



**Mawlamyaing Branch**  
No.93, Zay Kyo Quarter, Mawlamyaing Tsp, Mon State.Mawlamyaing  
Tel :  
Fax:

**PAYMENT VOUCHER**

Voucher No. :MLM-PV-2025-07-0033 Cashier :  
Voucher Date :2025-07-22 To :  
Currency :MMK

Applicant Adm. Manager GM

No	Description	Purpose	Subtotal
1	PAYMENT FOR CUSTOMER U YAN LIN AUNG,MDY, ME220,DELIVERY & CONTRACT ,TA CHG MMK - 60,000/-, EXPRESS CHG MMK - 80,000/-, HOTEL CHG MMK - 80,000/-, TAXI CHG MMK - 15,000/-, TOTAL MMK - 235,000/-	COGS - Commission Units-MLM	235000.00

Total 235,000.00

Total in Words : \_\_\_\_\_

Note : PAYMENT FOR CUSTOMER U YAN LIN AUNG,MDY, ME220,DELIVERY & CONTRACT ,TA CHG MMK - 60,000/-, EXPRESS CHG MMK - 80,000/-, HOTEL CHG MMK - 80,000/-, TAXI CHG MMK - 15,000/-, TOTAL MMK - 235,000/-

Date : \_\_\_\_\_ Name/NRC No : Nay Win Aung Signature : [Signature]

21.9.2025

Division : MM DR

Unit

Amount : 23,5000 L Kyats/ US\$ (ကုန်စွဲအခါ: သုံးစွဲသင့်: ငါးထောင်ကျပ်)

Do not include (or) Not:

Yes  Budgeted Title and Amount :  
 No  Reasons for :

Required For:

Deal customer U Yan Lin Aung (MAY / Saung), ME220 -Unit.  
Delivery and contract process expense charges US- 235000/-.

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးနှင့်များအားလုံး သေချာစွာစုံစမ်းစစ်ဆေးတွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။  
 (The amount requested must be properly calculated, checked and verified by respective authorized person)  
 (၂) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက သက်ဆိုင်ရာ  
 တာဝန်ရှိစိမ်းအတည်ပြုသူက အပြည့် အဝ ပြန်လည်ရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်  
 (If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By *Ms* Checked By *Ms* Checked By *Ms* Approved By *Ms* Approved By

Requester Mgr/DH Finance & Account GM/AGM/COO CMC/CEO/Chairwoman  
 Nay Win Aung, Nay Win Aung, May Myint Thu, Nay Win Aung



# မန္တလေးမြို့

mandalarohan.com.mm

From (မှ)  
Mandalay

To (သို့)  
Mawlamyitha

Itinerary (ခရီးစဉ်)  
Nay Pyi Taw

Contact (ဆက်သွယ်ရန်)  
09-721-7800

Seat (ခရီးစဉ်)  
A3

Class Type

Bus No. (ကားနံပါတ်)

Class: Higher  
(2+1)

Booking Reference  
5947-5746

Status  
CONFIRMED

Departure (ထွက်ခွာ)  
Jul 12, 6:00 PM

Gate (ဂိတ်)  
Chen Mya Shwe  
Bus Terminal

Special Request (အထူးတောင်းဆိုချက်)

Printed Time : Jul 12, 5:45 PM

Passengers

Total

1

47/300

NRC or Passport is necessary to travel.

\*မှတ်တမ်း ဖြစ်စေရန် လိုအပ်ပါသည်။\*

Check in 30 min before the departure time.

ထွက်ခွာ 30 မိနစ် အတိုင်း စစ်ဆေးရန် လိုအပ်ပါသည်။

Each passenger is allowed one carry-on baggage.

တစ်ဦးတည်းက ခရီးစဉ်တစ်ခုစီ အတွက် တစ်ခုစီသာ ခြွယ်ရပါသည်။

No refund will be issued after flight departure.

ထွက်ခွာပြီးနောက် ချမ်းသာမှု မရပါ။

ဤစာရွက်ကို အသုံးပြုပြီးနောက် ချမ်းသာမှု မရပါ။  
ဤစာရွက်ကို အသုံးပြုပြီးနောက် ချမ်းသာမှု မရပါ။  
ဤစာရွက်ကို အသုံးပြုပြီးနောက် ချမ်းသာမှု မရပါ။

