



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Nine Nine		Estimated Date of Travel	1.4.25 to 8.4.25
Position Rank	Sales Support		Total Day	5.5 Days
BU/HR DIV. Dept	P&I BU		Destination	
Purpose	Branch Support (BGO)			
Traveling Details				
Arrival Place	YGN to BGO	BGO to YGN		
Actual Date & Time of Travel	1.4.25	6.4.25	(12:00PM)	
Total Day				
HR Name	Aye Aye Mon			
HR Sign				
DOH/Authorized Person Name	Kyi Bo Mo Htet			
DOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel		Total Day	5.5 Days	
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
1.4.25 to 6.4.25	Travelling Allowance Charges (5.5 Days x 15000)	82500	✓	
	1.4.25 → YGN to BGO Bus Charges	5000	✓	
	6.4.25 → BGO to YGN "	5000	✓	
Total Expense (Kyats/USD)		92500		
Cash Advance (Kyats/USD)		-		
Balance Refund/Additional (Kyats/USD)		92500	✓	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Htet Bo Mo Htet	SA	24.4.25	
Approved By Dept Head	Kyi Bo Mo Htet	DH	24.4.25	
Approved By GM/AGM/COO	Ko Soe Htet Tin	AGM		
Acknowledged by related Superior for Job Report	Ko Aye Min Htet	VC.M		
HR Check & Approved	Ko Phyo Khin Nyein	HR	24.4.25	
Cash Received				
Remark				

01-CFD-CAS-FRM-006-02

Print Date : 24-Apr-2025

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	2025-04-09	Power Generator	Marketing & Sales Support	Htet Thu Zar	HTY (Head Office) to 30street (Downtown) by bus= 1000 30street (Downtown) to Tharkayta 1 Zay by Taxi = 8500	09:00	HTY (Head Office) 30street (Downtown)	30street (Downtown) Tharkayta 1 Zay	9,500	9,500	GA Manager Approved	700KVA Name plate making
2	2025-04-01	Power Generator	Agent & BR Operation (Regional - 1)	Nine Nine (4)	1.4.2025 ,Saw Bwar Gyi Khone to Bago Branch =5000(Bus Charge) 6.4.2025, Bago Branch to Saw Bwar Gyi Khone =5000(Bus Charge)	08:30	Saw Bwar Gyl Khone Bago Branch	Bago Branch Saw Bwar Gyl Khone	10,000	10,000	GA Manager Approved	Branch support

10000/-

TRAVELLING REPORT

Date: 27-4-25

Report To	Ko Aye Min Htoon	
Employee Name	Nine Nine	
Position	Sale Support	
Department	PG BU	
Business	PG BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. Form..... To	
	2. Form..... To	
	3. Form..... To	
Purpose For Travelling		
Travel Date	Activities	Remark
3.4.2025	Shwe Kyal Point KTV, Cus U Kyaw Tun	Prospect 50 kVA
4.4.2025	Product explain 50 kVA မှာ အသုံးပြုပုံ	Demand 60 kVA
	Nyaung lay Pin Branch - Lu Cus Min KTV, Cus - U Ko Lwin	
	Product explain and 60 kVA အသုံးပြုပုံ	
5.4.2025	- Top One KTV, Cus - U Ye Win	Prospect 60 kVA
	60 kVA အသုံးပြုပုံ နှင့် 60 kVA Sec မှာ အသုံးပြုပုံ	Prospect 300 kVA
	- Rice Mill, Cus - U Tin Soe	
Visit and product explain အသုံးပြုပုံ အသုံးပြုပုံ မှာ အသုံးပြုပုံ အသုံးပြုပုံ Rice Mill မှာ အသုံးပြုပုံ		
	- Cus U Tin Soe - Rice Mill, old Cus	
	300 kVA prospect and explain	
	Nyaung lay Pin Branch မှာ အသုံးပြုပုံ	
	- 0.5 မှာ အသုံးပြုပုံ visit	

