




## ADVANCE CLEAR VOUCHER

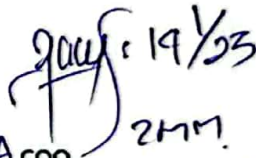
|  |                                      |
|--|--------------------------------------|
| Requestor Name : Ei Phoo               | Budget Type : Include Budget         |
| Ngone                                  | Payment Type : Advance Clearing      |
| Department Name : Unit Sales (ATT)     | Advance No : ADV-ATT-2024-12-00056   |
| Payment Date : 2025-01-10              | Prepared By : ATT_BudgetDataEntry    |
| Payment Voucher : AC-ATT-2025-01-00020 | Superior Approved : ATT_S&MDataCheck |
| No                                     | By                                   |
| Payment Method : Cash/Bank             | Last Approved By : ATT_S&MDataCheck  |
| Payment Amount : 340900.0              |                                      |
| Currency : MMK                         |                                      |
| Exchange Rate : 4,630.0                |                                      |

| No. | Description                             | Department                    | Request Amount | Remark                                  |
|-----|---|-------------------------------|----------------|---|
| 1   | Traveling charges for PIC Wai Yan Phyto | Unit Sale<br>Department (ATT) | 340,900.00     | Traveling charges for PIC Wai Yan Phyto |

|               |              |
|---------------|--------------|
| Expense Total | 340,900.00 K |
| Advance Total | 300,000.00 K |
| Additional    | 40,900.00 K  |

Note: Traveling charges for PIC Wai Yan Phyto

|   |   |  |
|---|---|--|
| <p style="text-align: center;"></p> <p>Superior Check By</p> <p>Name : <u>Ma Su Ei Hlaing</u></p> <p>NRC No : <u>0111111111</u></p> <p>Date : <u>10.1.25</u></p> <p>Remark : .....</p> | <p style="text-align: center;"></p> <p>F&amp;A</p> <p>Name : <u>Zin Mar</u></p> <p>NRC No : .....</p> <p>Date : <u>10/1/2025</u></p> <p>Remark : .....</p> | <p style="text-align: center;"></p> <p>GM/AGM</p> <p>Name : <u>Maung Maung</u></p> <p>NRC No : <u>0111111111</u></p> <p>Date : .....</p> <p>Remark : .....</p> |
|---|---|--|

  
 2025-01-19  
 ACOO  
 Name : Zaw Min Hlaing  
 NRC No : 0111111111  
 Date : 19.1.25  
 Remark : .....

  
 14/01/2025  
 Amature

# TRAVELLING REPORT

Date : .....

| Report To              | Ho Mung Mung and Ho Zaw Min Myet                      |                       |
|------------------------|---|-----------------------|
| Employee Name          | Wai Yan Phye  |                       |
| Position               | Salesman  |                       |
| Department             | Sala  |                       |
| Business               | DTT BU  |                       |
| Departure & Arrival    | Departure Date And Time                               | Arrival Date And Time |
|                        |   |                       |
| Total Days             |   |                       |
| Trip Information       | 1. From <u>Maw</u> To <u>ABK</u>                      |                       |
|                        | 2. From <u>ABK</u> To <u>YAN</u>                      |                       |
|                        | 3. From <u> </u> To <u> </u>                          |                       |
| Purpose For Travelling |   |                       |
| Travel Date            | Activities  | Remark                |
| 17.12.2024             | Aunglan Tsp, Pyay Tsp, Paungtalal Tsp                 |                       |
| 18.12.2024             | Latpaton Tsp, Tharyawedi Tsp, /<br>Shintawye village, |                       |
| 19.12.2024             | Pawktaw village, Paungtalal Tsp. /<br>Pawkhauy Tsp.   |                       |
| 20.12.2024             | Tamalsal village, Zeekaw village<br>HBK Tsp. /        |                       |
| 21.12.2024             | Natalin Tsp, Zeekone Tsp, /                           |                       |
| 22.12.2024             | HBK to Yangon ATT /                                   |                       |

Reported by  
 Sign : *[Signature]*  
 Name : Wai Yan Phye  
 Position : Salesman

Checked by  
 Sign : *[Signature]*  
 Name : Ho Mung Mung  
 Position : GM

Approved by  
 Sign : *[Signature]*  
 Name : Ho Zaw Min Myet  
 Position : ACOO

(DH/AGM/GM)

(COO)

Hi-5 report ရဲ့ ဝေဖော်ချက်

*[Signature]*  
 Ei Pwe Ngone

Check by

Sign : *[Signature]*  
 Name : Ho Than Zaw Lin  
 Position : OM



## TRAVEL ADVANCE CLEAR FORM

|  |                            |                                     |  |
|--|----------------------------|-------------------------------------|--|
| Cash Advance No: <b>ATT-2024-12-0056</b> |                            | Employee Name: <b>Wai Yan Ngene</b> | Estimated Date of Travel: <b>(8:00)AM to (5:00) PM</b> |
| Position Rank: <b>Sale MGR</b>           | Department: <b>ATT (B)</b> | Travel Day: <b>6 days</b>           | Destination: <b>MOBI, ABE, Hgy</b>                     |
| Purpose: <b>Sale &amp; marketing</b>     |                            |                                     |  |

|  |                            |             |
|--|----------------------------|-------------|
| Arrival Place: <b>MOBI</b>                               | <b>GOK</b>                 | <b>YHNU</b> |
| Actual Date & Time of Travel: <b>2024.12.17 (8:00)AM</b> | <b>2024.12.22 (5:00)PM</b> |             |
| Travel Day: <b>6 days</b>                                |                            |             |
| HR Name:   |                            |             |
| HR Sign:   |                            |             |
| NCRI/Authorized Person Name: <b>Attached photo</b>       |                            |             |
| NCRI/Authorized Person:                                  |                            |             |

