



CASH ADVANCE CLEAR FORM

Date : 2024.08.23

BU/BR/Division : ATT B11

Department : Sale Support

Advance Issue : 100000 Kyats/ USD

| No                        | Issue Time                   | Date    | Payment Voucher No | Amount |        | Descriptions       |
|---------------------------|------------------------------|---------|--------------------|--------|--------|--------------------|
|                           |                              |         |                    | USD    | Kyats  |                    |
| 1                         | 1 <sup>st</sup> Time Advance | ATT-ADU | 2024080034         |        | 100000 | Travelling charges |
| 2                         | 2 <sup>nd</sup> Time Advance |         |                    |        |        | For PIC to Myo     |
| 3                         | 3 <sup>rd</sup> Time Advance |         |                    |        |        | In House.          |
| Total Advance             |                              |         |                    |        | 100000 |                    |
| Total Actual              |                              |         |                    |        | 99000  |                    |
| Balance Refund/Additional |                              |         |                    |        | 10000  |                    |

Request By

*Egpr*

Checked By

Checked By

Approved By

Approved By

Requester

Ei Pwee Ngone

Mgr/DH

Finance & Account

GM/AGM/COO

CMC



# TRAVELLING REPORT

Date : ...19.8.2024...

|                        |   |                       |
|------------------------|---|-----------------------|
| Report To              | Ko Mg Mg                                  |                       |
| Employee Name          | Myo Zn Htwe                               |                       |
| Position               | Saleman                                   |                       |
| Department             | Sale                                      |                       |
| Business               | MT & T                                    |                       |
| Departure & Arrival    | Departure Date And Time                   | Arrival Date And Time |
|                        | 9.8.2024 8:00 AM                          | 16.8.2024             |
| Total Days             | 7-day                                     |                       |
| Trip Information       | 1. From ...Nay Pyi Taw... To ...Yangon... |                       |
|                        | 2. From ...Yangon... To ...Nay Pyi Taw... |                       |
|                        | 3. From ..... To .....                    |                       |
| Purpose For Travelling | Sale and Marketing                        |                       |
| Travel Date            | Activities                                | Remark                |
| 9.8.2024               | YGV Training and Meeting                  |                       |
| 10.8.2024              | YGV Training and Meeting                  |                       |
| 12.8.2024              | Deikkhina Hiri .Tip sale visit            |                       |
| 13.8.2024              | NPT office prospects .follow up           |                       |
| 14.8.2024              | Oakkarahiri .Tip sale visit               |                       |
| 15.8.2024              | NPT office prospects .follow up           |                       |
| 16.8.2024              | NPT office prospects .follow up           |                       |

Reported by

Checked by

Approved by

Sign :

Name : Myo Zn Htwe

Position : Saleman

Sign :

Name : Ko Maung Maung

Position : GM

Sign :

Name : Ko Zaw Min Myat

Position : ACOO

(DH/AGM/GM)

(COO)

Hi-5 report of ၁၆၀၀၀:၁၃၃၅

Check by

05-CHL-HRM-FRM-064-01

Ei Phue Ngone

Sign :

