



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Aung Thu Win / Zin Ko Htet	Estimated Date of Travel	31.3.25 to 2.4.25	
Position Rank	AGM, ADH	Total Day	2	
BU/BR/DIV, Dept	CEP	Destination	NLPI SKN trip	
Purpose	To meet customer for machine breakdown & 2x210 deal			
Travelling Permit				
Arrival Place	NLPI SKN			
Actual Date & Time of Travel	31.3.25 to 2.4.25			
Total Day	2			
HR Name	Aye Aye Mon			
HR Sign				
BOH Authorized Person Name	Keaw Ko ² Htet			
BOH Authorized Person				
Advance Clear				
Actual Date & Time of Travel		Total Day	2	
Departure Date & Time	31.3.25 (5:30 PM)	Arrival Date & Time	2.4.25 (5:00 PM)	
Date	Description	Total Amount		
		Kyats	USD	
1.4.25	Hotel charges	35,000		
1 to 2.4.25	TA allowance (2 x 2 x 15,000)	60,000		
31.3.25	Fuel charges	210,000		
31 to 2.4.25	Gate pass charges	5,800		
Total Expense (Kyats/USD)		310,800		
Cash Advance (Kyats/USD)		500,000		
Balance Refund/Additional (Kyats/USD)		189,200		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Tin Lin Cho	ADH	3.4.25	
Approved By Dept Head	Tin Lin Cho	ADH	3.4.25	
Approved By GM/AGM/COO	Aung Thu Win	AGM		
Acknowledged by related Superior for Job Report	Aye Min Htoon	VCM		
HR Check & Approved	Moe Thazin	HR	28.4.2026	
Cash Received				
Remark				



TRIP CAR USED FORM

BU/BR/DIV : OE-2
Driver Name : Zin Ko Ko Htet
Car User Name : Aung Thu Win
Trip Title : Hitachi ZX210 LCH Final Drive Problem
Trip Location : Shwe Kyin.
Car No. : 18/9164
Car Type : BAIC
Estimate Date : 3 days.
Participant : Zin Ko Ko Htet

Date	Start Kilo	End Kilo
31-3-2025	51,043	51,260
1-4-2025	51,260	51,271
2-4-2025	51,271	514,62

Request By

Requester

Handwritten signature

Checked By

Related GM/AGM

Acknowledge By

GAV Head

Approved By

CAM GM/AGM/COO

Print Date : 22-Apr-2025

Monthly Fuel Claim

Vehicle Number	Holding Business	Request Date	For Month	Contract Name	Approved amount	Actual Issue Gallon	Actual Charges Amount	Actual Approved Status	Monthly Usage Kilo	Remark
1S/9164	Construction Equipment 2	2025-04-03	March	Aung Thu Win	250,000	15	210,000	Close	463,364	To support customer U Kyaw Lin Aung machine breakdown and to deal ZX210 customer U Aung Kyi Phoe



Prepared by
adon

Tin Lo Cho



Acknowledge by
DH

Tin Lin Cho



Checked by
HR

Moe Thazin

Approved by
GM

Aung Thu Win

Print Date : 23-Apr-2025

Monthly Kilo Record


Vehicle No	Holding Business	Out Date	Time Out	In Date	Time In	Start Kilo	End Kilo	Different Kilo	Purpose	Way	Driver Name	Remark
1S/9164	Construction Equipment 2	2025-03-31	07:22	2025-03-31	22:13	51,043	51,260	217	Customer Visit Trip for 210 final drive problem	Tabinshwehtee/CE-2/HO/CE-2/Shwe Kyin	Moe Thazin	
1S/9164	Construction Equipment 2	2025-04-01	08:00	2025-04-01	17:00	51,260	51,271	11	Customer Appointment	Shwe Kyin office to customer site	Moe Thazin	
1S/9164	Construction Equipment 2	2025-04-02	06:48	2025-04-02	17:30	51,271	514,624	463353	Come back from Shwe Kyin	Shwe Kyin/CE-2/Tabinshwehtee	Moe Thazin	BTH
1S/9164	Construction Equipment 2	2025-04-02	06:48	2025-04-02	17:30	51,271	51,462	191	Come back from Shwe Kyin	Shwe Kyin/CE-2/Tabinshwehtee	Moe Thazin	BTH

TRAVELLING REPORT

Date : 31.3.25.....

