




# TRAVELLING REPORT

Date : 14.2.2025

Report To	Ko Chit San Ko, Pko Phygo Ko Ko and VCM	
Employee Name	Zoni Hein	
Position	DH	
Department	Sales & Marketing	
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	G.2.2025 (8:00am)	13.2.2025 (5:30pm)
Total Days		
Trip Information	1. From YGIN To MLM	
	2. From MLM To YGIN	
	3. From To	
Purpose For Travelling	Sales & Marketing, New Dealer Finding, Appointment Online Dealer.	
Travel Date	Activities	Remark
6.2.2025	Go to MLM from YGIN by Express	
7.2.2025	Appointment Online Dealer Customer (MAG Cycle Shop)	09-400459534
8.2.2025	Go to Madon with SA Service Team. Sales & Marketing to New Dealer Shop. C Ko Levin Cycle Shop, Ko Mae Hwe Cycle Shop. These Customers come to see the Machine (Solena Cycle).	09-425862899 09-760569848

Reported by

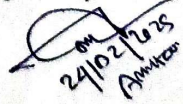
Sign :   
 Name : Zoni Hein  
 Position : DH

Checked by

Sign :   
 Name :  
 Position :

(DH/AGM/GM)

Approved by


Sign :   
 Name :  
 Position :

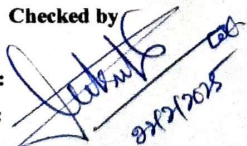
(COO)

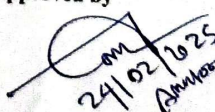
# TRAVELLING REPORT

Date : 14.2.2025

Report To	Ko Chit San Ko s Ko Phyo Ko Ko and VEM	
Employee Name	Zarni Hein	
Position	DH	
Department	Sale and Marketing	
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	6.2.2025 (8:00 AM)	13.2.2025 (5:30 PM)
Total Days		
Trip Information	1. From ..... To .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
9.2.2025	I connect to CMFC Dealer, from MLM Township and Madon Dealer repairs to see our selena cycle and we <sup>were</sup> waiting for the cycle to arrive.	13. Go do to YGM from MLM with Express.
10.2.2025	We go to MLM University for Marketing and Down town Visit with MLM AGOHL.	
11.2.2025	Go do MLM Down town with MLM Booth	
12.2.2025	I connect New Potential Dealer for Sales and They come to see the cycle.	

Reported by  
 Sign :   
 Name :  
 Position :

Checked by  
 Sign :   
 Name :  
 Position :

Approved by  
 Sign :   
 Name :  
 Position :

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01

Date : 17-Feb-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	2025-02-06	Motorcycle (Yangon)	Sales	Zarni Hein(2)	Go to MLM Branch	06:00	Shwe Pyi Thar Aung Chan Thar Car gate	Aung Mingalar Car Gate	25,000	25,000	GA Manager Approved	Dealer Appointment and Branch Visit
2	2025-02-13	Motorcycle (Yangon)	Sales	Zarni Hein(2)	Come Back from MLM	16:30	Aung Mingalar Car Gate	Shwe Pyi Thar Aung Chan Thar Car gate	25,000	25,000	GA Manager Approved	Home

50000

From (မှ)

Yangon

To (သို့)

Mawlamyine

Traveller (ခရီးသည်)

ကိုတန့်ညောင်/ 09970199950/21/L/

Seat(s) (ခုံနံပါတ်များ)

24

Contact (ဖုန်းနံပါတ်)

1234567

Class/Type

ရိုးရိုး - Higher

Bus No. (ကားနံပါတ်)

Booking Reference

6152-2580

Status

CONFIRMED

Departure (သွက်ခွာ)

Feb 06, 8:00 AM

Gate (ဂိတ်)

Aung Mingalar Bus

Terminal

Special Request (မှတ်ချက်)

swp

Printed Time : Feb 06, 7:59 AM

Passengers

Total

1  
21,000

NIC or Passport is necessary to travel

\*မှတ်ပုံတင် ဝါး နှင့် ဖြည့်ပါမည်\*

Check in 30 min before the departure time.