Name : Ko Than Zaw Lin

Position : OM



### TRAVEL ADVANCE CLEAR FORM

|   |                                   |                          |                                    |                            |  |
|---|-----------------------------------|--------------------------|------------------------------------|----------------------------|--|
| Cash Advance <b>ATI-ADV 2024080034</b>          |                                   | (8:00)AM                 |                                    | (5:00)PM                   |  |
| Employee Name                                   | <b>Ko Myo Zin Khwe</b>            | Estimated Date of Travel | <b>2024.08.09 to 2024.08.16</b>    |                            |  |
| Position Rank                                   | <b>Sale man</b>                   | Total Day                | <b>8 days working day is 7days</b> |                            |  |
| BU/HR DIV, Dept                                 | <b>ATI BU</b>                     | Destination              | <b>YAN, NPT</b>                    |                            |  |
| Purpose   | <b>Sale &amp; Marketing</b>       |                          |                                    |                            |  |
| <b>Travelling Permit</b>                        |                                   |                          |                                    |                            |  |
| Arrival Place                                   | <b>YAN</b>                        | <b>NPT</b>               |                                    |                            |  |
| Actual Date & Time of Travel                    | <b>2024.08.09 (8:00)AM</b>        |                          | <b>2024.08.16 (5:00)PM</b>         |                            |  |
| Total Day                                       | <b>8 day working day is 7days</b> |                          |                                    |                            |  |
| HR Name   | <b>Pye Pye Thy Hlay</b>           | <b>Zin Mar Win</b>       | <b>(9.08.24 to 10.08.24)</b>       |                            |  |
| HR Sign   | <i>[Signature]</i>                |                          |                                    |                            |  |
| BOH Authorized Person Name                      | <b>Pye Pye Thy Hlay</b>           |                          |                                    |                            |  |
| BOH Authorized Person                           | <i>[Signature]</i>                |                          |                                    |                            |  |
| <b>Advance Clear</b>                            |                                   | (8:00)AM                 |                                    | (5:00)PM                   |  |
| Actual Date & Time of Travel                    | <b>2024.08.09 to 2024.08.16</b>   |                          | Total Day                          | <b>7days</b>               |  |
| Departure Date & Time                           | <b>2024.08.09 (8:00)AM</b>        |                          | Arrival Date & Time                | <b>2024.08.16 (5:00)PM</b> |  |
| Date  | Description                       | Total Amount             |                                    |                            |  |
|   |                                   | Kyats                    | USD                                |                            |  |
| <b>2024.08.09</b>                               | <b>9, 10, (2x15000)</b>           | <b>30000/-</b>           |                                    |                            |  |
| <b>↓</b>  | <b>Fuel charges</b>               | <b>17000/-</b>           |                                    |                            |  |
| <b>2024.08.16</b>                               | <b>Express charges</b>            | <b>20000/-</b>           |                                    |                            |  |
|   | <b>Taxi charges</b>               | <b>23000/-</b>           |                                    |                            |  |
| <b>Total Expense (Kyats/USD)</b>                |                                   | <b>90000/-</b>           |                                    |                            |  |
| <b>Cash Advance (Kyats/USD)</b>                 |                                   | <b>100000/-</b>          |                                    |                            |  |
| <b>Balance Refund/Additional (Kyats/USD)</b>    |                                   | <b>10000/-</b>           |                                    |                            |  |
| <b>Job Report Status</b>                        |                                   |                          |                                    |                            |  |
| Authorization                                   | Name                              | Position                 | Date                               | Sign                       |  |
| Prepared By                                     | <b>Ei Phue Ngone</b>              | <b>Admin</b>             | <b>2024.08.24</b>                  | <i>[Signature]</i>         |  |
| Approved By Dept Head                           | <b>Su Ei Khling</b>               | <b>DH</b>                |                                    |                            |  |
| Approved By GM/AGM/COO                          | <b>Ko Maung Maung</b>             | <b>.GM</b>               |                                    |                            |  |
| Acknowledged by related Superior for Job Report | <b>Ko Zaw Min Meehl</b>           | <b>ACOO</b>              |                                    |                            |  |
| HR Check & Approved                             | <b>Zin Mar Win</b>                | <b>HR</b>                |                                    |                            |  |
| Cash Received                                   |                                   |                          |                                    |                            |  |
| Remark  |                                   |                          |                                    |                            |  |

### PT Power-NPT (1176)

No.19, Between Of Mandalay st & Myawaddy  
st, Ottarathiri Township, NayPyi Taw  
09457154789 0673433339

**92 Ron Octane**

Vr No: H 05 20240814 0906

Date: 14/08/2024 10:39:19 AM

Pump: Pump 9 Car No: 65W/91258

Cashier : Daw Palamyar Shwe Sin

| Gal   | Liter | Price | Amount |
|-------|-------|-------|--------|
| 0.392 | 1.783 | 2805  | 5,000  |

Thank You. See You again!



