



TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	John Willie Guss	Estimated Date of Travel	10.9.2024 to 20.9.2024
Vehicle Used	Rel's Car	Travel Day	16 Days
PL BR DTY. Dept	IS Rel	Destination	Monday Branch
Purpose	BY sale Support		
Travel Details			
Travel Place	Monday Branch		
Actual Date & Time of Travel	10.9.24 to 16.9.24		
Travel Day	16 Days		
HR Name	Nyisa Mwe		
HR Sign	[Signature]		
BCH Authorized Person Name	Ang Min Mwe		
BCH Authorized Person	[Signature]		
Advance Clear			
Actual Date & Time of Travel	10.9.2024 to 16.9.2024	Travel Day	16 Days
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
10.9.2024	MOX Good House Charge	25,000	
16.9.2024	Cycle Fuel Charges (240/1200)	24,000	
Total Expenses (Kyats USD)		29,000	
Cash Advance (Kyats USD)		55,000	
Balance Returned (Kyats USD)		16,000	
Job Report Status			
Authorization	Name	Position	Date
Prepared By	Nim Thazin	Sale Admin	2.10.24
Approved By Dept Head	Thiha Thaha Kyi	D.H	5.10.24
Approved By GM AGM CDO	Chit San Ke	AGM	5.10.24
Acknowledged by related Superior for Job Report	Zaw Min Mwe	ACDO	
HR Check & Approved	Thar Na Hoi	H.R	5.10.24
Cash Received			
Remark			

04-CTD-CAS-FRM-004-02

TRAVELLING REPORT

Date : ...1...10...2024.....

Report To		
Employee Name		Than Htika Sura
Position		Sales Executive
Department		Sales Dept
Business		IS BU
Departure & Arrival	Departure Date And Time	1, 9, 2024
	Arrival Date And Time	16. 9. 2024
Total Days		
Trip Information	1. From TGN To Mandalay	
	2. From To	
	3. From To	
Purpose For Travelling		
Branch Sales Support		
Travel Date	Activities	Remark
1. 9. 2024 to 16. 9. 2024	<p>Customer appointment to Myit Nga (SP) → Kerry Logistics, RC Logistics, Achenet, Beyond Logistics. UMT Distribution</p> <p>Customer visit to Pyi Oon Tagon (SP) → EARE Co, Ltd, Mahar Nya San Pya Rice Mill, Nga Thazin Rice Mill, Crown Pine Factory, Top Puser Mandalay, Kyau Plastic Factory.</p> <p>Customer visit to Mahar Aung Myone → Hotel Mandalay, Sky Line Hotel,</p>	

Reported by 

Checked by

Approved by

Sign :
Name : Than Htika Sura
Position : Sales Executive

Sign : 
Name :
Position :

Sign :
Name :
Position :

(DH/AGM/GM)

(COO)

02-CHL-HRM-FRM-064-00

September'24 Cycle Way

No	Date	Location	Cycle-No	User Name	Amount	Trip (Ways)	Way Purpose	Remark
1	3/9/2024	MDY-IDZone & Pyigyitagon	74W/7814	Than Htike Swe	5000	Visit to Pyigyitagon - Crystal Diamond livestock Factory - Relation & after sale service related to the machine follow up. - Shan Shwe Taung Leaf Factory - Relation & exhaust fan follow up. - Green Circle Co, ltd - Relation & after sale service related to the machine follow up.	Customer Job Site Followup	
2	6/9/2024	MDY-IDZone & MyitNge	74W/7814	Than Htike Swe	9000	Visit to MyitNge Customer Appointment - RG Logistics - Relation & after sale service appointment follow up. - Kerry Logistics - Relation & after sale service appointment follow up. - Advantis Beyond Logistics - Relation & after sale service appointment follow up.	Market Visit Customer Job Site	
		Total			14000	kg		

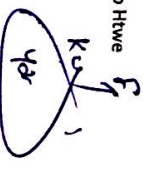
Prepared By
Sale Admin
Nwe Thazin




Check By
DH
Thiha Thein Aung



Check By
F/A
Zin Ko Htwe


 10.10.24

Approved By
AGM
Chit San Ko



Approved By
GA
Maung Maung Htwe

7AW-1814

(01/12)

11.00.00) ...
...
... (01/12) 2,941

97 REFERENCE

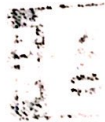
3.9.24.

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5000 Ks

7AW-1814



Shri. ...
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Ph: ...

...

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6.9.24

...

...

9000 Ks

GENERAL EXPENSE CLAIM FORM

Company Name

: ISBN

Department Name

: S & M

No.	Date	Name	Description	Amount	Remark
1	9.10.24	Mun Hike Seng	MOY. Br. Home Rent	25000	For Sep'24
Total Amount				25,000	

Requested by

Approved by

Checked by

Approved by

Approved by

Sign

Name: *Mue Fina*

(Requester)

(Department Head)

(Related FNA/Corp FNA)

(OV/AGN/GM)

(ACOO/COONID/VCAD)

Zan Ke Hwe

02-IDS-FNA-FRM-001-01

PAID

TOTAL
GOV TAX

INI

INVOICE VOUCHER

CUSTOMER NAME အမည်	Thon Hike	DATE နေ့စွဲ	20 / 09 / 24
ADDRESS လိပ်စာ	Sue.		

NO စဉ်	DESCRIPTIONS အမျိုးအမည်	QTY ဦးရေ	UNIT PRICE ဈေးနှုန်း	AMOUNT သင့်ငွေ	
				KYATS	USD
	Hotel chgs for	1	25000/-	25000/-	
	Sep' 24				
	From MOT BR				
<input type="checkbox"/> PAID <input type="checkbox"/> DELIVERED			TOTAL		
			GOV TAX		
			ADV / DIS		
			BALANCE		

445

CHECKED BY

AUTHORIZED BY