Contact Phone: CallCenter-09772 889

99B, YGN-095020181, NPT 09251251274, Mawlamyitha 09780

88558/INDY 09402651991, Bagan 09425291060 P 1 09

9488-ku-09 7733 45 666, Myingyan 09 721 9680

78 Magway 09 2560 83 636, Jarkant 094480 12 320



### TRAVEL ADVANCE CLEAR FORM

Advance				
Employee Name	Nay Win Aung	Estimated Date of Travel	10.7.2025 (7:30 AM) to 13.7.2025 (2:30 PM)	
Position Rank	ABOH	Total Day	4 days	
BR/DIV. Dept	MLM BR	Destination	Mandalay	
Purpose	MAY Customer (Nay King Aung CME220)			
Travelling Permit				
Arrival Place				
Actual Date & Time of Travel				
Total Day	4 days			
HR Name				
HR Sign				
BOH/Authorized Person Name				
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel		Total Day	4 Days	
Departure Date & Time	10.7.2025 (7:30) AM	Arrival Date & Time	13.7.2025 (2:30) PM	
Date	Description	Total Amount		
		Kyats	USD	
10.7 → 13.7.25	Days of travel allowance Charges 4 days x 15000	60000		✓
	Express charges MAY ⇌ MLM	80000		✓
	Hotel charges (2 nights)	80000		✓
	Taxi charges	15000		✓
		2		
Total Expense (Kyats/USD)		235000		✓
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Nay Win Aung	ABOH	28.7.2025	Mr.
Approved By Dept Head	Phinzar Nyo	AH	18.7.2025	Mr. Nyo
Approved By GM/AGM/COO	Nay Win Aung	ABOH	18.7.2025	Mr.
Acknowledged by related Superior for Job Report	Paing Soe Lynn	COO		
HR Check & Approved	Phinzar Nyo	HR	18.7.2025	Mr. Nyo
Cash Received	Nay Win Aung	ABOH	18.7.2025	Mr.
Remark				



# TRAVELLING REPORT

Date : 14.7.25

7.2025  
7.2025

Report To	KO Paing Soe Lynn	
Employee Name	Nay Win Aung	
Position	ABOH	
Department	Administration (Unit)	
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	10.7.25 (7:30AM)	13.7.25 (2:30 PM)
Total Days	4 days	
Trip Information	1. From Mawlamyine To Mandalay	
	2. From Mandalay To Mawlamyine	
	3. From ..... To .....	
Purpose For Travelling	Sign Contract, Payment Collection, machine delivery. Follow up next project.	
Travel Date	Activities	Remark
10.7.25	on the way.	
11.7.25	Sign Contract, Payment Collection, Follow up next project	
12.7.25	Machine delivery, Meet broker & Come back.	

om Type  
309



Reported by  
Sign : *Nay Win Aung*  
Name : Nay Win Aung  
Position : ABOH

Checked by  
Sign : *Thinzon Nyo*  
Name : Thinzon Nyo  
Position : Admin Head  
(DH/AGM/GM)

Approved by  
Sign : *Paing Soe Lynn*  
Name : Paing Soe Lynn  
Position : COO  
(COO)

05-CHL-HRM-FRM-064-01



# မြတ်မန္တယာထွန်

အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး

နေပြည်တော် ။ ဝမ်းဗိုင်း ။ မြစ်ကြီးနား ။ ယယ် ။ ရွှေမြေပြေ ။ မိုးကုတ် ။ မော်လမြိုင် ။ တာမယ် ။ ကော့ခောင်း ။ မြိတ်  
 .....  
 ကိုမောင်မောင်  
 10.7.25 ..... Bus .....  
 ၇.30 နာရီ) (ည-..... နာရီ)  
 ၁၁  
 ၄၀၀၀၈ ✓  
 မြို့တော် ။ လမ်း ။ ယယ် ။ ကော်ပိုကြီး ။ ကျိုင်းတုံ ။ ကချင်ဝယ်



ယာဉ်ထုပ်ချိန်ထက် မိနစ်(၃၀) အတွင်းအထောက်အပံ့ရှိပါသည်။

ခရီးစဉ်များ (ရက်စွဲ) : 09-2050919, 09-2050907, 09-2031412, 09-2031413, 09-2031414, 09-2031411  
 : 09-2050915, 09-2050920, 09-89100 2828, 09-89100 5858, 09-89100 1313, 09-4020000333  
 ခရီးစဉ်များ (ရက်စွဲ) : 09-2050910, 09-2031416, 09-2050918, 09-259508568, 09-2031408  
 : 09-2031410, 09-442031410, 09-89100 2277, 09-89100 2255

မြို့စား (ရက်စွဲ) : 09-2050919, 09-2050907, 09-2031412, 09-2031413, 09-2031414, 09-2031411  
 : 09-2050915, 09-2050920, 09-89100 2828, 09-89100 5858, 09-89100 1313, 09-4020000333  
 ခရီးစဉ်များ (ရက်စွဲ) : 09-2050910, 09-2031416, 09-2050918, 09-259508568, 09-2031408  
 : 09-2031410, 09-442031410, 09-89100 2277, 09-89100 2255

Printed Time : 201 12 13 55 PM  
 Passengers : 1  
 Total : 47,500 ✓  
 Date - 10.7.2025 to 13.7.2025

Total Plan - Express  
 Estimated Cost  
 Pass - 80,000 MMK  
 Expenses - 140,000 MMK

(S,  
 ar Nyo

8:15



Ko Paing Soe Lynn

last seen at 8:15 AM

travelling approve.

