



No. 1947/B , Bo Gyoke Street, Yangon - Patheln High Way Road, Hlaing Thar Yar Township, Yangon, Yangon  
Tel :  
Fax:

## ADVANCE CLEARING

Voucher No. : MAC-AC2024020037

To : MI MI ZIN

Voucher Date : 2024-02-16

Advance No : MAC-ADV2024010030

Currency : MMK Rate : 0.00027855

Cashier :

Payment : Cash On Hand - MMK-MAC

Status : posted

No.	Description	Track - 1	Track - 2	Amount
1	ADV CLEAR NS DEPT BUDGET FOR FEB'24,URGENT BUDGET FOR PHK TRIP ,PIC U AUNG KO LATT (NSM),PHK TRIP ,SOLVE THE PROBLEM FOR CUSTOMER -PWINT HTOO SAN CO.,LTD ,MATADOR ENGINE OIL ERROR TOGETHER WITH KO WAI PHYO HAN(OM) Han ADV CHGS MMK-300,000/-,MAC-ADV2024010030,NS DEPT,ACTUAL AMT MMK-368,000/-,PV-68,000/-,NS DEPT.			368000.00
<b>Advance Total :</b>				300000.00
<b>Expense Total :</b>				368000.00
<b>Refund / Collect :</b>				-68000.00

**Note :** ADV CLEAR NS DEPT BUDGET FOR FEB'24,URGENT BUDGET FOR PHK TRIP ,PIC U AUNG KO LATT (NSM),PHK TRIP ,SOLVE THE PROBLEM FOR CUSTOMER -PWINT HTOO SAN CO.,LTD ,MATADOR ENGINE OIL ERROR TOGETHER WITH KO WAI PHYO HAN(OM) Han ADV CHGS MMK-300,000/-,MAC-ADV2024010030,NS DEPT,ACTUAL AMT MMK-368,000/-,PV-68,000/-,NS DEPT.

Date : 16.2.2024

Name/NRC No : Mya Kay Khaing

Signature :

Cashier :

Signature :



### CASH ADVANCE CLEAR FORM

Date : 16.2.2024

BU/BR/Division : MAC

Department : National Sale

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

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 <sup>st</sup> Time Advance				300,000/-	PHK customer complain
2	2 <sup>nd</sup> Time Advance					way - NSM - Aug Ho latt
3	3 <sup>rd</sup> Time Advance					
Total Advance					300,000/-	
Total Actual					368,000/-	
Balance Refund/Additional					68,000/-	

Request By  
S Kay  
M: M: Zin  
Requester

Checked By  
F/ Ho latt  
Aug Ho latt  
Mgr/DH

Checked By  
Thm Wyat Yee  
Finance & Account

Approved By  
Semt Semt Thu  
GM/AGM/COO

Approved By  
.....  
CMC



**TRAVEL ADVANCE CLEAR FORM**

<b>Cash Advance - 300,000 K</b>			
Employee Name	Aung Ko Latt	Estimated Date of Travel	14.1.2024 to 28.1.2024
Position Rank	NSM, 7A	Total Day	14 days
BU/BR/DIV, Dept	MAC BU, National Sale	Destination	Go to PHK branch for customer complaint
Purpose	To solve the problem for PHK customer. Point Htoo San complaint		
<b>Travelling Permit</b>			
Arrival Place	MUN branch		
Actual Date & Time of Travel	14.1.2024 (7:00 PM)		
Total Day			
HR Name	Hku Myad Aung		
HR Sign	<i>[Signature]</i>		
BOH/Authorized Person Name	Myo Min Htike		
BOH/Authorized Person	<i>[Signature]</i>		
<b>Advance Clear</b>			
Actual Date & Time of Travel	14.1.2024 (1:00 PM)	Total Day	14 days
Departure Date & Time	28.1.2024 (3:00 PM)	Arrival Date & Time	28.1.2024 (7:00 PM)
Date	Description	Total Amount	
		Kyats	USD
5.2.2024	Myittha to phakant car ticket	110,000	/
	Phakant to Myittha car ticket	100,000	/
	Taxi charges	60,000	/
	Travelling allowance for 14 days (67,000 x 14)	98,000	/
<b>Total Expense (Kyats/USD)</b>		<b>368,000</b>	
<b>Cash Advance (Kyats/USD)</b>		<b>300,000</b>	
<b>Balance Refund/Additional (Kyats/USD)</b>		<b>68,000</b>	
<b>Job Report Status</b>			
Authorization	Name	Position	Date
Prepared By	Mi mi Zin	Staff	5.2.2024
Approved By Dept Head	Sent Sent Thu	AGM	8.2.2024
Approved By GM/AGM/COO	Sent Sent Thu	AGM	8.2.2024
Acknowledged by related Superior for Job Report	Zaw Min Myet	ACOO	16.2.2024
HR Check & Approved	M.M. Thu	DH	8.2.2024
Cash Received			
Remark			

