



TRAVEL ADVANCE CLEAR FORM


| Cash Advance | | | | |
|---|------------------------|------------------|--------------------------|---|
| Employee Name | Paing Soe Thee. | | Estimated Date of Travel | 18-Mar-25 to 9-Apr-2025 |
| Position Rank | Supervisor | | Total Day | 18 Days |
| BU/BR/DIV, Dept | T & B | | Destination | YGN. |
| Purpose | Visit & training | | | |
| Travelling Permit | | | | |
| Arrival Place | | | | |
| Actual Date & Time of Travel | | | | |
| Total Day | 18 days | | | |
| HR Name | ZMS | | | |
| HR Sign | | | | |
| BOH/Authorized Person Name | | | | |
| BOH/Authorized Person | | | | |
| Advance Clear | | | | |
| Actual Date & Time of Travel | | | Total Day | |
| Departure Date & Time | | | Arrival Date & Time | |
| Date | Description | Kyats | USD | |
| 18-Mar-2025 | 18 Days x 15,000/- | 270,000/- | 240,000 | only 602, No Repair with H15 23/4/25 |
| to | | | | |
| 9-Apr-2025 | TGY to YGN Ticket. | 31,000/- | | |
| | YGN to TGY Ticket. | 31,000/- | | |
| | Taxi Charges | 15,000/- | | |
| | Fuel Charges (At TGY). | 15,000/- | | |
| Total Expense (Kyats/USD) | | 362,000/- | 332,000/- | |
| Cash Advance (Kyats/USD) | | 300,000/- | | |
| Balance Refund/Additional (Kyats/USD) | | 62,000/- | 32,000/- | |
| Job Report Status | | | | |
| Authorization | Name | Position | Date | Sign |
| Prepared By | Ei Yan Lwin | Admin | 23-Apr-25 | |
| Approved By Dept Head | Zar Zar Hwe | Sr. DH. | 23. Apr. 25 | |
| Approved By GM/AGM/COO | Win Theingi Nwe | GM. | 23. 4. 25 | |
| Acknowledged by related Superior for Job Report | | | | |
| HR Check & Approved | Zin Mar Soe | HR. | 23/ Apr / 25 | |
| Cash Received | | | | |
| Remark | | | | |


04-CFD-CAS-FRM-006-02

TRAVELLING REPORT

Date : ...9.4.2025...

| | | |
|-----------------------------|--|-----------------------|
| Report To | GIM, Sr DH TAY, YGN Visit report | |
| Employee Name | Pawng Soe Thu | |
| Position | Sale supervisor | |
| Department | Sale | |
| Business | Truck & BUS | |
| Departure & Arrival | Departure Date And Time | Arrival Date And Time |
| | 18.3.2025 | 9.4.2025 |
| Total Days | | |
| Trip Information | 1. From ...TAY...To...YGN... | |
| | 2. From ...YGN...To...TAY... | |
| | 3. FromTo..... | |
| Purpose For Travelling | Customer appointment & visit | |
| Travel Date | Activities | Remark |
| 18.3.2025 to 9.4.2025 | <ul style="list-style-type: none"> * KO Thurocin win get prospect Sharmen prime mover. * KO Tin Lin get prospect Sharmen prime mover. * Shue Teung Tam Gate King Long 17seater inquiry. * Mye Ka Barr Gate King Long inquiry. * Aung Myintta rice factory get Sharmen prospect. * Nyem Chan Gate King Long get inquiry. TAY * Ko Than win UD Quarter get prospect. YGN * Ko Min ko Thu UD Quarter get prospect. * Ko Myo Mm Latt Sharmen prime mover prospect. * MRCS Team UD corner box tender inquiry. * Winner petrol Company inquiry Fuel Boxer. * Shu Sam fuel station Fuel Boxer inquiry. * U Maw King Long 17seater prospect. * Dambila Mm Gate 17seater get prospect * Sanyar gyi fuel station get UD Quarter inquiry. * Fairman Pho Yur 20r fuel station get inquiry TAY & Tamk hoda. | |

Reported by
 Sign : 
 Name : Pawng Soe Thu
 Position : Sale Supervisor

Checked by
 Sign : 
 Name : Pawng Soe Thu
 Position :
 (DH/AGM/GM)