ကားသွက်ခွာ 30 မိနစ် ကြိုတင်ရောက်ရှိရန် လိုအပ်ပါသည်။

Each passenger is allowed one carry-on luggage.

စီးသည်တစ်ဦး တစ် ခွဲအိတ်တစ်ခုသာ ဖြည့်ခွင့်ရှိပါသည်။

No refund will be issued after the departure

ကားသွက်ခွာပြီးနောက် ဖြည့်ခွင့် မရှိပါ။

ဝယ်ပြီးကားမှတ်ပုံတင် မဟုတ်ပါ။ မိမိနှင့် အတူပါလာသော ပစ္စ

ည်းများ မိမိနှင့် အတူပါလာသော သားရဲပါ။ မှတ်ပုံတင် တာဝန်မ

Contact Phone: Call center 09772 889

098, YCN-095021 180, NPT-09251251277 Mawlamyine-09/88

885587 MLY 199021 11991 Bagan-09429291000, POI-09

Pakkeku-09 7733 41 066, Myingyan-09 771 9680

78, Magway 09 2100 83 936, Tatkone-094480 12 556

From (မှ)	To (သို့)
Mawlamyine	Yangon
Traveller (ခရီးသည်)	Contact (စုန်းနံပါတ်)
ko zarni hein/	1234567
09970190950/21/L to	
Seat(s) (နံပါတ်များ)	
13	
Class/Type	Bus No. (ကားနံပါတ်)
ရိုးရိုး - Scania	
Booking Reference	Status
8405-4747	CONFIRMED
Departure (ထွက်ခွာ)	Gate (ဂိတ်)
Feb 13, 8:00 AM	NA
Special Request (မှတ်ချက်)	

Printed Time : Feb 13, 7:46 AM

Passengers	1
Total	21,000

NRC or Passport is necessary to travel  
\*မှတ်တိုင်တင် ဝါမှ စီးနင်းခွင့် ပြုပါမည်\*