04-CFD-CAS-FRM-006-02



# ဦးစိုးဇော်

## ခရီးသည်နှင့် ကုန်စည်ပို့ဆောင်ရေး

မူကြမ်းနား - ☎ -09-400209470, 09-788256470

၂၅.၁.၂၀၂၄	ခရီးစဉ်	မာယု - မကရ.
ကျောက်ဆည်လမ်း	ထွက်ချိန်	(ခန့်) ၁၇) နာရီ
	သင့်ငွေ	၁၀၀,၀၀၀/-
	စရံငွေ	
	ကျန်ငွေ	

မတ်  
အမှတ်  
ပုံတင်

ခရီးဆောင်အိတ်တစ်ခုသာ တန်ဆာခကင်းလွတ်ခွင့်ပြုပါသည်။

တာဝန်ခံလက်မှတ် \_\_\_\_\_

# TRAVELLING REPORT

Date : 1.2.2024

Report To	AGM	
Employee Name	Aung Ko latt	
Position	NSM	
Department	National Sales	
Business	Consumable	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	14.1.24 1:00 pm	28.1.24. 7:00 pm.
Total Days		
Trip Information	1. From ..... Mandalay ..... To ..... MKL .....	
	2. From ..... MKL ..... To ..... PHK .....	
	3. From ..... To .....	
Purpose For Travelling	solve customer complaint & branch sales visit.	
Travel Date	Activities	Remark
14.1.24 -	mdy to MKL.	<u>MAC orders.</u> 887713. 15 drum ✓ Matador 68. 20 drum ✓ Matador 50 10 drum ✓ wet brake 80 can ✓ liter 3600 contract ✓ mco 11 case ✓ pemo. 12 case ✓
16.1.24.	MKL to PHK.	
17.1.24.	visit point Htoo San (complaint)	
18.1.24.	visit Htat Ichang Gyi -	
19.1.24.	visit day min gabar -	
22.1.24.	San Tau win, KIT. Co., Ltd	
23.1.24.	visit ko kyaw San 00 & ✓ U San Myint, Shwe Pin le' Hlaing.	
24.1.24.	Sade leaf; ko kyaw stang, Myanmar shue Yadanar and ✓ Shue Tite Tun. ✓	
25.1.24.	PHK to MKL.	
26.1.24.	Top speed, Eagle -	
27.1.24.	Tau win Ov ✓	
28.1.24.	MKL to Mdy. ✓	

Reported by  
 Sign :   
 Name : Aung Ko latt  
 Position : NSM.

Checked by  
 Sign :   
 Name : Sent Sent Thu  
 Position : AGM

Approved by  
 Sign :   
 Name : Zaw Min Myat  
 Position : ACOO

(DH/AGM/GM)


(COO)

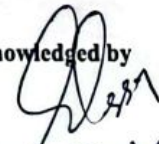


## TAXI CHARGES FORM


BU/BR/DIV Name : <b>MAC BU</b>					Department Name : <b>National Sales</b>			
No.	Date	Name	Description	Departure Time	Routes		Cost	Remark
					From	To		
1.	14.1.2024	Aung Ko Latt	go to pharvant branch for customer complaint	1:00 pm	Home (CATS)	Taxi to Airport	30,000/-	- CATS (Chen Age Thar San) - Taxi to Chin. Brawa
2.	28.1.2024	Aung Ko Latt	" "	5:30 pm	Taxi to Air port	Home	30,000/-	" "
<b>Total Taxi Charges</b>							<b>60,000/-</b>	

**Requested by**  
 Sign :   
 Name : **Mi mi Zin**  
 Dept. : **NS Dept.**  
**(Requestor)**

**Acknowledged by**  
 Sign :   
 Name : **Mr Thu**  
 Dept. : **Administration**  
**(HR/Admin)**

**Acknowledged by**  
 Sign :   
 Name : **Sent Sent Thu**  
 Dept. : **Management**  
**(DH)**

**Approved by**  
 Sign :   
 Name : **Sent Sent Thu**  
 Dept. : **Management**  
**(ABOH/BOH/AGM/GM)**

**Acknowledged by**  
 Sign :   
 Name : **Hyan Hyan Win**  
 Dept. : **Management**  
**(HO-GA)**