

No. 1947/B , Bo Gyoke Street, Yangon - Patheingyi Highway, Hlaing Thar Yar Township, Yangon. Yangon

Tel :

Fax:

### ADVANCE CLEARING

Voucher No. : MAC-AC2024040001

To : MI MI ZIN

Voucher Date : 2024-04-04

Advance No : MAC-ADV2024030021

Currency : MMK Rate : 0.00025773

Cashier :

Payment : Cash On Hand - MMK-MAC

Status : posted

No.	Description	Track - 1	Track - 2	Amount
1	ADV CLEAR, NS BUDGET CHGS FOR MAR'24, FOR NYAUNG OO BRANCH SUPPORT ,ASM-THET KO AUNG, ADV CHARGES MMK-175,000/-, MAC-ADV2024030021, NS DEPT, FOR ACTUAL AMT MMK-192,000/-, PV-17,000/-.			192000.00

Advance Total : 175000.00

Expense Total : 192000.00

Refund / Collect : -17000.00

Note : ADV CLEAR, NS BUDGET CHGS FOR MAR'24, FOR NYAUNG OO BRANCH SUPPORT ,ASM-THET KO AUNG, ADV CHARGES MMK-175,000/-, MAC-ADV2024030021, NS DEPT, FOR ACTUAL AMT MMK-192,000/-, PV-17,000/-.

Date : 4.4.24

Name/NRC No : Mya Ray Rhang

Signature :

Cashier : Thi Thi Oo

Signature :



### CASH ADVANCE CLEAR FORM

Date : 2.4.2024

BU/BR/Division : MAC

Department : National Sales

Advance Issue : 175,000/- Kyats/.....USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 <sup>st</sup> Time Advance				175,000/-	Naung U way
2	2 <sup>nd</sup> Time Advance					ASML - Thet Ho Aung
3	3 <sup>rd</sup> Time Advance					
<b>Total Advance</b>					175,000/-	
<b>Total Actual</b>					192,000/-	
<b>Balance Refund/Additional</b>					17,000/-	

Request By : My      Checked By : [Signature]      Checked By : [Signature]      Approved By : [Signature]      Approved By : [Signature]

Mi Mi Zin      Aung Ho Lett      Su Su Thin      Saint Saint Thu      [Signature]

Requester      Mgr/DH      Finance & Account      GM/AGM/COO      CMC      2.M.M.



### TRAVEL ADVANCE CLEAR FORM

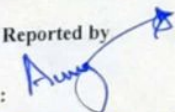
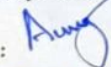
Cash Advance				
Employee Name	That Ko Aung		Estimated Date of Travel	19.8.24 to 27.9.2024
Position Rank	SA, ASM		Total Day	20 11 days
BU/BR/DIV, Dept	MAC, NSM		Destination	Nyaung U Marketing
Purpose	Nyaung U HR supporting			
Travelling Permit				
Arrival Place	19.8.24 (6:00 AM) (Magway Branch)			1
Actual Date & Time of Travel	20.8.24 (5:00 PM)			
Total Day	10 day			
HR Name	Shwe Aint Hnare			
HR Sign				
BOH/Authorized Person Name	Pha Tha Htay			
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	19-8-24 (6:00 AM)		Total Day	11 days
Departure Date & Time	29-8-24 (8:00 AM)		Arrival Date & Time	30-8-24 (8:00 AM)
Date	Description	Total Amount		
		Kyats	USD	
19-8-24	I go to the Nyaung U (Express charged)	25000/-		
19-8-24	Taxic charged	15000/-		
19-8-24 - 29-8-24	TA charged (10000 x 11 days) = 110000/-	110000/-		
29-8-24	I go to the Yangon Express charged	27000/-		
30-8-24	Taxic charged	15000/-		
Total Expense (Kyats/USD)		192000/-		
Cash Advance (Kyats/USD)		175000/-		
Balance Refund/Additional (Kyats/USD)		17000/-		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	That Ko Aung	ASM	1.9.24	
Approved By Dept Head	Saint Saint Thu	AGM		
Approved By GM/AGM/COO	Saint Saint Thu	AGM		
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	2.9.2024	
HR Check & Approved	Hnin Pwint Phye	SH	2.9.2024	
Cash Received				
Remark				