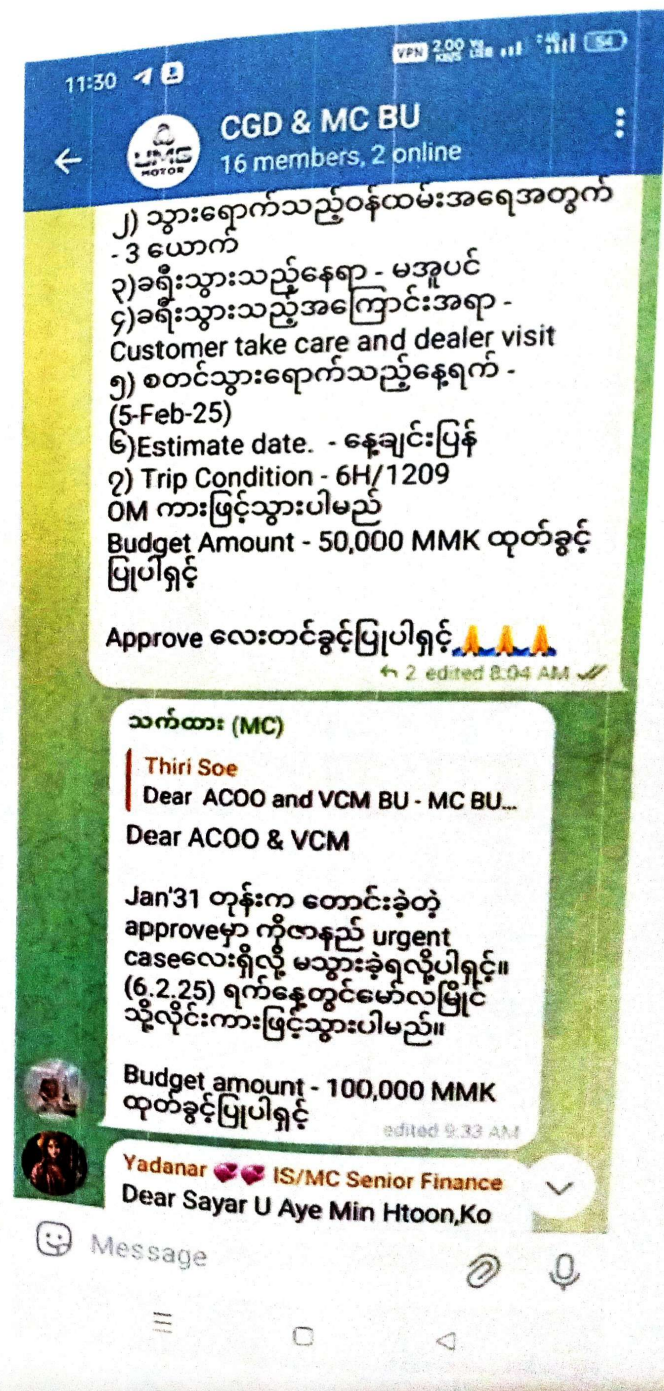
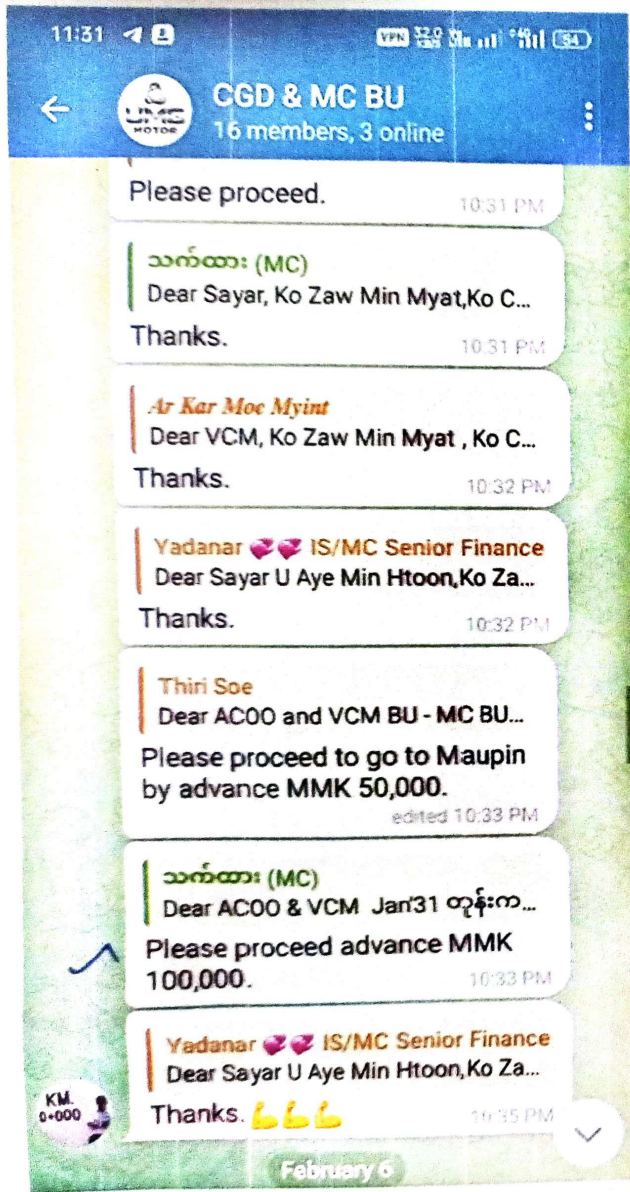
Check in 30 min before the departure time.  
ကာလထွက်ပီ မိနစ် 30 ပြီး စင်စောက်ရန် လိုအပ်ပါသည်။

Each passenger is allowed one carry-on luggage.  
ခရီးသည်တစ်ဦး တစ်ယောက်တစ်ခုအသင့်တူခွင့်ရှိပါသည်။

No refund will be issued after the departure.  
ထွက်ခွာပြီးနောက် ပြန်လည်ရောင်းချခြင်း မရှိပါ။

ဝယ်ယူထားသော ချက်ပြန် မအပ်ပါ။ မိမိနှင့် အတူပါလာသော ခရီးသည်များ မိမိနှင့် တပါတည်း တာရှိပါ။ ချက်ပြန်ပါက တာဝန်မယပါ။

