



No. 38 Shwe Than Lwin Industrial Zone
 Min Gyi Mhu Min Kung Street, Yangon-Pathem Highway Road, Hlaingtharya, Yangon

CLAIM REQUEST FORM

Requestor Name : Soe Moe Naing	Budget Type : Include Budget
Department Name :	Payment Type : Claim Payment
Request Date : 2025-04-05	Prepared By : BTR SRV PIC
Payment Voucher : EX-BTR-2025-04-00041	Superior Approved : BTR SVR DH
No	By
Payment Method : Cash/Bank	Last Approved By :
Payment Amount : 257000.0	
Currency : MMK	
Exchange Rate : 4,430.0	

No.	Description	Department	Request Amount	Remark
1	Claim for April'25, For Meikhtila trip expense - 257,000/MMK, Customer - Ko Min Thu Soe(25/4680), For Service Dept.	Service Department(BTR)	257,000.00	

Expense Total 257,000.00 K
 Additional/Refund

Note: _____

	F&A	GM/AGM	COO
Superior Check By	Name : _____	Name : _____	Name : _____
Name : <i>W. C. P. H. H.</i>	NRC No : _____	NRC No : _____	NRC No : _____
NRC No : <i>8/1/1/1/1/1/1</i>	Date : _____	Date : _____	Date : _____
Date : <i>14.04.25</i>	Remark : _____	Remark : _____	Remark : _____
Remark : <i>3 May 2025</i>			



TRAVEL ADVANCE CLEAR FORM

Cash Advance		Estimated Date of Travel	24.4.2025 (9:00AM) TO 26.4.2025 (2:30 PM)	
Employee Name	Htet Win Yan, Ye Yint Nang	Total Day	3 Days	
Position Rank	APP Mechanic	Destination		
BU/DR/DIV. Dept	TFB, Service	Purpose: Engine Dis-mounting (Customer - Ko Min Thee Soe, 28/4/2025)		
Travelling Permit				
Arrival Place	M'leikhtila			
Actual Date & Time of Travel	24.4.25 to 26.4.25			
Total Day	3 days			
HR Name	Thant Thant Thu			
HR Sign	<i>[Signature]</i>			
BOH/Authorized Person Name	Aung Myo Soe			
BOH/Authorized Person	<i>[Signature]</i>			
Advance Clear		Total Day	3 Days	
Actual Date & Time of Travel	24.4.2025 (9:00AM) TO 26.4.2025 (2:30 PM)	Arrival Date & Time	26.4.2025 (2:30 PM)	
Departure Date & Time	24.4.2025 (9:00AM)	Total Amount		
Date	Description	Kyats	USD	
24.4.2025	Car ticket (2x29000)	58,000		
24.4.2025	Travelling allowance (2x15000) Htet Win Yan, Ye Yint Nang	30,000		
25.4.2025	Travelling allowance (2x15000) Htet Win Yan, Ye Yint Nang	30,000		
26.4.2025	Travelling allowance (2x15000) Htet Win Yan, Ye Yint Nang	30,000		
26.4.2025	Car ticket (2x37000)	74,000		
26.4.2025	Taxi charge	85,000		
		Z		
Total Expense (Kyats/USD)		257,000		
Cash Advance (Kyats/USD)		-		
Balance Refund/Additional (Kyats/USD)		257,000	✓	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Soe Moe Nang	Staff	3.5.2025	<i>[Signature]</i>
Approved By Dept Head	Was Phyo Htun	Sp. DH	3. May 2025	<i>[Signature]</i>
Approved By GM/AGM/COO	Win Theng Nwe	AGM	3.5.25	<i>[Signature]</i> 3.5.25
Acknowledged by related Superior for Job Report	Myint Htun	ADH	3.5.2025	<i>[Signature]</i>
HR Check & Approved	Zin Mar Soe	HR	3.5.2025	<i>[Signature]</i> ZMS
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02



TRAVELLING REPORT

Date : 3.5.2025

Report To		
Employee Name	Htet Wai Yan, Ye' Yint Naing	
Position	Mechanic	
Department	Service	
Business	T&B	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	24.4.25 9:00 AM	26.4.25 8:30 PM
Total Days		
Trip Information	1. FromTo	
	2. FromTo	
	3. FromTo	
Purpose For Travelling	Engine overhaul	
Travel Date	Activities	Remark
24.4.25 25.4.25	On the way, we removed the gearbox, gear box accessories, engine accessories and engine. (waiting for the customer to send to the engine to Yangon.)	
26.4.25		

Reported by
 Sign :
 Name : Htet Wai Yan
 Position : Mechanic

Checked by
 Sign :
 Name : Wai Phyo Hten
 Position : Sr. DH

(DH/AGM/GM)

Approved by
 Sign :
 Name :
 Position :

(COO)

05-CHL-HRM-FRM-064-01

Booking confirmation is successful.

Seat Numbers

19, 20

Traveller Info

Traveller Name Htet Wai Yan

Phone Number 09402832428

Email (Blank)

Special Request

(Blank)

Payment Details

Subtotal 58,000

Tax 0

Discount 0

Total Due MMK 58,000

✔ Booking confirmation is successful.

