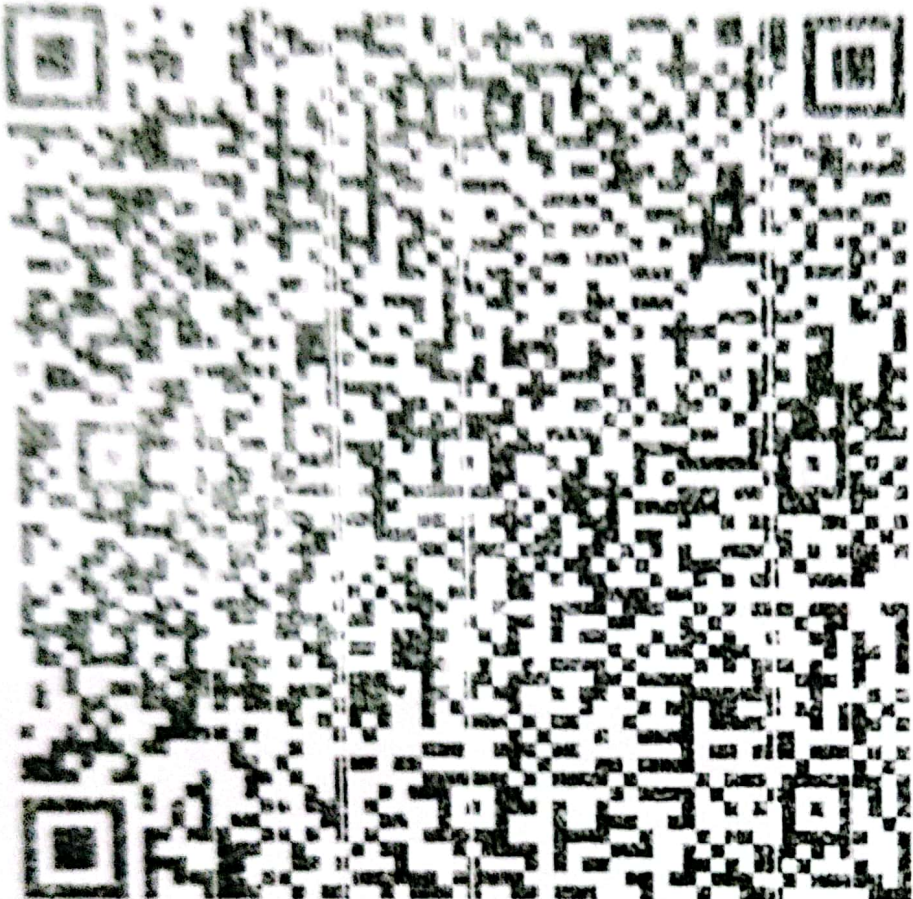
THIS SERVES AS AN OFFICIAL RECEIPT

NO. 122, BRUDA, 10012025



4  
5  
6  
7  
8  
9

Max Highway Co., Ltd  
HK\_PL2.HK03E.16012025



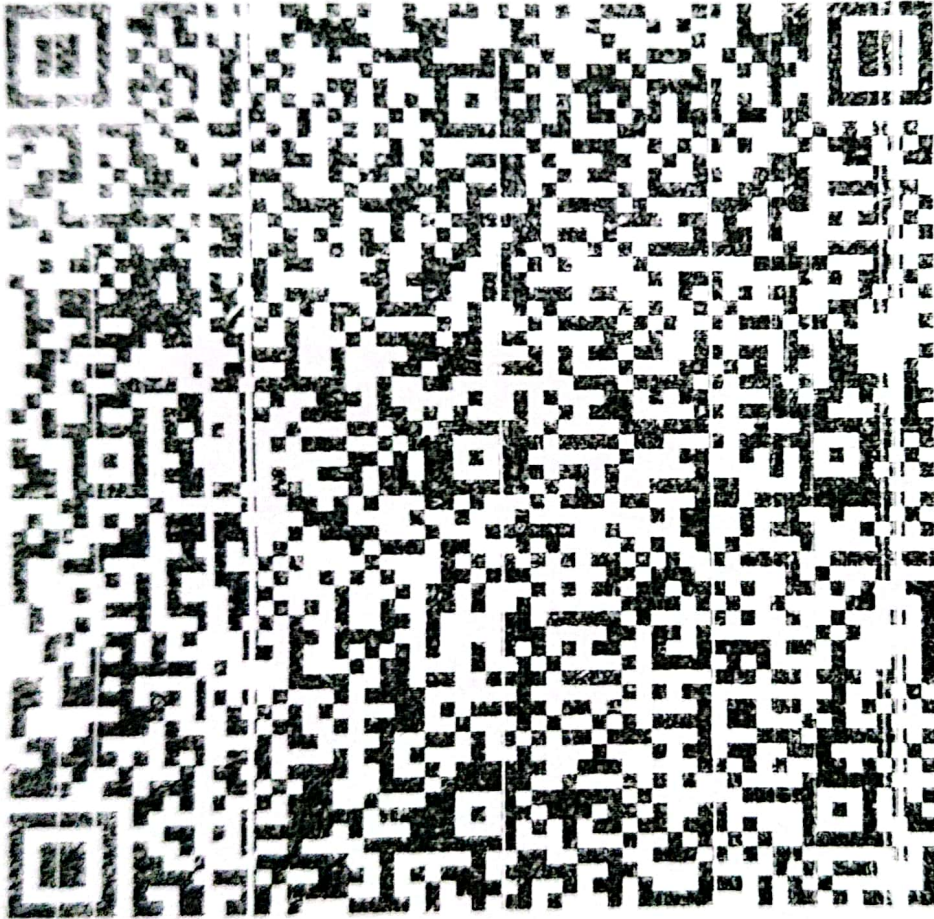
Receipt Number : 3502759  
Plaza Name : Htaukkyant  
Vehicle Number : 5J6688  
Vehicle Class : 3  
Toll Fare : Ks 800.00  
Total Fare : Ks 800.00  
Date Time : 16-01-2025 08:14:26  
Toll Collector ID : tc200

*[Handwritten signature]*

*[Handwritten mark]*

THIS SERVES AS AN OFFICIAL RECEIPT

Max Highway Co., Ltd  
HK\_PLZ.HK06X.16012025



Receipt Number : 2546008  
Plaza Name : Htaukkyant  
Vehicle Number : 5J6688  
Vehicle Class : 3  
Toll Fare : Ks 800.00  
Total Fare : Ks 800.00  
Date Time : 16-01-2025 18:45:47  
Toll Collector ID : tc217

THIS SERVES AS AN OFFICIAL RECEIPT

A blue handwritten signature is located on the left side of the receipt, overlapping the toll collector ID and total fare information.



Ko Aye Min Htoon

January 15