Contact Phone: CallCenter-09772 889  
 998, YGN-095020181 MPT-09251251277, Meikhtila 09788  
 885587, MDY-09402651991, Bagan 09429291000, POL-09  
 Pakkoku-09 7735 45 366, Myingyan 09 771 9680  
 78, Magway-09 2560 83 936, Tada-U-094480 12 556

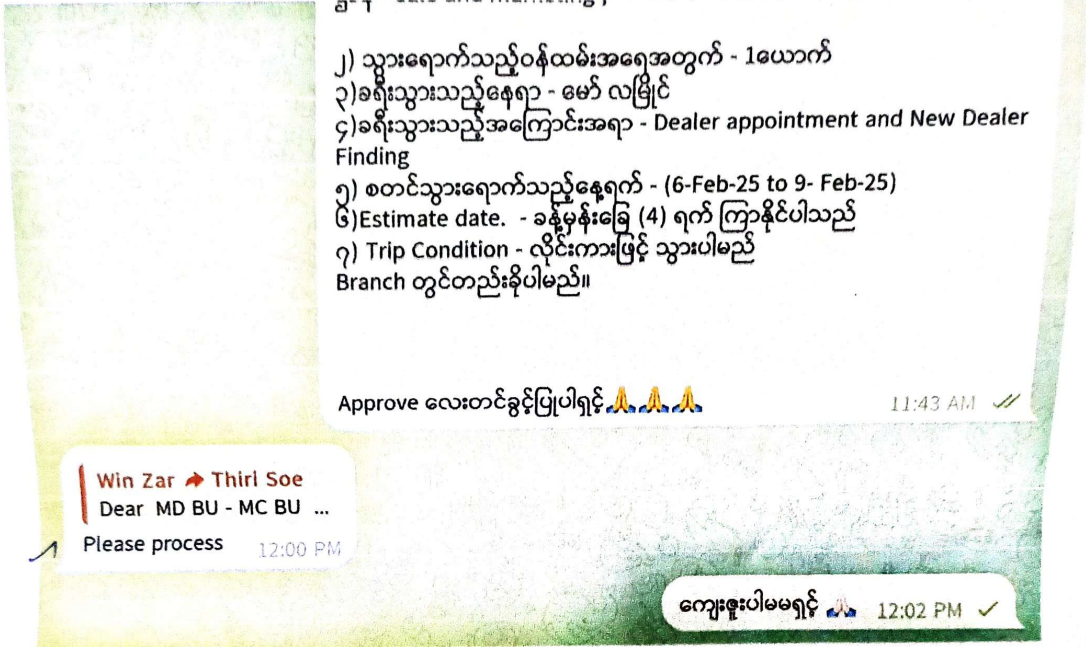


Ma Kyae Mhone MD  
last seen recently



Pinned message

ရတနာဖိုး ရရန် 1) Jan '25 ရရန်ရှိ - 324,500/- ( HO - 236500/- + YWB -88000/-) ...