Report To	Ko Zaw Min Myat	
Employee Name	Aung Thu Win / Zin Ko Ko Htet	
Position	AGM	
Department	Management	
Business	CE 2 / CES	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	31.3.2025 (5:30PM)	2.4.25 (5:00AM)
Total Days	3	
Trip Information	1. From Ygn To NLP / SKN	
	2. From SKN / NLP To Ygn	
	3. From To	
Purpose For Travelling	* To support Customer U Kyaw Lin Ag machine breakdown - To meet customer U Aung Kyi Phoe for Zin Ko Ko Htet	
Travel Date	Activities	Remark
31.3.25	- Go to NLP Br.	
1.4.25	- Go to SKN and meet with NLP SRV team and customer U Kyaw Lin Aung and support final drive parts for customer substitution as his machine is breakdown since 2 days ago after delivery.	
1.4.25	- Meet with customer U Aung Kyi Phoe for Zin Ko Ko Htet hot prospect and then negotiate and dealing.	
2.4.25	- Go back to Ygn	

Reported by

 Sign : 
 Name : Aung Thu Win
 Position : AGM

Checked by

 Sign : 
 Name : Aung Thu Win
 Position : AGM

(DH/AGM/GM)

Approved by

 Sign :
 Name :
 Position :

(COO)

ခရီးစဉ်: တံတား (မဝေါက်-ရွှေကျင်)
တံတားအသုံးပြုခရီးစဉ်

နေ့စွဲ 1 4 2022

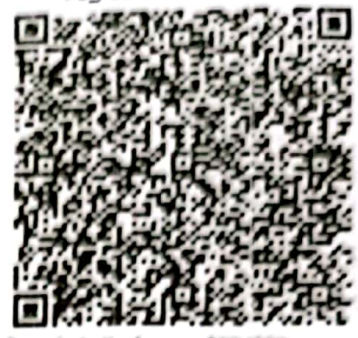
ယာဉ်အမျိုးအစား _____

ယာဉ်အမှတ် 15 ၇၆၅

တံတားဝင်ကြေး (ခ) - 300 ကျပ်
 တံတားဝင်အကြေး (ခ) (ခ) - ကျပ်
 စုစုပေါင်းသင့်ငွေ = 300 / ကျပ်

ပြေစာအမှတ် - 028403
 လက်မှတ်

Max Highway Co., Ltd
 BG P.Z. 8962X.31032025



Receipt Number : 2324520
 Plaza Name : Bago
 Vehicle Number : 159164
 Vehicle Class : 3
 Toll Fare : Ks 0.00
 Total Fare : Ks 0.00
 Cash Tended : Ks 200.00
 Cash Changed : Ks 0.00
 Date Time : 31-03-2025 19:19:21
 Toll Collector ID : tc238
 THIS SERVES AS AN OFFICIAL RECEIPT

Max Highway Co., Ltd
 BG P.Z. 8962X.31032025

Township/City Entrance Fees
 TEF/CEF Paid Time : 31-03-2025 19:19:21
 TEF/CEF (Bago) : Ks 200.00
 Total TEF/CEF : Ks 200.00
 RECEIPT VALID 24hrs AFTER PURCHASE

ခရီးစဉ်: တံတား (မဝေါက်-ရွှေကျင်)
တံတားအသုံးပြုခရီးစဉ်

နေ့စွဲ 1 4 2022

ယာဉ်အမျိုးအစား _____

ယာဉ်အမှတ် 15 ၇၆၅

တံတားဝင်ကြေး (ခ) - 300 ကျပ်
 တံတားဝင်အကြေး (ခ) (ခ) - ကျပ်
 စုစုပေါင်းသင့်ငွေ = 300 / ကျပ်

ပြေစာအမှတ် - 028408
 လက်မှတ်

HLEGU Tollgate
CITY TAX
Gate-5

Gate ID : 5
 Section : 6994
 Voucher : 00610829
 Entry Date : 31-03-2025 18:35:39
 License Number : 159164
 Class : 2
 TOLL FEE : 200
 WEIGHT (Kg) : 0
 OVER WEIGHT(Kg): 0
 TOLL FEE (OV) : 0
 TOTAL : 200
 PAYMENT : CASH
 Thank You!

