



**TRAVEL ADVANCE CLEAR FORM**

Cash Advance				
Employee Name	Phyo Hein Pye Kyar		Estimated Date of Travel	6.1.25 ~ 26.1.25
Position Rank	Sales Support		Total Day	21 Days
BU/BR/DIV, Dept	PG BU		Destination	
Purpose	Branch Supporting ( MLM , HPN )			
Travelling Permit				
Arrival Place	YGN ~ HPN	HPN to MLM	HPN to YGN	
Actual Date & Time of Travel	6.1.25 to 12.1.25	13.1.25 to 18.1.25	19.1.25 ~ 26.1.25	
Total Day	7 Days	6 Days	8 Days = 21 Days (Total)	
HR Name	With Attach			
HR Sign	✓			
BOH/Authorized Person Name	✓			
BOH/Authorized Person	✓			
Advance Clear				
Actual Date & Time of Travel			Total Day	21 Days
Departure Date & Time			Arrival Date & Time	
Date	Description	Total Amount		
		Kyats	USD	
6.1.25 to 26.1.25	T.A Charges (21 Days x 15000)	315000	1-✓	
	YGN to HPN 6.1.25 Car Ticket Charges	15000	1-✓	
	HPN to YGN 26.1.25	15000	1-✓	
	Taxi Charges 6.1.25 to to Aung Minsalar gate	23000	1-✓	
<b>Total Expense (Kyats/USD)</b>		<b>373000</b>	<b>368000</b>	
<b>Cash Advance (Kyats/USD)</b>		<b>300000</b>		
<b>Balance Refund/Additional (Kyats/USD)</b>		<b>73000</b>	<b>68000</b>	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Htet Pin Zin	SH	28.2.25	[Signature]
Approved By Dept Head	Aye Win	DH	5.3.25	[Signature]
Approved By GM/AGM/COO	Sae Htet Pin	AGM		
Acknowledged by related Superior for Job Report	Ko Aye Min Htun	VCM		
HR Check & Approved	Phyo Wai Nyein	HR	6.3.25	Phyo
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02

DATE: 01.7.2025

[Handwritten Signature]

# ရွှေမြန်မာ

အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး

ရန်ကုန် ⇌ ဘားအံ

ရန်ကုန် ⇌ မြဝတီ

အမည် : ဦး ပီတာ ဇော်

သွားမည့်နေ့ : 26.1.2025

အချိန် : 8: Am

ခုံနံပါတ် : 24

ကျသင့်ငွေ : 15,000/-

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 GoodLife  
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Shwe Myanmar

From (မှ)  
 Yangon

To (သို့)  
 Hpa-An

Traveller (စာရင်းသွင်း)  
 Phyo Hein Pyae Kyaw

Contact (စုန်းနံပါတ်)  
 09977835318

Seat(s) (ခုံနံပါတ်များ)  
 G3

Class/Type  
 အထူးကား

Bus No. (ကားနံပါတ်)

Booking Reference  
 7557-6433

Status  
 CONFIRMED

Departure (ထွက်ခွာ)  
 Jan 06, 9:00 AM

Gate (ပိတ်)  
 Aung Mingalar Bus  
 Station

Special Request (ပုဂ္ဂိုလ်ချုပ်)  
 7/yataya(N)157247

Depart  
 Jan 06, 8:58 AM

Passengers  
 Total

1  
 20 000



\* 7 5 5 7 - 6 4 3 3 \*

Check-in 30 min before the departure time  
 ကားထွက်ခွာမီ ၃၀ မိနစ် အထိ ရောက်ရှိရန် လိုအပ်ပါသည်။

Each passenger is allowed one carry on luggage.  
 ခရီးသည်တစ်ဦးတစ်ဦးစီ တစ်ထွဲစီးတစ်ခွာ အများဆုံး ချွန်ခွဲ ချွန်ခွဲ

No refund will be issued after the departure.  
 ကားထွက်ခွာချိန် ဖြည့်ပြီး ရောက်ရှိလာသည့် အခါ မရပါ။