Approve လေးတင်ခွင့်ပြုပါရင့် 🙏🙏🙏

11:43 AM ✓

Win Zar → Thirl Soe  
Dear MD BU - MC BU ...  
Please process 12:00 PM

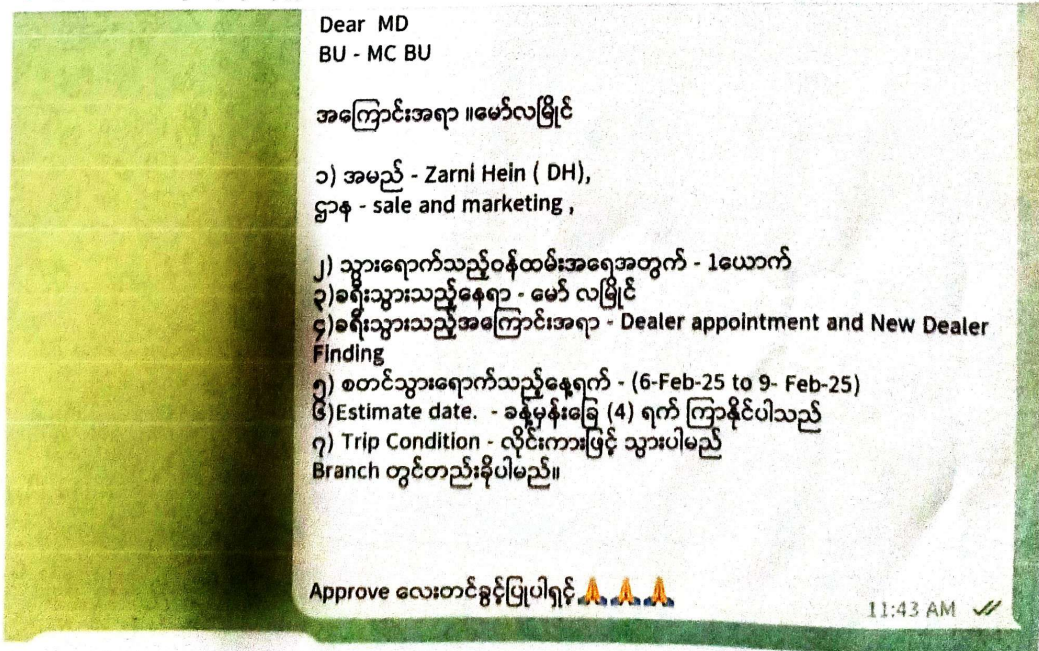
ကျေးဇူးပါမမရှင့် 🙏 12:02 PM ✓

Ma Kyae Mhone MD  
last seen recently



Pinned message

ရတနာဖိုး ရရန် 1) Jan '25 ရရန်ရှိ - 324,500/- ( HO - 236500/- + YWB -88000/-) ...



Approve လေးတင်ခွင့်ပြုပါရင့် 🙏🙏🙏

11:43 AM ✓



### TRAVEL ADVANCE CLEAR FORM

#### Cash Advance

Employee Name	Pype Sone Min	Estimated Date of Travel	17.2.2025 to 20.2.2025
Position Rank	Staff	Total Day	4 days
BU/BR/DIV./Dept	TS BU	Destination	License Case.
Purpose	Go to NPT Ka Nya Na and 29 office.		

#### Travelling Permit

Arrival Place	NPT
Actual Date & Time of Travel	17.2.2025 (7:00 AM) to 20.2.2025 (6:00 PM)
Total Day	4 Days
HR Name	Nee Nee Min
HR Sign	
BOH Authorized Person Name	Aung Phyo Li
BOH Authorized Person	

#### Advance Clear

Actual Date & Time of Travel	17.2.2025 7:00 AM to 20.2.2025 6:00 PM	Total Day	4 days
Departure Date & Time	17.2.2025 7:00 AM	Arrival Date & Time	20.2.2025 6:00 PM
Date	Description	Total Amount:	
		Kyats	USD
17.2.2025	TA (15000 x 4) =>	60000	✓
	Express Car Charges => (22000 x 2) =>	44000	✓
	to Taxi Car Charges =>	<del>52400</del> 51400	✓
20.2.2025	Nay Pyi Tow (Mya Ma Car gate) to NPT BR =>	10000	✓
	Cycle fuel Charges =>	5000	✓
	Print 1 and for 29 office =>	7000	✓
Total Expense (Kyats/USD)		177400	177400 ✓
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			

Taxi charges  
GA Approve  
1000002025  
20/02/2025  
6 PM

#### Job Report Status

Authorization	Name	Position	Date	Sign
Prepared By	Pype Sone Min	Staff	22.2.2025	
Approved By Dept Head	Zenni Hein	DH	23.2.2025	
Approved By GM/AGM/COO	Chit Sawko	AGM	25/2/2025	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Thae Nu Wei	Pr Staff	25.2.2025	
Cash Received				
Remark				



# TRAVELLING REPORT

Date : 22.2.2025.....