# TRAVELLING REPORT

Date : 1-9-24

Report To		
Employee Name	Thet Ko Aung	
Position	ASM	
Department	NSM	
Business	MAC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	19.8.24 6:00 AM	30.8.24 6:00 AM
Total Days	11 days	
Trip Information	1. From YAN To NUGA	
	2. From NUGA To YAN	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
19.8.24	I will go to Nyaung U Form Yangon	Total Case = 20 case bottle = 12 bottle
20.8.24	Mingyone Way - Min dex CMCO shop ) - Zue Mar CMCO shop ) - <del>...</del> CMCO shop ) - Khainy Zue CMCO WS ) - OK CMCO WS ) - <del>...</del> ) - <del>...</del> )	
21.8.24	Nyaung U Way - <del>...</del> CMCO WS ) - Union CMCO WS ) - Ho Nyi CMCO shop ) - <del>...</del> CMCO shop )	

Reported by   
 Sign :   
 Name : Thet Ko Aung  
 Position : National Sale

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

Approved by  
 Sign :  
 Name :  
 Position :  
 (COO)

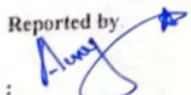
05-CHL-HRM-FRM-064-01



# TRAVELLING REPORT

Date : 1.4.24

Report To		
Employee Name	Theet Ho Aung	
Position	ASM	
Department	NSM	
Business	MAC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	19.3.24 (6:00 AM)	30.3.24 (6:00 AM)
Total Days		
Trip Information	1. From YGN To Nyaung U	
	2. From Nyaung U To YGN	
	3. From ..... To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
21.3.24	- Super Aung (CMCO shop) - Soe Kalbar (CMCO WS) - Kyauw Tondaw (CMCO shop)	
22.3.24	Kyauk Padawng way - Ko Min Min (CMCO WS) - Kaung (CMCO shop) - Gogwep (CMCO WS) - U Myint Aung (CMCO shop)	
25.3.24	Nyaung U way Thein (CMCO shop)  Myingyan way Hain dew (CMCO shop) Sein (CMCO shop)	

Reported by   
 Sign :  
 Name : Theet Ho Aung  
 Position : National Sale

Checked by  
 Sign :  
 Name :  
 Position :

Approved by  
 Sign :  
 Name :  
 Position :

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01



# TRAVELLING REPORT

Date : 7-4-2024

Report To		
Employee Name	Thot Ko Aung	
Position	NB ASM	
Department	NSM	
Business	MAC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	19.3.24 (6:00AM)	20.3.24 (2:00AM)
Total Days		
Trip Information	1. From Yangon To Nyaung U	
	2. From Nyaung U To Yangon	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
28.3.24	Kyaukpadaung way - Ko Aung (PCMO WS) - U Htee Pu (PCMO WS) - Ko Min Min (PCMO WS) - Steve Nya' Ko (CMCO WS) - U Chan Tun (Car Owner)	
28.3.24	Kyaukpadaung way - Ko Tin Moe Lin (PCMO WS) - Aung Htet Paing (CMCO shop) - U Chan Tun (Car Owner) - Steve Lu Min (CMCO and PCMO shop)	
29.3.24	Nyaung U BR Ground stock checking. I will go to Yangon from Nyaung U	

Reported by  
 Sign :   
 Name : Thot Ko Aung  
 Position : National Sale

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

Approved by  
 Sign :   
 Name : Zau Min Myat  
 Position : ACOO  
 (COO)