ရွှေသံလွင်ဟိုင်းဝေးကုမ္ပဏီလီမိတက်
 မဲဇူး-ညောင်ဓားပင်လမ်းပိုင်း ၁၁/၀ မှ ၅၈/၀ ထိ
 (၄၈ မိုင် ရွာသစ် တိုက်ရိုက်)
 လမ်းတံတားအသုံးပြုခရီးစဉ်ပြေစာ
 YT.L3UP.01042025

Receipt No : 13.09904300
 Date : 01/04/2025
 Time : 06:14:49 AM
 Toll Collector ID : 032

Car No : 15-9164
 Class : Class 3
 Toll Fare : Ks 700
 ကောလိယတ်တား : Ks 100
 ချိန္တယ်တား : Ks 100
 မြောက်တံတား : Ks 100
 ဝေပုလဲတံတား : Ks 100
 Total Fare : Ks 1100



Thank You

Max Highway Co., Ltd
BG_PLZ.BG05E.02042025



Receipt Number : 1116260
Plaza Name : Bago
Vehicle Number : 1S9164
Vehicle Class : 3
Toll Fare : Ks 800.00
Total Fare : Ks 800.00
Cash Tended : Ks 1,000.00
Cash Changed : Ks 0.00
Date Time : 02-04-2025 09:46:51
Toll Collector ID : tc231
THIS SERVES AS AN OFFICIAL RECEIPT

Max Highway Co., Ltd
BG_PLZ.BG05E.02042025
Township/City Entrance Fees
TEF/CEF Paid Time : 02-04-2025 09:46:51
TEF/CEF (Bago) : Ks 200.00
Total TEF/CEF : Ks 200.00
RECEIPT VALID 24hrs AFTER PURCHASE

ရွှေသံလွင်ဟိုင်းဝေးကုမ္ပဏီလီမိတက်
ပဲခူး-ညောင်လေးပင်လမ်းပိုင်း ၈၀/၀ မှ ၉၈/၀ ထိ
(၄၈ မိုင်၊ ရွှေသစ် တိုးကိတ်)
လမ်းတံတားအသုံးပြုခကောက်ခံပြေစာ
YT.L6DN.01042025

Receipt No : 1.6.09907006
Date : 01/04/2025
Time : 04:22:58 PM
Toll Collector ID : 008

Car No : 1S-9164
Class : Class 3
Toll Fare : Ks 700
ကောလိယတံတား : Ks 100
ရုံနယ်တံတား : Ks 100
ခြောက်တံတား : Ks 100
ခရယ်မီးတံတား : Ks 100
Total Fare : Ks 1100



Thank You

Max Highway Co., Ltd
HK_PLZ.HK05X.02042025



Receipt Number : 3127747
Plaza Name : Htaukkyant
Vehicle Number : 1S9164
Vehicle Class : 3
Toll Fare : Ks 800.00
Total Fare : Ks 800.00
Date Time : 02-04-2025 11:01:33
Toll Collector ID : tc222
THIS SERVES AS AN OFFICIAL RECEIPT



Receipt Number : 3673286
Plaza Name : Htaukkyant
Vehicle Number : 1S9164
Vehicle Class : 3
Toll Fare : Ks 800.00
Total Fare : Ks 800.00
Date Time : 31-03-2025 16:20:37
Toll Collector ID : tc219
THIS SERVES AS AN OFFICIAL RECEIPT

**Excellent Apex
(MOONSUN)
PTT**

Open Daily at : 24Hours

Cashier : C5

Voucher No : C2-730

Pump No : P11

Date : 31-Mar-2025 16:33:19

စာမျက်နှာ : 1S9164

Gal	liter	Price	Amount
14.481	65.831	3190	210000
CARD DISCOUNT			
BALANCE			210000

လျှပ် - စျေးနှုန်းစာရင်း - စိတ်

INCLUDE TAX CT 5% (10000 MMK)



GENERAL EXPENSE CLAIM FORM



Company Name : Common Purpose

Department Name : MSS

No.	Date	Name	Description	Amount	Remark
1.	1.4.2025	Aung The Win	Hotel charges	35000	
Total Amount				35000	

Requested by

Approved by

Checked by

Approved by

Approved by

Sign :

Name :

Tin Lin Cho
(Requester)

Tin Lin Cho
(Department Head)

Tinzar Hlaing
(Related FNA/Corp FNA)

Aung The Win
(OM/AGM/GM)

(ACOO/COO/MD/VCM)