Report To	DH, OM, GM, VCM	
Employee Name	Pyae Sone Min	
Position	Staff	
Department	Sale & Marketing	
Business	IS BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	17.2.2025 & 7:00 AM	20.2.2025 & 6:00 PM
Total Days	4 days	
Trip Information	1. From Yga..... To NPT.....	
	2. From..... To.....	
	3. From..... To.....	
Purpose For Travelling	Go to NPT Ka Nya Na and 29 office.	
Travel Date	Activities	Remark
17.2.2025	Go to NPT .	
18.2.2025	NPT BR morning meeting. Go to NPT Ka Nya Na. (Poba Thiri) follow up NPT Agent. NPT City (3887) Documents and essays were made for 29 office. Meet to NPT Agent Daw Hmae Hmae Chit. Daw Hmae <sup>2</sup> Chit y Jaman (0733) ဆိုက်ကပ်ကို 29 ရုံး ဗဟို ဝန်ထမ်းများကို ဝန်ထမ်းများ၏ အခြေခံအားဖြင့် အကူအညီ ပေးအပ်ပေးခြင်း ဖြစ်ပါသည်။	
19.2.2025	NPT BR morning meeting. Go to 29 office. 29 office y Agent Ko A Cui	ကောင်စီ ဝန်ထမ်းများ ပါဝင်ပြီး ဆွေးနွေးရာတွင် အကူအညီ ပေးအပ်ခြင်း ဖြစ်ပါသည်။

Reported by  
 Sign :   
 Name : Pyae Sone Min  
 Position : Staff

Checked by  
 Sign :   
 Name : Zemi Hein  
 Position : DH  
 (DH/AGM/GM)

Approved by  
 Sign :  
 Name :  
 Position :  
 (COO)

22/2/2025

05-CHL-HRM-FRM-064-01





# GENERAL EXPENSE CLAIM FORM



Company Name : TS BU (MC)

Department Name : Sale and Marketing Dept

No.	Date	Name	Description	Amount	Remark
1	18.2.2025	Pyce Soe Min	၀၀၀ / ၀၀၀၀	7000	Manual Voucher ၀၀၀
Total Amount					

Requested by Sign : *[Signature]*  
Name : **Pyce Soe**  
(Requester)

Approved by *[Signature]*  
Name : **Zami Hein**  
(Department Head)

Checked by *[Signature]* 25/2/25  
(Related FNA/Corp FNA)

Approved by *[Signature]*  
(OM/AGM/GM)

Approved by *[Signature]*  
(ACOO/COO/MD/VCM)

02-BMC-FNA-FRM-002-00

# T Power-NPT (1176)

Between Of Mandalay st & Myawaddy  
st, Ottarathiri Township, NayPyi Taw

09457154789 0673433339

## 92 Ron Octane

**Vr No:** H-05-20250219-0385

**Date:** 19/02/2025 9:39:38 AM

**Pump:** Pump 9 **Car No:** ဆိုင်းကယ်

**Cashier** : Daw Thazin Phyu

Gal	Liter	Price	Amount
0.340	1.544	3240	5,000

Thank You. See You again!

1:50

90% 4G 63

← Confirmatio...90363449

### Booking Confirmation

Booking Ref: 9116-2652 | Mandalay Minn Express | CallCenter-09772 889 998, YGN-095020181, NPT-09251251277, Meikhtila-0978885587, MDY-09402651991, Bagan-09429291000, POL-0943133533, MWD-09779950501, TGI-0978117 2003, MLM-09263679305, Pakkoku-09 7733 45 666, Myingyan-09 771 9680, 78, Magway-09 2560 83 936, Tatkhone-094480 12 556



#### Booking Details

Route	Departure Time	Departure Gate
Yangon - Naypyitaw (Bagan)	Feb 17, 08:30 AM	Aung Mingalar Bus Terminal
Mandalay Minn Express	Feb 16, 01:47 PM	22000.0 MMK

#### Traveller Information

Traveller Name	Phone Number	Seat Number
PyaeSoneMin	09770341003	40

Special Request to Mandalay Minn Express  
Save Trip

#### Terms & Condition

- All the tickets bought are not refundable or exchangeable.
- Travellers must reach the bus station 45 minutes before the departure time.

