



CASH ADVANCE CLEAR FORM

Date: 1.3.24
28.2.2024

BU/BR/Division: Reman

Department: 38M

Advance Issue: 300000/- Kyats/ - USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance	26.7.2024	2024/1/175		300000/-	Travelling Charges
2	2 nd Time Advance					For Moeoke & MLP
3	3 rd Time Advance					BR PIC C Hsu Naing
Total Advance					300000/-	Aung)
Total Actual					367000/-	
Balance Refund/Additional					67000/-	

Request By

Checked By

Checked By

Approved By

Approved By

for

Requester

Mgr/DH

Finance & Account

GM/AGM/COO

CMC



TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Hsei Naing Aung	Estimated Date of Travel	30.1.24 8:00AM to 20.2.24 12:00PM
Position Rank	Sale man	Total Day	
BU/BR/DIV, Dept	Reman, S&M	Destination	
Purpose	BR visit for Used unit sale		

Travelling Permit			
Arrival Place	MGR, NLP BR		
Actual Date & Time of Travel			
Total Day			
HR Name			
HR Sign			
BOH/Authorized Person Name			
BOH/Authorized Person			

Advance Clear			
Actual Date & Time of Travel		Total Day	
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
30.1.24	Reman to Saw Bazar Gye Kone (Taxi)	7000	✓
30.1.24	Saw Bazar Gye Kone to BGO car charges	4000	✓
10.2.24	BGO to SBGK car charges	4000	✓
10.2.24	SBGK to Reman (Taxi)	7000	✓
10.2.24	Reman to AMGL (Taxi)	18000	✓
10.2.24	YGN to MGK (Express charges)	50,000	✓
19.2.24	MGK to YGN (Express charges)	50,000	✓
20.2.24	AMGL to Reman (Taxi)	18,000	✓
(1.2~20.2.24)	TA charges (19.5 days x 70000)	1,365,000	✓
(30~31.1.24)	TA charges (2 x 7000)	14,000	✓
Total Expense (Kyats/USD)		36,7000	✓
Cash Advance (Kyats/USD)		300,000	
Balance Refund/Additional (Kyats/USD)		67,000	

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Khin Myat Moh	SH		
Approved By Dept Head	Wut Yee See	OM		Moh
Approved By GM/AGM/COO	Ko Mg Mg	GM		
Acknowledged by related Superior for Job Report				
HR Check & Approved	Zay Yar Liong	ADH		
Cash Received				
Remark				



009700

HIGH CLASS

EXPRESS

ရန်ကုန် ⇨ အင်းစိန် ⇨ မိုးညှင်း ⇨ ဟိုဝင်း ⇨ မိုးကောင်း ⇨ နပွတ် ⇨ ဖြစ်ကြီးနား (တိုက်ရိုက်)

ရန်ကုန် ⇨ ငှောင်ကြီး ⇨ လျှင်လင် ⇨ နဂုံစန် ⇨ ဒိုလပ် ⇨ ကျိုင်းတုံ ⇨ ဟာချီလိတ် (တိုက်ရိုက်)

ရန်ကုန် ⇨ ထီးလင်း ⇨ ငကျာ ⇨ ဝန်ငေါ ⇨ ကလေး ⇨ တပူ (တိုက်ရိုက်) ရန်ကုန် ⇨ ပခုက္ကူ ⇨ ဟားခါး (တိုက်ရိုက်)

ရန်ကုန် ⇨ ပန္နဲလေး ⇨ ငါးဆိုး ⇨ ငရွှေ ⇨ စန်းငယ် (တိုက်ရိုက်) ရန်ကုန် ⇨ စရပ်တွင်း ⇨ မိုးတုတ် (တိုက်ရိုက်)

အမည် Name	စွဲစွဲ	သွားမည့်နေ့ Dep. Date	19.2.24	သွားမည့်မြို့ Destination	ကျိုင်းတုံ
ရုံနံပါတ် Seat No.	7A	ယာဉ်ထွက်ချိန် Dep. Time	12:00 PM	ခရီးစရိတ် Fare	50550 ✓

KBZMS အထူးစရိတ်ပေးအပ်မည်ဖြစ်ပြီး
General Insurance

❖ ယာဉ်ထွက်ချိန်ထက် မိနစ် ၆၀ မတော်၍ အရောက်လာပါရန် ❖

412123

009650



HIGH CLASS

EXPRESS

ရန်ကင်း ⇒ ကရင်ပြည် ⇒ နေပြည်တော် ⇒ နေပြည်တော် ⇒ ပုသိမ် ⇒ ပုသိမ် ⇒ ပြင်ဦးလွင် (တိုက်ရိုက်)

ရန်ကင်း ⇒ ငမာကြီး ⇒ ရွှေဘို ⇒ ရွှေဘို ⇒ ရွှေဘို ⇒ ကျိုင်းတုံ ⇒ တာချီလိတ် (တိုက်ရိုက်)