Approved by
 Sign :
 Name :
 Position :
 (COO)

Bus Company famous

Passenger Name Paing Soe Thu(local)

NRC/Passport No. 12/Ah Sa Na(N) 203103

Ticket No. NW-RACKXK

Class Normal (Starting point is from Hopong at 6:00 AM, Thittaw at 7:00 AM and Aye Tharyar at 8:00 AM)

Seat No. 5,

Adult 1

Voucher No. famous-DXWTZ

Amount (MMK) 31,000 MMK

Departure Date 18 Mar 2025,

Departure Time 8:00 AM

Destinations Taunggyi → Yangon

09-402025645

Booking Confirmation

Booking Ref: **6534-9468** | Mandalar 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 9650 78, Magway-09 2560 83 936, Tatkone-094480 12 556



Booking Details

| Route | Departure Time | Departure Gate |
|-----------------------|------------------|----------------------------|
| Yangon - Taunggyi | Apr 09, 07:30 PM | Aung Mingalar Bus Terminal |
| Bus Operator | Booking Date | Total |
| Mandalar Minn Express | Mar 25, 10:58 AM | 31000.0 MMK |

Traveller Information

| Traveller Name | Phone Number | Seat Number |
|---|--------------|-------------|
| Paing Soe Thu | 09420048949 | 28 |
| Special Request to Mandalar Minn Express အောင်မင့်ဂလာ ဂိတ်စီးမည် | | |

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 - 09 777 111 811
 Facebook - <https://www.facebook.com/MMBusticket>



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

Print Date : 23-Apr-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 | 2025-03-18 | Truck & Bus | Sales | Paing Soe Thu | TGY to YGN Way Trip လာရာတွင် ည 8နာရီခြားချိန်မှ ကားဂိတ်သို့ရောက်သဖြင့် taxi ငှားစီးခြင်းဖြစ်ပါသည်။ | 08:30 | Aung Mingalar Car Gate | Innsein Park | 15,000 | 15,000 | GA Manager Approved | TGY to YGN Way Trip လာရာတွင် ည 8နာရီခြားချိန်မှ ကားဂိတ်သို့ရောက်သဖြင့် taxi ငှားစီးခြင်းဖြစ်ပါသည်။ |

[Signature]
23/4/25
Ei Yin Win

[Signature]
23.4.2025
Zar Zar Hwe

[Signature]
23/4/2025
Zin Mar Soe

[Signature]
23.4.25
Win Theingi Nwe

ကော့ဇင်

ရွှေတံခါး

ကော်ပိုရေးရှင်းလီမိတက် (ပတ်ဝန်းကျင်ထိန်းသိမ်းရေး)

Ph : 081-45376 , 09-8350428

Octane(92)

| | | | |
|-------|-------|-------|---------------------|
| VtNo | C2 19 | Date | 08-Mar-2025 10:26.3 |
| Pump | O 3 | မာရုံ | ဘိုလ်ကပ် |
| Gal | Liter | Price | Total |
| 0.335 | 1.524 | 3280 | 5000 |

ပျစ် - ဝဲလ်ကပ် - တီလ်

ကော်ပိုရေးရှင်းလီမိတက် (ပတ်ဝန်းကျင်ထိန်းသိမ်းရေး)

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Ph : 081-45376 , 09-8350428

Octane(92)

| | | | |
|-------|-------|-------|---------------------|
| VtNo | C2 /0 | Date | 07-Mar-2025 10:26.1 |
| Pump | O 3 | မာရုံ | ဘိုလ်ကပ် |
| Gal | Liter | Price | Total |
| 0.335 | 1.524 | 3280 | 5000 |

ပျစ် - ဝဲလ်ကပ် - တီလ်

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Ywar Ngaz

BOC (Ywar Ngaz)

Inngone Ngazu Quarter, Ywar Ngaz Township,

Shan State. 0989866 771, 0989866 772

92 Ron

Vr No: H-15-202505010014

Date: 03/05/2025 09:40 AM

Pump: Pump 6 **Car No:** 1.Cycle

Cashier: Chaw Chaw Lay

| | Liter | Price | Amount |
|--|--------------|--------------|---------------|
| | 1.473 | 3395 | 5,000 |

Thank You. See You again!