(29.3.24) Ground Stock Checking

NO	Item Description	Item Name	Closing Qty	Remark
1	MAC Valvoline Gear Gard Super 90, GL-5 (1 x 18L)	692027	2	2
2	MAC Volvo Ultra Diesel Engine Oil VDS-3 SAE 15W-40	VOE15067404	1	1
3	MAC Volvo Gear Oil HD GL-5 SAE 80W-90	VOE15067515	1	1
4	MAC Valvoline Engine Oil, All Fleet Premium 15W40, CI-4/SL (4 x 5L)	692054	9	9
5	MAC Valvoline 4T Premium 20W40, SL, JASO MA (24 x 1L)	692247 -8	129	144 90
6	MAC Valvoline Champ 4T 20W50, SG/CD (24 x 1L)	692249	168	1+120+24
7	MAC Valvoline Long Life Coolant RTU (20 x 1L)	789360	20	20
8	MAC Volvo Super Hydraulic Oil ISO VG 46	VOE15067446	1	1
9	MAC Zerex ZX HD Extended Life RTU AFC 6/1 GA	ZXEDRU1	10	10
10	MAC Valvoline Gear Oil 60x120ml	3140115-120	90	90
11	MAC Champ 4T Scooter 10W30, SL/JASO MB 0.8L	844573	480	480
12	MAC Maxlife DEX/MERC ATF 6/1QT	VV3246	5	5
13	MAC All Climate Diesel 15W40 API CI-4/SL 7L	869553	2	2
14	MAC Maxlife 10W40, 12/1L	885120	24	6+18
15	MAC Valvoline Long Life Coolant RTU SING 18L	881285	1	1
16	MAC Valvoline Super Coolant-Green	450013	12	12
17	MAC Premium Protection 10W-30 SN Plus 4/4L	887517	4	4
18	MAC Power Common-rail 10W304/(6+1L)	150035	1	1
19	MAC Matador 4T20W50 SG(Competitive Grade)24*1L	adv 1001	125	120+5
20	MAC Matador Premium 10W40 SEMI Mas Additive 4*4L	adv 1002	49	1+48
21	MAC Matador Premium 10W40 SEMI Mas Additive 24*1L	adv 1003	12	12
22	MAC Matador All Fleet Premiun 15W40 CI4/SL Mas Additive 4*5L	adv 1004	8	8
23	MAC Matador Chessis Grease 0.5Kg 24*0.5	adv 1017	72	72
24	MAC Matador 15W40 CI4/SL Mas 25L	adv 1020	1	1
25	MAC Valvoline Long Life Coolant RTU Sing (4*4L)	888811	12	12
26	MAC Valvoline Coolant All Weather (4*4L)	888770	9	1+8
27	MAC 4T Scooter Gear Oil 10W30 Semi SL JASO MB(12*0.8L)	adv 1216	24	24
28	MAC Premium 10W30 Semi MAS (24*1L)	adv 1191	12	12
29	MAC 15W40 CI4 MAS (4*7L)	adv 1192	12	12
30	MAC Brake Fluid DOT 4 (24*400G)	adv 1201-MAC	30	30
31	MAC Matador SAE 20W50 API SG 4T (24*1L)	MTD 101	216	216
32	MAC Matador SAE 20W50 API SG 4T (12*1.5L)	MTD 102	27	3+24
33	MAC Maxlife Dex/Merc ATF 3/1 GA	891553	4	4
34	MAC Matador Premium Engine Oil 15W40 CI4/SL, 18L	MTD 112	7	7
35	MAC Hydraulic Oil 46	adv 1223	2	2
36	MAC Hydraulic Oil 68	adv 1221	2	2
37	MAC VALVOLINE PREMIUM PROTECTION 10W30 SP 4/4L	897409	12	12
38	MAC Metador Pemium Engine Oil 20W50 CI4/SL,25L	MTD 114	1	1
39	MAC VALVOLINE CHAMP GEAR OIL MATIC 24/120 ML	900685	360	360

*Zar Ni Myint*  
29/3/24  
Finance & Account  
Zar Ni Myint

*Shwe Wutt Hmone*  
Admin Head  
Shwe Wutt Hmone

*Daw Thu Thu Htay*  
ABOH  
Daw Thu Thu Htay

*Zar Zar Min Thein*  
Sparepart Admin  
Zar Zar Min Thein

*Thet Ko Aung*  
National Sale

061890

mandalarminn.express@gmail.com

www.mandalarminn.com.mm မကားလက်မှတ်များကို မိမိစိတ်ကြိုက် လွယ်ကူစွာ ဝယ်ယူရရှိနိုင်ပါသည်။

မာမင်း

အဆင့်မြင့် ခရီးသည်ပို့ဆောင်ရေး **Mandalar Minn Express**

5၂ ၉၉၄၅

ဖြူး - တောင်ငူ - ဆွာ - ရေနီ - နေပြည်တော် - မန္တလေး

နေပြည်တော် - တပ်ကုန်း - မိတ္ထီလာ - ပုဂံ၊ညောင်ဦး - ပခုက္ကူ - မြင်းခြံ - မကွေး - မန္တလေး - ပြင်ဦးလွင် - နောင်ချို - တောင်ကြီး