ရန်ကင်း ⇒ ထီးလင်း ⇒ ကျောက်တန်း ⇒ ဝန်းဇော် ⇒ ကလေး ⇒ တပွဲ (တိုက်ရိုက်) ရန်ကင်း ⇒ ပခုက္ကူ ⇒ ဟားခါး (တိုက်ရိုက်)

ရန်ကင်း ⇒ ဝဋ္ဋလေး ⇒ ဝဋ္ဋလေး ⇒ ဝဋ္ဋလေး ⇒ ဝဋ္ဋလေး (တိုက်ရိုက်) ရန်ကင်း ⇒ ဝေလွင် ⇒ ဝေလွင် (တိုက်ရိုက်)

အမည် Name	Ke Hsu	ထွက်ခွာရက် Dep. Date	10. 2. 24	သွားမည့်မြို့ Destination	မိုးကုတ်
ခုံနံပါတ် Seat No.	3C	ယာဉ်ထွက်ချိန် Dep. Time	7:00 PM	သင့်ငွေ Fare	58800 ✓

KBZMS General Insurance အထူးခရီးသွားအာမခံပါရှိပြီး ❖ ယာဉ်ထွက်ချိန်ထက် မိနစ် ၆၀ စော၍ အရောက်လာပါရန် ❖

GENERAL EXPENSE CLAIM FORM



BU/BR/DIV Name : **Reman**
 Department Name : **Sale & Marketing**

No.	Date	PIC Name	Description	Category (Customer (Or) Operation)	Cost (MMK)	Remark
1.	30. Jan. 24	Hsu Naing Aung	Car charges	Branch visit	4,000MMK	SBG to Bago.
2.	10. Feb. 24	Hsu Naing Aung	Car Charges	Branch visit	4000MMK	Bago to SBG.
Total General Expense					8,000MMK	

28/2/24

Requested by	Approved by	Checked by	Approved by
Sign :	Sign :	Sign :	Sign :
Name : Cho Cho Khaing	Name : Wut Yee See	Name : Tar Mr Shine Aung	Name :
(Requester)	(Department Head)	(Finance & Account)	(OM/AGM/GM)

No	Date	Description	Qty	Amount	Currency	Remark
1	30-Jan-24	Car Chagres	1	4,000	MMK	Sawbwar Gyikone to Bago. ✓
2	10-Feb-24	Car Chagres	1	4,000	MMK	Bago to Sawbwar Gyikone. ✓
Totaal Amount				8,000	MMK	

OK
27/2/24

TAXI CHARGES FORM

U/BR/DIV Name : Reman

Department Name : Sale & Marketing

No.	Date	Name	Description	Departure Time	Routes		Cost	Remark
					From	To		
1	30.1.24	Hsu Naing Aung	REM to SBGK (BG ₀ visit)	8:00 AM	REM	SBGK	7000 ✓	
2	10.2.24	Hsu Naing Aung	SBGK to REM (BG ₀ visit)	12:00 PM	SBGK	REM	7000 ✓	
3	10.2.24	Hsu Naing Aung	REM to AMGL (M ₀ visit)	4:00 PM	REM	AMGL	18,000 ✓	
4	20.2.24	Hsu Naing Aung	AMGL to REM (M ₀ visit)	12:30 PM	AMGL	REM	18,000 ✓	
Total Taxi Charges							7 50,000/-	

Requested by
 Sign : [Signature]
 Name : Khin Myat Mah
 Dept. : S&M
 (Requestor)

Acknowledged by
 Sign : [Signature]
 Name : Khin Swe Win
 Dept. : [Blank]
 (Finance & Account)

Approved by
 Sign : [Signature]
 Name : Wet Lee See (CM)
 Dept. : S & M
 (DH/ABOH/BOH/AGM/GM)

Acknowledged by
 Sign : [Signature]
 Name : [Blank]
 Dept. : [Blank]
 (HO-GA)



TRAVELLING REPORT

Date : 20.2.24

Report To	Ma Wad Yee Soe	
Employee Name	Hsa Hmyng Aung	
Position	Unit Sales Support	
Department	Sales & Marketing	
Business	Reman BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	(10.2.24) 4:00 PM	(20.2.24) 12:00 PM
Total Days	10 days	
Trip Information	1. From YAN To MAK	
	2. From MBK To YAN	
	3. From To	
Purpose For Travelling	Branch Support (Kragok Branch)	
Travel Date	Activities	Remark
10.2.24	YAN to MAK	
13.2.24	Ministry of Jem appointment with officer	
14.2.24	Kyauk Klor Marketing	
15.2.24	Pyaung Pyin Marketing (Yadana & Shw Jobsite)	
16.2.24	U Htein Lin Customer Appointment to Kyaw Ma Oo Customer Appointment	
19.2.24	MAK to YAN	

Reported by
 Sign :
 Name : Hsa Hmyng Aung
 Position : Sales & Marketing

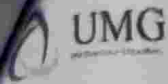
Checked by
 Sign :
 Name : Wad Yee Soe
 Position : OM

Approved by
 Sign :
 Name :
 Position :

(DH/AGM/GM)

(COO)

Remark: This visit is previous management decision. 02-CHL-HRM-FRM-064-00
 Next Time: Need to attache visit detail report for prospected customer.