Contact us on 771 12 813  
Facebook: <https://www.facebook.com/MMBusTicket>



- Add
- Edit PDF
- Share
- To Word
- More

### Booking Confirmation

Booking Ref: 8077-2154 | Mandalay Minn Express | CallCenter-09772 889 998, YGN-095020181, NPT-09251251277, Meikhtila-0978885587, MDY-09402651991, Bagan-09429291000, POL-0943133533, MWD-09779950501, TGI-0978117 2003, MLM-09263679305, Pakkoku-09 7733 45 666, Myingyan-09 771 9680, 78, Magway-09 2560 83 936, Tatkhone-094480 12 556



#### Booking Details

Route	Departure Time	Departure Gate
Naypyitaw (Myoma) - Yangon	Feb 20, 10:00 AM	NA
Mandalay Minn Express	Feb 20, 06:55 AM	22000.0 MMK

#### Traveller Information

Traveller Name	Phone Number	Seat Number
PyaeSoneMin	09770341003	44

Special Request to Mandalay Minn Express  
Save Trip

#### Terms & Condition

- All the tickets bought are not refundable or exchangeable.
- Travellers must reach the bus station 45 minutes before the departure time.

Print Date : 24-Feb-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	2025-02-17	Motorcycle (Yangon)	Sales	Pyae Sone Min(1)	Go to NPT	07:00	Hlaing Thar Yar 12 Tha Ma	Aung Mingalar Car Gate	25,700	25,700	GA Manager Approved	Licenses Process
2	2025-02-17	Motorcycle (Yangon)	Sales	Pyae Sone Min(1)	Go to NPT Branch	15:10	Myo Ma Zay	NPT Branch	10,000	10,000	GA Manager Approved	
3	2025-02-20	Motorcycle (Yangon)	Sales	Pyae Sone Min(1)	Come Back From NPT	18:00	Aung Mingalar Car Gate	Hlaing Thar Yar 12 Tha Ma	26,700	25,700	GA Manager Approved	Go to Home

61400

6:37

21.2 KB/s 4G 100%  
ကုန်းတလောက်



You ▾  
ပတ္တမြ.

Kyu Sann Village  
ကျွန်းတလောက်  
Aung Mingalar Highwa... > +

36 min • 18.1 km

12 Thama Bus Stop (H... >

Mayangon  
မရမ်းကုန်း

GrabMaps

ညောင်ရွာ



**Taxi**

**Ks25,700**

Est. 4 mins away • 4

Taxi with affordable, upfront fixed fares ⓘ



Taxi Plus



Cash

Offers



**Book Taxi**

5:00

6.04 KB/s 4G 16

ကုန်းတလောက်

You

ပစ္စည်း

Kyu Sann Village  
ကျွန်တလောက်  
Aung Mingalar Highwa...