|   |   |   |                          |
|---|---|---|--------------------------|
| Actual Date & Time of Travel: <b>(8:00)AM to (5:00)PM</b> | Departure Date & Time: <b>2024.12.17 (8:00)AM</b> | Arrival Date & Time: <b>2024.12.22 (5:00)PM</b> | Total Day: <b>6 days</b> |
|---|---|---|--------------------------|

| Date   | Description                      | Total Amount    |     |
|--|----------------------------------|-----------------|-----|
|  |                                  | Kyats           | USD |
| 2024.12.17                                   | 17, 18, 19, 20, 21, 22 (15000*6) | 90000/-         |     |
| ↓  | Fuel charges                     | 30000/-         |     |
| 2024.12.22                                   | Gate pass charges                | 3000/-          |     |
|  | Express charges                  | 30000/-         |     |
|  | Taxi charges                     | 27000/-         |     |
| <b>Total Expense (Kyats/USD)</b>             |                                  | <b>340000/-</b> |     |
| <b>Cash Advance (Kyats/USD)</b>              |                                  | <b>300000/-</b> |     |
| <b>Balance Refund/Additional (Kyats/USD)</b> |                                  | <b>40,000/-</b> |     |

| Job Report Status                               |                        |              |                   |                    |
|---|------------------------|--------------|-------------------|--------------------|
| Authorization                                   | Name                   | Position     | Date              | Sign               |
| Prepared By                                     | <b>Ei Hwe Ngene</b>    | <b>Admin</b> | <b>2025.01.09</b> | <b>Ei Hwe</b>      |
| Approved By Dept Head                           | <b>Ma Su Bi Hlaing</b> | <b>DM</b>    | <b>10.1.25</b>    | <b>Ma Su Bi</b>    |
| Approved By GM/AGM/COO                          | <b>Ko Maung Maung</b>  | <b>GM</b>    |                   | <b>Ko Maung</b>    |
| Acknowledged by related Superior for Job Report | <b>Ko Zaw Min Myat</b> | <b>ACCO</b>  | <b>14.1.23</b>    | <b>Ko Zaw Min</b>  |
| HR Check & Approved                             | <b>Lar Lar Mon</b>     | <b>AGH</b>   | <b>10/1/25</b>    | <b>Lar Lar Mon</b> |
| Cash Received                                   |                        |              |                   |                    |

Remark:



Print Date : 26-Dec-2024

No.589-592,Bo Aung Kyaw Street,Yangon-Pathein High Way Road,Hlaing Thar Yar Township, Yangon, Myanmar.

Monthly Fuel Claim

| Vehicle Number | Holding Business            | Request Date | For Month | Contract Name | Approved amount | Actual Issue Gallon | Actual Charges Amount | Actual Approved Status | Monthly Usage Kilo | Remark  |
|----------------|-----------------------------|--------------|-----------|---------------|-----------------|---------------------|-----------------------|------------------------|--------------------|---|
| 9H-4067        | Agriculture Tractor & Truck | 2024-12-18   | December  | Aye Min(4)    | 250,000         | 18                  | 250,000               | Close                  | 99                 | Trip Fuel charges for MTL, NUO, PIC Wai Yan Phyo                |
| 9H-4067        | Agriculture Tractor & Truck | 2024-12-24   | December  | Aye Min(4)    | 250,000         | 18                  | 260,000               | Close                  | 1,287              | Trip Car Fuel Charges for NUO, MGW, GBK Trip (PIC-Wai Yan Phyo) |

Remark : Copy အား Claim ဝင် ရှင်းထားပါသည်။




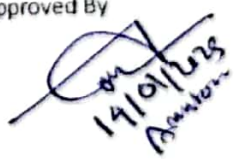
Fuel charges - 190,000/- အား ပျက်စီးဝင် ရှင်းဖို့ Copy ဝင် 70,000/- အား ရှင်းထားပါသည်။



# TRIP CAR USED FORM

BU/BR/DIV : ATT BU  
 Driver Name : Hein Min Htet  
 Car User Name : Wei Yan Pyo  
 Trip Title : Sale way  
 Trip Location : Myaung U, Mogway, GABK.  
 Car No. : 9H/4067  
 Car Type : Robox  
 Estimate Date : 13.12.2024  
 Participant : Wei Yan Pyo, Hein Min Htet

| Date       | Start Kilo | End Kilo |
|------------|------------|----------|
| 13.12.2024 | 485464     | 485657   |
| 14.12.2024 | 485657     | 485787   |
| 15.12.2024 | 485787     | 485886   |
| 16.12.2024 | 485886     | 485964   |
| 17.12.2024 | 485964     | 486280   |
| 18.12.2024 | 486280     | 486434   |
| 19.12.2024 | 486434     | 486660   |
| 20.12.2024 | 486660     | 486683   |
| 21.12.2024 | 486683     | 486751   |

Request By:   
 Requester: Ei Phue Ngone  
 Checked By:   
 Related GM/AGM: Ko Maung Maung  
 Acknowledge By:   
 GAV Head: Ko Maung Maung Htwe  
 Approved By:   
 CAM GM/AGM/COO: 14/01/2025

05-CHL-GAV-FRM-015-01

Remark: (13.12.2024 to 16.12.2024) မှ claim ဖို့ ဖို့ ဖို့ ဖို့ Advance ဝဲဝဲ  
 17.12.2024 to 21.12.2024 မှ ဖို့ ဖို့ ဖို့ ဖို့ ဖို့ ဖို့ ဖို့ ဖို့