ဝယ်ပြီး ဝက်ဖက်စွာ ပြန် ပြောင်းပါ။ မိမိနှင့် အားပေးသော အဖွဲ့  
 ဖြစ်ရန် မိမိနှင့် တစ်သား အားပေး ရောက်ရှိရန် အားပေး  
 ရပါ။

Contact: Phone: YGN 09255 330 330, 09255 330  
 986, 09444 428 700, Hpa-an 09 255 330 330, 09 497 805  
 00

Print Date : 05-Mar-2025

**Tax (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
	2025-01-06	Power Generator	Marketing & Sales Support	Phyo Hein Pyae Kyaw	Branch Support to HPN Branch	09:00	Hlaing Thar Yar	Aung Min Galar Gate	23,000	23,000	GA Manager Approved	



### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Dnyo Hein Pyae Kyaw	Estimated Date of Travel	6.1.25 to 12.1.25 / 19.1.25 to 26.1.25	
Position Rank	Sales Support	Total Day	14 days.	
BU/BR/DIV, Dept	DC	Destination	Hpa Ar	
Purpose	Branch Supporting			
Travelling Permit				
Arrival Place	Hpa.	MWD		
Actual Date & Time of Travel	6.1.25 to 12.1.25	20.1.25 to 26.1.25		
Total Day	7 days.	7 days.		
HR Name	Chit Oo Maung			
HR Sign				
BOH/Authorized Person Name	Chit Oo Maung			
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel		Total Day		
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
6.1.25 to 12.1.25	Bus Ticket (YGN to Hpa) 15000 ✓ TA 15000 x 7 days. 105000 ✓ Taxi charges (HO to Aung Myingalar) 25000 ✓			
20.1.25 to 26.1.25	TA 15000 x 7 days. 105000 ✓ Bus Ticket (Hpa to YGN) 15000 ✓			
Total Expense (Kyats/USD)				
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By				
Approved By Dept Head				
Approved By GM/AGM/COO				
Acknowledged by related Superior for Job Report				
HR Check & Approved				
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02





# TRAVELLING REPORT

Date : 26.1.25

Report To	COO & AGM	
Employee Name	Phyo Hein Pyae Kyaw	
Position	Sales Support.	
Department	Marketing & Sales Supports.	
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	6.1.25	26.1.25
Total Days		
Trip Information	1. From YAN To HON	
	2. From HON To MLM	
	3. From MLM To HON / MMD	
Purpose For Travelling		
Travel Date	Activities	Remark
6.1.25 to 12.1.25.	<p>HON Market condition .</p> <ul style="list-style-type: none"> <li>- Rice Mill market trend</li> <li>“Customer” များ၏ အားလုံးကို အားပေးပေးရန်အတွက်</li> <li>Installation of equipment.</li> <li>“”</li> <li>“”</li> <li>Hon downtown program.</li> <li>Entertainment.</li> <li>“”</li> <li>“”</li> </ul>	<ul style="list-style-type: none"> <li>- Prospect</li> <li>300 kva</li> <li>250 kva</li> <li>100 kva</li> <li>Inquiry</li> <li>- 250 kva</li> </ul>

Reported by  
 Sign :   
 Name : Phyo Hein Pyae Kyaw  
 Position : Sales Support.

Checked by  
 Sign :   
 Name : Myi Layi Win  
 Position : DH

Approved by  
 Sign :  
 Name :  
 Position :

(DH/AGM/GM)

(COO)

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# Travelling Report.

## MLM Market Condition

Old customer 300 kva  
 5 anna 200 kva. 1. 200 kva. Prospect  
 5 anna 200 kva. Prospect

Prospect

- 150 kva
- 80 kva
- 200 kva

5 anna 200 kva. Prospect  
 anna 200 kva. Prospect

Deal

Budget 200 kva. Prospect

5 anna 200 kva. Prospect  
 anna 200 kva. Prospect  
 anna 200 kva. Prospect

## HPN / MW Market Condition.

1.25 anna 200 kva. Prospect  
 anna 200 kva. Prospect

Prospect

- 500 kva x 30
- 250 kva Used
- 200 kva

1.25 anna 200 kva. Prospect  
 anna 200 kva. Prospect

Deal

- 500 kva x 30
- 250 kva used.

anna 200 kva. Prospect  
 anna 200 kva. Prospect