12 Thama Bus Stop (H... +

Mayangon  
မရမ်းကုန်း

GrabMaps



Taxi 4

Ks26,700

Taxi with affordable, upfront fixed fares



Taxi Plus 4

Ks32,200

Newer vehicles with Quality Drivers

Economy



Taxi 4

Ks26,700

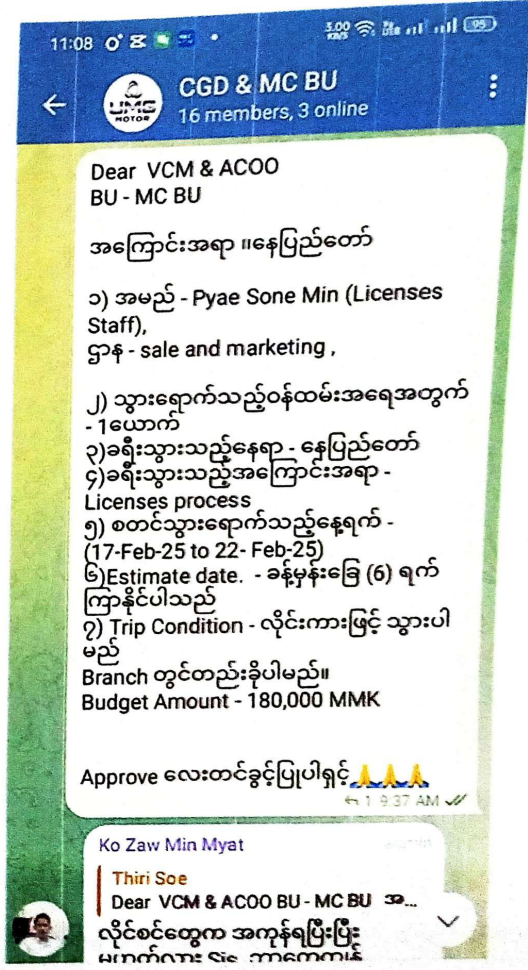
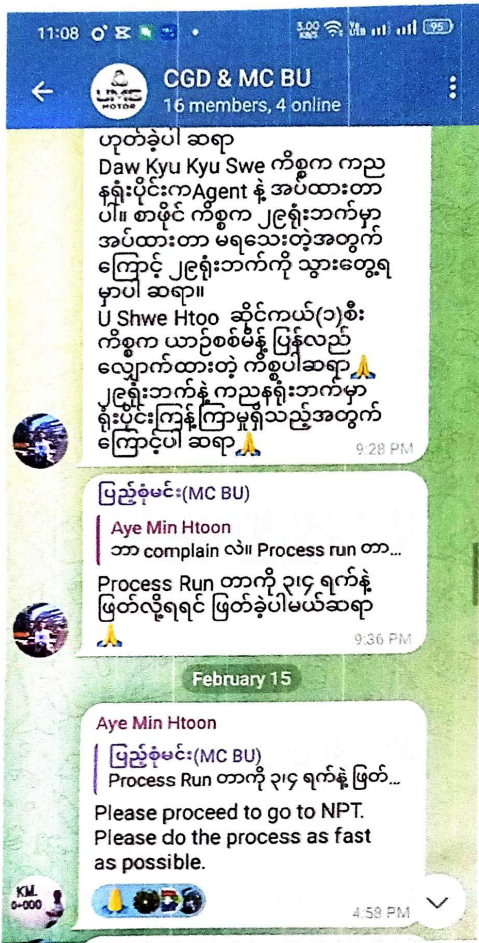


Cash

Offers



Book Taxi



Ma Kyae Mhone MD

last seen recently



Pinned message

1) Reliance (Logistics Co,ltd) ရန်ကင်း ရွှေမိုးကောင်း Condo မြေညီထပ် Building I 09- 450746...

(၅) စတင်သွားရောက်မည့် နေ့ရက် - 21.Feb.2025  
MDY BR တွင် တည်းပါမည်။

Air Ticket ဝယ်ရသည့် အကြောင်းရင်း - ကားလမ်းနှင့်၊ ရေလမ်းကြောင်း ပိတ် ဆို့မှုကြောင့်

ကြာချိန်မှာ ၁၀ ဝန်းကျင် ပါရင် 🙏🙏🙏



10:30 AM ✓

Win Zar ➔ Ei Shwe Sin HML  
Dear MD, (၁) အမည် - မော...  
Please process 10:30 AM

Win Zar ➔ Thiri Soe  
Dear MD BU - MC BU ...  
Please process 10:30 AM

ကျေးဇူးပါမေရင် 🙏 10:31 AM ✓

Ma Kyae Mhone MD

last seen recently



Pinned message

1) Reliance (Logistics Co,ltd) ရန်ကင်း ရွှေမိုးကောင်း Condo မြေညီထပ် Building I 09- 450746...

February 14

Forwarded from Thiri Soe

Dear MD  
BU - MC BU

အကြောင်းအရာ ။နေပြည်တော်

၁) အမည် - Pyae Sone Min (Licenses Staff),  
ဌာန - sale and marketing ,

- ၂) သွားရောက်သည့်ဝန်ထမ်းအရေအတွက် - 1ယောက်
  - ၃)ခရီးသွားသည့်နေရာ - နေပြည်တော်
  - ၄)ခရီးသွားသည့်အကြောင်းအရာ - Licenses Case
  - ၅) စတင်သွားရောက်သည့်နေ့ရက် - (17-Feb-25 to 22- Feb-25)
  - ၆)Estimate date. - ခန့်မှန်းခြေ (6) ရက် ကြာနိုင်ပါသည်
  - ၇) Trip Condition - လိုင်းကားဖြင့် သွားပါမည်
- Branch တွင်တည်းခိုပါမည်။

Approve လေးကော်ခပ်ပြပါရင် 🙏🙏🙏