Yangon - Meiktila • Apr 24, 09:00 AM

Mandalar Minn Express | Standard- Higer

Ref # 2908-4292 | Booked on: 2025/04/23 04:45 PM

Trip Summary

- Yangon 09:00 AM, Apr 24
- Meiktila (ETA) 07:00 PM, Apr 24

Route

Yangon-Yamethin-Pyawbwe-Meiktila

Operator

Mandalar Minn Express | Standard- Higer

Seat Count

2 Seats

Seat Numbers

19, 20

Pinned Message

Dear BU SP team, Foreign PO မှာယူမှုများအတွက်...



ကော့ယဟော့ပြုံးမလဲ။

4:31 PM

Dear Sayar and Ko Aung Hein Win,

Truck and Bus BUမှ ကိုထက်ဝေယံ၊ကိုရဲရင့်နိုင်
Mechanic(၂)ဦး မိတ္ထီလာ သို့ Express ကားဖြင့်
(24.04.2025) တွင် Service job site သွားမည့်
ဖြစ်ပါသဖြင့် ခွင့်ပြုချက်တောင်းခံခြင်းဖြစ်ပါတယ်
ခင်ဗျာ 🙏🙏🙏

- ၁) ထက်ဝေယံ ,App Mechanic, T&B BU
- ၂) ရဲရင့်နိုင်, App Mechanic, T&B BU
- ၃) Compass Auto to မိတ္ထီလာ
- ၄) Customer- Ko Min Thu Soe(2S/9148)
- ၅) Call problem - Engine Dismounting
- ၆) 24-April-2025 တွင် Express ကား ဖြင့်သွား
ပါမည်ခင်ဗျာ။

ခရီးကြာချိန်မှာ (၃) ရက်ခန့်ဖြစ်ပါသည်ခင်ဗျာ။

4:34 PM ✓✓

Ko Aung Hein Win

Ko Aung Hein Win

ပစ္စည်းအားလုံး နောက်အကျဆုံး 2/1/25 မှ P...

20/1/25 follow up

4:37 PM

Soe Moe Naing

Dear Sayar and Ko Aung Hein Win, T...

Please proceed to accomplish
within targeted lead time and
estimated advance.

4:39 PM



Ko Aung Hein Win



Message



April 24 အမ ဒါလေး 🙏 08:26 ✓

ခွင့်ပြုချက်တောင်းခံခြင်းဖြစ်ပါ
တယ်ခင်ဗျာ 🙏
၁) ထက်ဝေယံ App
Mechanic, T&B BU
၂) ရဲရင့်နိုင် App Mechanic, T&B
BU
၃) Compass Auto to မိတ္ထီလာ
၄) Customer- Ko Min Thu
Soe(2S/9148)
၅) Call problem - Engine
Dismounting
၆) 24-April-2025 တွင် Express
ကား ဖြင့်သွားပါမည်ခင်ဗျာ။

ခရီးကြာချိန်မှာ (၃) ရက်ခန့်ဖြစ်
ပါသည်ခင်ဗျာ။ 16:34

Ko Aung Hein Win Reman AGM
Ko Aung Hein Win Reman AGM
ပစ္စည်းအားလုံး နောက်အကျဆုံး 2/1/...
20/1/25 follow up 16:37

Soe Moe Naing Service
Dear Sayar and Ko Aung Hein Win...
Please proceed to accomplish
within targeted lead time and

AFS ကိုတော့ ခွင့်တောင်းပြီးပြီးအမ။ 08:27 ✓

Zin Mar Soe 😊 T&B HR (DH)
Dear Ama, နောက်တခု 🙏 Truck and Bus B...
Please process 09:38

Thanks Ama

❤️ 🙏 09:39 ✓



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

Print Date : 02-May-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	2025-04-26	Truck & Bus	Service	Htet Wai Yan (10)	Return from service job site at Meikhtila	21:00	Aungmingalar Bus Statin	Yoe Yoe Lay(Kyaung Street),Bojoke(UMG)	35,000	35,000	GA Manager Approved	

3.5.25
UMG

အိတ်ကွန် ပိုင်ဆိုင်ရေး၊ ယာယီ အိတ်ကွန်

ရွှေနိုင်ငံ အဆင့်မြင့်စရိတ်သွားဝန်းဆောင်မှုလုပ်ငန်း

မိတ္ထီလာမြို့။ 09-779355200, 09-797040433, 09-402565884

သွားမည့်ရက် ၂၆ . ၄ . ၂၀၂၅ ကျသင့်ငွေ ၅၀၀၀၀၀

အမည်	ထက် ၆၀ နှစ်	ခရီးစဉ်	၂၃ ကျော်
ခုံအမှတ်	B3, C3 - 37000 x 2 = 74000		
ယာဉ်ထွက်ချိန်	၁၁:၀၀ မနက်	ယာဉ်အမျိုးအစား	၆ လက်မ ဝင်္ဂါး ၇၄၀၀၀

မှတ်ချက် ➤ ယာဉ်ထွက်မီ (မိနစ် ၃၀) ကြိုတင်ရောက်ရှိရမည်။ ဝယ်ယူပြီးလက်မှတ် လုံးဝငွေပြန်မအမ်းပါ။

၇၄၀၀၀
၂၅.၅.၂၅