



CASH ADVANCE CLEAR FORM

Date : 10.2.2024

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 st Time Advance				300,000/-	Phar Kant - solve customer
2	2 nd Time Advance					Complain way - Wai Phy o Han - Or
3	3 rd Time Advance					
Total Advance					300,000/-	
Total Actual					322,000/-	
Balance Refund/Additional					22,000/-	

Request By: *F. Key*
 M. M. Zin
 Requester

Checked By: *[Signature]*
 Sent Sent Thu
 Mgr/DH

Checked By: *[Signature]*
 Thin Wyut Yee
 Finance & Account

Approved By: *[Signature]*
 Sent Sent Thu
 GM/AGM/COO

Approved By: _____
 CMC



TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Wai Phyo Han	Estimated Date of Travel	13-Jan-24 to 28-Jan-24
Position Rank	Operation Manager	Total Day	16 days
BU/BR DIV, Dept	MAC	Destination	Pharkant and Myintkyi Mar branch
Purpose	branch visit (to solve the customer complaint about Matador E/O and to get more revenue)		

Travelling Permit			
Arrival Place	Pharkant		
Actual Date & Time of Travel	13-Jan-24 (11:00AM)		
Total Day	16 days		
HR Name	Hsee Myat Aung		
HR Sign			
BOH/Authorized Person Name	Myo Min Htike		
BOH/Authorized Person			

Advance Clear			
Actual Date & Time of Travel	13-Jan-24 (11:00AM)	Total Day	16 days
Departure Date & Time	28-Jan-24 (01:00 PM)	Arrival Date & Time	28-Jan-24 (6:20 PM)
Date	Description	Total Amount	
		Kyats	USD
13-Jan-24	YGN to MKN Travel allowance (1 x 7000)	7000	
14-Jan-24	Travel allowance (1 x 7000)	7000	
15-Jan-24	Travel allowance (1 x 7000)	7000	
16-Jan-24	MKN to PHK (transit car charges - 110000)	110000	
16-Jan-24	Travel allowance (1 x 7000)	7000	
17-Jan-24			
to	Travel allowance (1 x 9 days x 7000)	63000	
25-Jan-24	PHK to MKN (transit car charges - 100000)	100000	
26-Jan to 28-Jan	Travel allowance (1 x 3 days x 7000)	21000	
Total Expense (Kyats/USD)		322000	
Cash Advance (Kyats/USD)		300000	
Balance Refund/Additional (Kyats/USD)		22000	


Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Wai Phyo Han	Operation Manager	30-Jan-24	
Approved By Dept Head				
Approved By GM/AGM/COO	Saint Thu	Assistant General Manager	31-Jan-24	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Min Thu	DH	8-2-2024	
Cash Received				

Remark

TRAVELLING REPORT

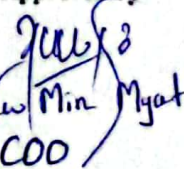
Date : 30. Jan. 2024

Report To	Ma Seint Seint Thu	
Employee Name	Wai Phyo Han	
Position	Operation Manager	
Department	Management	
Business	Consumable (MAC BU)	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	13. Jan. 24 (11:00 AM)	28. Jan. 24 (6:20 PM)
Total Days	16 Days	
Trip Information	1. From Yangon To Myit Kyi Nar	
	2. From Myit Kyi Nar To Pharkant	
	3. From To	
Purpose For Travelling	To solve the customer complaint about Matador E/O case and to be relation with customer and to get the more revenue.	
Travel Date	Activities	Remark
13. Jan. 2024	Go to Myit Kyi Nar	<u>MAC Orders</u> Valvoline H10 - 15 drum Matador H10 68 - 19 drum Matador E/O - 10 drum Used brake - 80 can contract liters - 3600 per year. MCO - 11 case PCMO - 12 case
15. Jan. 2024	meeting with MKN MAC sale girl.	
16. Jan. 2024	MKN to PHK.	
17. Jan. 2024	Visit to Point Htoo San and solve the customer complaint about Matador E/O case.	
18. Jan. 2024	Visit to Htet Khawng Gyi (They have to buy the Matador lubricants in this season.	
19. Jan. 2024	Visit to Nay Min Kabay	
22. Jan. 2024	San Tau Win, KTT, Co., Ltd	
23. Jan. 2024	Visit to Ko Kyaw San-oo Co. roadside service team, U San Myint.	
24. Jan. 2024	Jade Leaf, Myanmar Shwe Kadanar and Shwe Tite Tun.	
25. Jan. 2024	PHK to MKN	
26. Jan. 2024	Top speed (New contract, Eagle.	
27. Jan. 2024	Tau win oo.	
28. Jan. 2024	MKN to Yangon	

Reported by
 Sign : 
 Name : Wai Phyo Han
 Position : OM

Checked by

 Sign :
 Name :
 Position :

Approved by

 Sign :
 Name : Zau Min Myat
 Position : ACOO

(DH/AGM/GM)

(COO)



မော်တော်ယာဉ်အသင်း



အဆင့်မြင့်ခရီးသွားလာရေး



မြစ်ကြီးနား ⇄ နမ္မတီး ⇄ တနိုင်း မြစ်ကြီးနား ⇄ လုံးဝင်း ⇄ ဖားကန့် ⇄ ဆိုင်းတောင်

ရက်စွဲ၊ 16 Jan 24

အမည် ----- ဝေဇြဲးဟန် ----- ခရီးစဉ် ----- မြစ်ကြီးနား - ဖားကန့် -----

ရှေ့ခန်း ----- နောက်ခန်း -----

ယာဉ်ထွက်ချိန် ----- ကျသင့်ငွေ ----- ၁၁၀၀၀၀ Ks -----

ကျန်ငွေ ----- ယာဉ်အမှတ် -----

09-250000855 , 09-650000855

ဥပဒေနှင့်မလွတ်ကင်းသော ပစ္စည်းတင်ခွင့်မပြု (ရောင်းပြီးလက်မှတ်ငွေပြန်မအပ်ပါ) လက်မှတ် -----

ဦးစိုးမောရော

ခရီးသည်နှင့် တုန့်တည်ပို့ဆောင်ရေး

မြစ်ကြီးနား - ☎ -09-400209470, 09-788256470

ရက်စွဲ
အမည်
ခုံနံပါတ်
ယာဉ်အမှတ်
မှတ်ပုံတင်

25. Jan. 24	ခရီးစဉ်	မားကု. - မြစ်ကြီးနား
60 မြို့မ	ထွက်ချိန်	-
-	သင့်ငွေ	၁၀၀,၀၀၀ Ks
-	စရံငွေ	-
-	ကျန်ငွေ	-

ခရီးဆောင်ဒါတ်တစ်ခုသာ တန်ဆာခကင်းလွတ်ခွင့်ပြုပါသည်။

တာဝန်ခံလက်မှတ်_____