BR - Mawlamyaing

Name - Nay Win Aung

Travel Location - Mandalay

Customer - U Yan King Aung

Broker. - U Aung Myo Win

ME. 220 Machine choice & delivery

Collect money and next Prospect

Trip Date - 10.7.2025 to 13.7.2025

Travel Plan - Express

Estimated Cost

Express - 80,000 MMK

TA - 60,000 MMK

Total Expenses - 140,000 MMK

Thanks,

Thinzar Nyo

Mawlamyaing Branch

Please Approve for Over 40 Miles Travelling

8:01 AM

Thinzar Nyo

Dear Ko Paing, I would like to request Over...

Ok

8:04 AM

Message



Taxi(Bus, Motorcycle 3-wheel etc...) Charges Form / Thinzar Nyo

**Requestion Date** 07/16/2025  
**Requestion Name** Thinzar Nyo  
**Holding Business** Mawlamyaing  
**Department** Administration  
**HR Acknowledge** Thinzar Nyo  
**Total Charges** 15,000.00

Taxi Claim Charges Details

#	Date	Employee Name	Departure Time...	Start Location	End Location	Claim Amount...	Allowed Amount	GA Feedback...	Rental Purpose	Remark
1	07/10/2025	Nay Win Aung(2)	16:30	Chan Mya Shwe Pyi Car Gate	Hotel	7,500.00	7,500.00		Customer U Yan King Aung (Me 220 Delivery)	
2	07/12/2025	Nay Win Aung(2)	17:00	Hotel	Chan Mya Shwe Pyi Car Gate	7,500.00	7,500.00		Customer U Yan King Aung (Me 220 Delivery)	

Add a line

No.	10-7-2025	Name
Date	10-7-2025	
Requester Name : Naxokomyine Bianch		

Requested by : *[Signature]*  
 Name : Noy Win Aung  
 Dept : UEt  
 Sign : *[Signature]*  
 Name : Naxokomyine  
 Dept : HR

Acknowledged by : *[Signature]*  
 Name : Naxokomyine  
 Dept : HR

Acknowledged by : *[Signature]*  
 Name : Noy Win Aung  
 Dept : UEt

Approved by : *[Signature]*  
 Name : Noy Win Aung  
 Dept : Unit

Acknowledged by : *[Signature]*  
 Name : Noy Win Aung  
 Dept : CC

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No		Date	Name	Description	Departure Time	From	To	Cost	Remark
1	10-7-2025	Noy Win Aung	customer U Yan King Kung (RGC)	6:30 PM	Char Mya Thuc	Hotel		14-7500 L	Control sign
2	10-7-2025	Noy Win Aung	customer U Yan King Kung (RGC)	5:00 PM	Char Mya Thuc	Hotel		14-7500 L	Product Delivery
Total Taxi Charges									
									14-15000 L

TAXI CHARGES FORM



Requester Name : Naxokomyine Bianch  
 Department Name : UEt





UNIG

TRAVELLING REPORT

Date: 11.7.25

Report To	Mr. Heng Lee Yon	
Employee Name	Ngay Win Aung	
Position	AO II	
Department	Administration (Unit)	
Departure		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	10.7.25 (7:30 AM)	13.7.25 (2:30 PM)
Total Days	4 days	
Trip Information	1. From ... Mandalay	To ... Mandalay
	2. From ... Mandalay	To ... Mandalay
	3. From ...	To ...
Purpose for Travelling	Sign Contract, Payment Collection, machine delivery, follow up rent project.	
Travel Date	Activities	Remark
10.7.25	on the way.	
11.7.25	Sign Contract, Payment Collection, Follow up rent project	
12.7.25	Machine delivery, Meet broker & come back.	

Reported by  
 Sign : *Hg*  
 Name : Ngay Win Aung  
 Position : AO II

Checked by  
 Sign : *Nyo*  
 Name : Nindon Nyo  
 Position : Admin Head  
 (DII/AGM/GM)

Approved by  
 Sign : *[Signature]*  
 Name : Aung See Linn  
 Position : COO  
 (COO)

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