TRAVELLING REPORT

Date : ... 26.2.24

Report To	Ma Wat Yee Soe	
Employee Name	Hou Nanyang Aung	
Position	Sales & Marketing	
Department	Unit Sales	
Business	Reman BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	(30.1.24) 8:00 AM	(10.2.24) 12:00 PM
Total Days	11.5 days	
Trip Information	1. From YAXI To BHO	
	2. From BHO To YAXI	
	3. From To	
Purpose For Travelling	Branch Support (Bago Branch)	
Travel Date	Activities	Remark
30.1.24	YAXI to BHO	
31.1.24	BHO Down Town Customer Appointment	
1.2.24	GO TO SKX customer Appointment	
2.2.24	SKX Customer Appointment	
3.2.24	SKN to XLP to BHO	
5.2.24	Intawigaw Tawng Law Lone Customer Appointment	
6.2.24	Hlega Industrial Zone Marketing	
7.2.24	Moatpahn Marketing	
8.2.24	Therapin marketing	
9.2.24	BHO Industrial Zone (Kye ma Tun) Appointment	
10.2.24	BHO to YAXI	

Reported by
 Sign :
 Name : Hou Nanyang Aung
 Position : Sales & Marketing

Checked by
 Sign :
 Name : Ma Wat Yee Soe
 Position : CM

Approved by
 Sign :
 Name :
 Position :

(DH/AGM/GM)

(COO)

Remark: This visit is previous management decision.

Next Time: Need to attach visit detail report for prospect customer.

2:18

VPN Wi-Fi 4G LTE 32

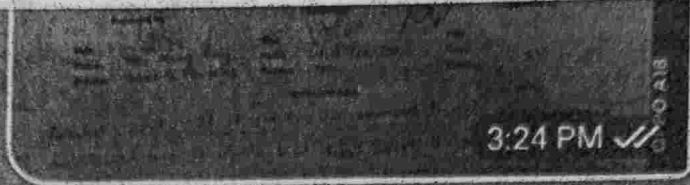


+95 9977835641

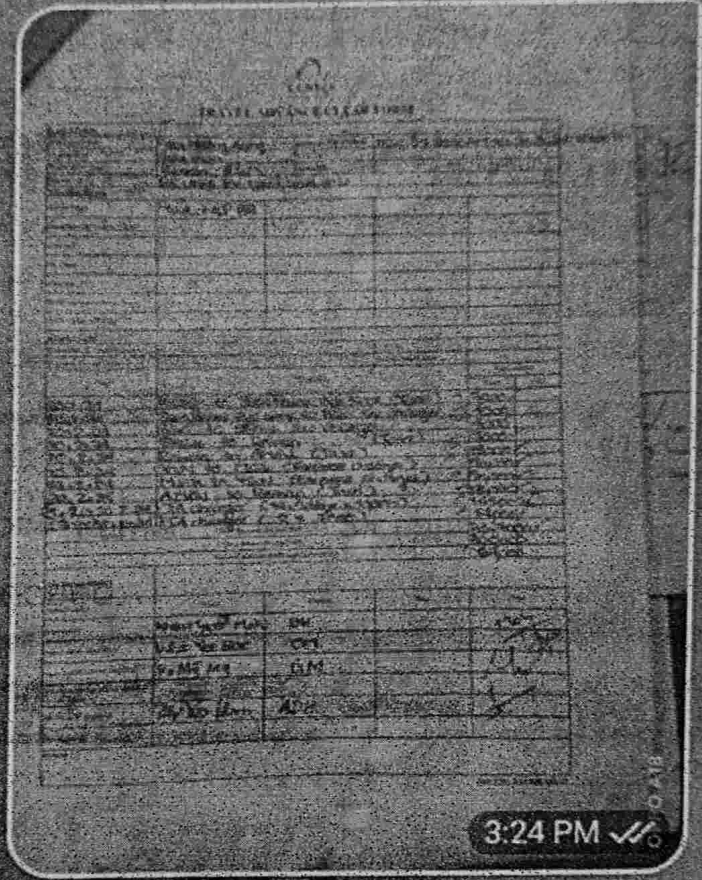
last seen at 12:47 PM



ADD AYE TO CONTACTS



3:24 PM ✓



3:24 PM ✓

February 29

Cho Cho
Dear Sir, သမီး Reman BU ကပါ Sir approve...

Please proceed.

10:54 AM

ကျေးဇူးပါနော်ဆရာ 🙏🙏🙏 10:55 AM ✓



Message