Ye` Ko Ko  
Dear VCM I would like to request urgent budget t...  
Please proceed advance MMK 800,000.



4:14 PM

Please keep new machine's tools/manual/  
filters in UMG Warehouse.



4:15 PM

Noted & Thanks 4:15 PM

Dear VCM

I would like to request fuel charges for ISUZU  
Extra Cap (5J/6688) to go Shwe Wah Yaung  
Co.,Ltd @ Bago (Thanutpin).

Purpose - Loyal Customer Relationship &  
Warranty Machine breakdown repair

Amount - 70,000 MMK

Regards,  
Ye Ko Ko

4:57 PM

Ye` Ko Ko  
Dear VCM I would like to request fuel charges fo...  
Please proceed advance MMK 70,000 for fuel  
charges to go to customer Shwe Wah Yaung.



5:07 PM

Thanks 5:07 PM

Message

16.1.25 မ  
Urgent Trip  
အထူးအရေးကြီးသည်။  
Urgent Budget  
70,000 mmk ပြုစုထုတ်  
ကုန်ရန် Amount  
အရမ်းတောင့်တောင့်  
Claim ပြုစုပေးရန်  
လိုအပ်သည်။  
17.1.25 (တောင့်တောင့်)  
ထွက်ခွာရန်  
18.1.25 (ခဏ)  
Audit Closing  
Meeting  
Cash ကပ်ငွေ လိုအပ်  
ပြန်တောင့်တောင့် Cash  
ပိတ်...  
Cash ပြန်ရန်

