



### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Thar Htika Soxx	Estimated Date of Travel	1.11.2024 ~ 30.11.2024	
Position Rank	Sale Executive	Total Day	30 Days	
BU/BR/DIV, Dept	IS BU	Destination	Mandalay Branch	
Purpose	Branch Sale Support			
Travelling Permit				
Arrival Place	Mandalay Branch			
Actual Date & Time of Travel	1.11.24 to 30.11.24			
Total Day	30 Days			
HR Name	Myain Htoo			
HR Sign	[Signature]			
BOH/Authorized Person Name	Aung Myint Myint			
BOH/Authorized Person	[Signature]			
Advance Clear				
Actual Date & Time of Travel		Total Day		
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
1.11.2024	MDY Hostel charges Nov'24	25,000		
30.11.2024	NOV'24 Cycle No charges (အမှတ်ပေးရန်)			
Total Expense (Kyats/USD)		25,000		
Cash Advance (Kyats/USD)		55,000		
Balance Refund/Additional (Kyats/USD)		30,000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Nisse Thazin	Sale Admin	10.10.24	[Signature]
Approved By Dept Head	Thiha Hein Aung	DoH	10.12.24	[Signature]
Approved By GM/AGM/COO	Chat San Ko	A.G.M	10.12.24	[Signature]
Acknowledged by related Superior for Job Report	Zaw Min Myint	ACOO	10.17.24	[Signature]
HR Check & Approved	Thao Nu Wai	H.R	10-Dec-24	[Signature]
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02

# TRAVELLING REPORT

 Date : 30.12.2024

Report To		
Employee Name	Than Htike Suwa	
Position	Sales Executive	
Department	Sales Dept	
Business	IS BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	10.11.2024 ~ 30.11.2024	
Total Days		
Trip Information	1. From ..... To <u>Manerakay</u> .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling	Branch Sales Support	
Travel Date	Activities	Remark
10.11.2024	Customer visit to MDY, Kyauksegon	
"	- Myanmar May Kang Py Wood,	
	EARC Asia, Crown Zinc Factory,	
	LMT Distribution, MK Distribution,	
30.11.2024	Crystal Diamond livestock Rubing,	
	Daily Star Engine oil, Alpine, Crown	
	Circle Co, Ltd, Ok Myanmar, Super	
	Piton Plastic Factory, Seain Carbon	
	Textile Factory, Manerakay Beer,	
	MMM Paper Factory,	

Reported by

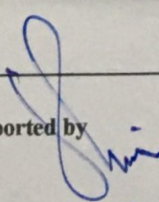
Checked by

Approved by

Sign :

Name :

Position :

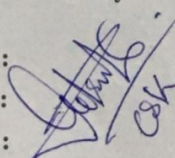
  
 Than Htike Suwa  
 Area Sales Manager

Sign :

Name :

Position :

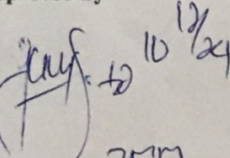
(DH/AGM/GM)

  
 CSK

Sign :

Name :

Position :

  
 10/12/24  
 ZMM

(COO)

02-CHL-HRM-FRM-064-00