**NAYPYIDAW (2) STATION**

Contact No : 09 940 549 190

Receipt No: 01671007

Date/Time : 14.8.2024 10:39:19 AM

Pump/Noz : 7/1

Product : OCTANE 92 RON

Lit/Price : 1.070 x 2805 K

Total : 3,000 K

MOP : Cash

Plate : 65W 91258

Thank you ... See You Again!



**NAYPYIDAW (2) STATION**

Contact No : 09 940 549 190

Receipt No: 01674669

Date/Time : 13-08-2024(12:18)

Pump/Noz : 7/1

Product : OCTANE 92 RON

Lit/Price : 1.783 x 2805 K

Total : 5,000 K

MOP : Cash

Plate : 965W91258

Thank you ... See You Again!

### PT Power-NPT-2 (2272)

No (DEH 27/A, 27/B), V4 Road &  
corner Shwe Pyi Taw Win Road , Naypyidaw  
09-421515660, 09-778708803

**PTT 95 Ron Premium**

Vr No: H 15 20240815 0992

Date: 15/08/2024 1:40:45 PM

Pump: Pump 21 Car No: 65W/91258

Cashier : H Nyein Chan Aung

| Gal   | Liter | Price | Amount |
|-------|-------|-------|--------|
| 0.299 | 1.357 | 2945  | 3,996  |

Thank You. See You again!

မန္တလေးမြို့တော်

mandalaymyint.com.mm

From (မှ)

Yangon

To (သို့)

Laypyitaw (Myoma)

Traveller (ခရီးသည်)

Myo Zin Htwe

Contact (ဖုန်းနံပါတ်)

09453203534

Seat(s) (ခုံနံပါတ်များ)

13

Class/Type

High - High

Bus No. (ကားနံပါတ်)

9A-4938

Booking Reference

4001-3233

Status

CONFIRMED

Departure (ထွက်ခွာ)

Aug 10, 9:00 PM

Gate (ဂိတ်)

Aung Mingalar Bus

Terminal

Special request (ပုဂ္ဂိုလ်ရေး)

Tip

Printed Time

Aug 10, 8:45 PM

Passengers

Total

1  
20,000

Check in 30 min before the departure time

အထွေထွေအားဖြင့် ၁၀ မိနစ်ခင်ပိုင်း စစ်ဆေးရန် လိုအပ်ပါသည်။

Each passenger is allowed one carry-on luggage.

တစ်ဦးချင်းစီသည် တစ်ခုတည်းသော ချောင့်လှည့်ကိရိယာများကို ဝယ်ယူခွင့် ရှိပါသည်။

No refund after the purchase

ဝယ်ယူပြီးနောက် ဝယ်ငွေ ပြန်ရမည် မဟုတ်ပါ။

Contact Phone, Call Center (09772 889)

998 YEN-095020181, MPT-09251251277, MeeKula-09788

885507, MPT-09402651991, Bagan-09429291000, PCL-09

Print Date : 24-Aug-2024

**Taxi (Bus,Motorcycle,3-wheel etc...) Charges Form**

| No | Date       | Holding Business            | Department | Name            | Rental Purpose | Departure Time | Start Location    | End Location        | Claim Amount | Allowed Amount | State               | Remark   |
|----|------------|-----------------------------|------------|-----------------|----------------|----------------|-------------------|---------------------|--------------|----------------|---------------------|--|
| 1  | 2024-08-10 | Agriculture Tractor & Truck | Sales      | Myo Zin Htwe(2) |                | 20:00          | Bo Gyokeအဆောင်    | အောင်မင့်ဂလာကားဝင်း | 18,000       | 18,000         | GA Manager Approved | Product Training ပြီး၍နေ့စဉ် ပြည်တော်သို့ Way ဖြန့်ပါတ်ပါသည် |
| 2  | 2024-08-11 | Agriculture Tractor & Truck | Sales      | Myo Zin Htwe(2) |                | 04:30          | မြို့မဈေးကားကွင်း | ကေ 1000             | 5,000        | 5,000          | GA Manager Approved | Product Training ပြီး၍နေ့စဉ် ပြည်တော်သို့ Way ဖြန့်ပါတ်ပါသည် |