Reported By

Sign : *[Signature]*

Name : Nine Nine

Position : Sale Support

[Signature]
UW
DL

Checked By

Sign : *[Signature]*

Name : Ko Soe Htet Tin

Position : AGM

Approved By

Sign : *[Signature]*

Name : Ko Aye Min Htoon

Position : VCM

02-CHL-HRM-FRM-064-00

TRAVELLING REPORT

Date..... 22.4.25

Report To	Ko Aye Min Htoon	
Employee Name	Nine Nine	
Position	Sale Support	
Department	PG BU	
Business	PG BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1.Form..... To	
	2.Form..... To	
	3.Form..... To	
Purpose For Travelling		
Travel Date	Activities	Remark
5.4.2025	<p>Htaka Ton Monthinkhar Thoe Cus- U Aung Lewin, 100kVA Matador has, old customer. Regular service time check.</p> <p>- San Thit Sa Rice Mill 165 and 170 Matador is Regular service and check 175 and prospect 60kVA 600m mhp of EUEC, 175 and 180</p> <p>- Swe Tha Hta Rice Mill old customer Follow up 400kVA prospect</p>	<p>Hot prospect 60 kVA</p> <p>400 kVA prospect</p>
6.4.2025	Bago to Yangon	

Reported By
 Sign : *[Signature]*
 Name : Nine Nine
 Position : Sale Support

Checked By
 Sign : *[Signature]*
 Name : Ko Soe Htet Tin
 Position : AGM

Approved By
 Sign : *[Signature]*
 Name : Ko Aye Min Htoon
 Position : VCM

[Signature]
 Kew
 DH

02-CHL-HRM-FRM-064-00



CGD & PG BU

17 members



March 31

ကိုပါကြီး added you to this group

Dear Ko Zaw Min Myat,

NLP/Bago Branch ကို Sale Supporting အနေနဲ့ သွားရောက်ဖို့အတွက် way request လေး ပြုလုပ်ချင်ပါတယ်ခင်ဗျ။ မနက်ဖြန် 1.4.25 သွားမှာပါ။ တပတ်ကြာမြင့်မှာဖြစ်ပြီး လိုင်းကားနဲ့သွားမှာပါခင်ဗျ။ 🙏🙏

Nine Nine
Sale Support
Marketing & Sale support Department

↩ 1 3:01 PM ✓

COO Ko Zaw Min Myat admin
Pls proceed 17U IL proceed with TPC. 5:05 PM



NINE NINE
Dear Ko Zaw Min Myat, NLP/Bago Br...
Pls proceed to NLP/BGO trip

5:05 PM

Noted and Thanks Sayar Ko Zaw Min Myat 🙏🙏

5:11 PM ✓



Message





MD last seen recently



March 31

March 31

ကိုပါကြီး added you to this group

Dear Ko Zaw Min Myat,

NLP/Bago Branch ကို Sale Supporting အနေနဲ့ သွားရောက်ဖို့အတွက် way request လေး ပြုလုပ်ချင်ပါတယ်ခင်ဗျ။ မနက်ဖြန် 1.4.25 သွားမှာပါ။ တပတ်ကြာမြင့်မှာဖြစ်ပြီး လိုင်းကားနဲ့သွားမှာပါခင်ဗျ။ ။

Nine Nine
Sale Support
Marketing & Sale support Department

1 3:01 PM

COO Ko Zaw Min Myat admin
Pls proceed 17U IL proceed with TPC. 5:05 PM

NINE NINE
Dear Ko Zaw Min Myat, NLP/Bago Br...

မင်္ဂလာပါ အမေ ကျွန်တော် က PG BU က sales support Nine Nine ပါ Bago Branch သို့ သွားဖို့ way request လေးလုပ်တာပါခင်ဗျ။ ကို ဇော်မင်းမြတ် ရဲ့ Approved လည်းရပြီးပါပြီ ခင်ဗျ။

5:18 PM

NINE NINE
မင်္ဂလာပါ အမေ ကျွန်တော် က PG BU က sa...

Please process

5:21 PM

Noted and Thanks MD ။ ။ 5:27 PM

Message