ဆော - ကန်ပက်လက် - မုံရွာ - ရွှေဘို - ကန်ဘလူ - ကျွန်းလှ - မိုးညှင်း - မိုးကောင်း - မြစ်ကြီးနား

ပြည် - မြဝတီ - မော်လမြိုင် - မုဒုံ - သံဖြူဇရပ် - ကျိုက္ကမီ - ထားဝယ် - ပုလော - မြိတ် - ဘုတ်ပြင်း - ကော့သောင်း

Call Centre : ☎ 09 772 889 998 , Viber Only 📞 KBZ Pay 🏧 & Telegram 📠 099 4500 4050

( ) Bus , From To

အမည် (Name)	ကိုသက်	ထွက်မည့်နေ့ (Date of Departure)	19.3.24
ခုံအမှတ် (Seat No)	3	သင့်ငွေ + ဝန်ဆောင်ခ + အာမခံ (Fare)	25000
ထွက်ခွာချိန် (Departure)	7:30 AM	အရောက်လာရန်အချိန် (Check-in Time)	7:00

- \* ဝယ်ယူပြီး ကားလက်မှတ်များ ငွေပြန်မအမ်းပါ။
- \* ယာဉ်စီးမည့် ခရီးသည်များ မှတ်ပုံတင် မူရင်း ယူဆောင်လာပါရန်။
- \* ယာဉ်မထွက်မီ မိနစ်(၃၀) ကြိုတင်အရောက်လာပေးပါရန်။
- \* သတ်မှတ်ချိန်ကျော်လွန်ရောက်ရှိ ခရီးသည်အား တာဝန်မယူပါ။
- \* ခရီးစဉ်တလျှောက် မိမိ၏ တန်ဖိုးရှိ ရွှေ၊ငွေ ပစ္စည်းများ မိမိ နှင့် တစ်ပါတည်း ထိန်းသိမ်းထားရှိပါ။ လျှောက်ဆုံးပါက တာဝန်မယူပါ။

လိပ်စာနှင့်  
စနစ်ပတ်များ  
Scan ဖတ်ရန်



EXPRESS





TAX

# Mandalar Min Express

Ph: 09-429291000, 09-402753313

From ( Bgn ) to ( Ygn )

သက်တမ်း ----- Date ----- 29.3.24


33 ----- Amount ----- 27000


5:00PM ----- Arrive Time -----

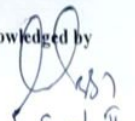
မာန်ထွတ်ဘူမိမိနစ်(၃၀)ကြိုတင်ကုတ်ရန်၊ သတ်မှတ်ချိန်ကျလွန်ကုတ်ရန်အား တာဝန်ယူပါ။

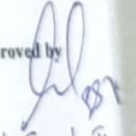
# TAXI CHARGES FORM

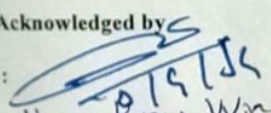
Department Name : <u>MAG ISU</u>				Department Name : <u>National Sale</u>			
Date	Name	Description	Departure Time	Routes		Cost	Remark
				From	To		
19-3-24	Thet Ko Aung	Nyaung U BIR Supporting	6:00 AM	My Home BSC	Aung Mingalar High way	15000/-	
20-3-24	Thet Ko Aung	Nyaung U BIR Supporting	8:00 AM	Aung Mingalar High way	My Home BSC	15000/-	
Total Taxi Charges							30000/-

**Requested by**  
 Sign :   
 Name : Thet Ko Aung  
 Dept. : National Sale  
 (Requestor)

**Acknowledged by**  
 Sign :   
 Name : Hnin Puin Phyu  
 Dept. : Administration  
 (HR/Admin)

**Acknowledged by**  
 Sign :   
 Name : Sent Sent Thu  
 Dept. : Management  
 (DH)

**Approved by**  
 Sign :   
 Name : Sent Sent Thu  
 Dept. : Management  
 (ABOH/BOH/AGM/GM)

**Acknowledged by**  
 Sign :   
 Name : Kyaw Kyaw Win  
 Dept. : Management  
 (HO-GA)