



No. 898/990, Anawrahta Industrial Zone
Mya Sein Yaung Phayar Road, Yangon-Pathein Highway Road, Hlaingtharya, Yangon



ADVANCE CLEAR VOUCHER

Requestor Name : Ei Phoo	Budget Type : Include Budget
Ngone	Payment Type : Advance Clearing
Department Name : Unit Sales (ATT)	Advance No : ADV-ATT-2024-12-00015
Payment Date : 2024-12-24	Prepared By : ATT_BudgetDataEntry
Payment Voucher : AC-ATT-2024-12-00057	Superior Approved : ATT_S&MDataCheck
No	By
Payment Method : Cash/Bank	Last Approved By : ATT_S&MDataCheck
Payment Amount : 302200.0	
Currency : MMK	
Exchange Rate : 4,550.0	

No.	Description	Department	Request Amount	Remark
1	Traveling charges for PIC Wai Yan Phyto (MTL)	Unit Sale Department (ATT)	302,200.00	Traveling charges for PIC Wai Yan Phyto (MTL)

Expense Total 302,200.00 K
 Advance Total 200,000.00 K
 Additional 102,200.00 K

299,400/-
 200,000/-
 -99,400/-
 27/12/24
 2PM

Note: Traveling charges for PIC Wai Yan Phyto (MTL)

Superior Check By Name : <u>No Su G Hlaing</u>	F&A Name : <u>Zin Mar</u>	SM/AGM Name : <u>Ko Maung Maung</u>	ACOO Name : <u>So Zaw Min Myat</u>
NRC No : <u>0120048820060</u>	NRC No : _____	NRC No : <u>012000020000000</u>	NRC No : <u>012000020000000</u>
Date : <u>24.12.24</u>	Date : <u>26/12/2024</u>	Date : _____	Date : <u>27/12/24</u>
Remark : _____	Remark : _____	Remark : _____	Remark : _____

07/01/2025
 Amintan

TRAVELLING REPORT

Date :

Report To	Ko Maung Maung and Ko Zaw Min Myat	
Employee Name	Wai Yan Phyo	
Position	Sales Man	
Department	Sales	
Business	ATT BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	10.12.24 (8:00) AM	12.12.24 (5:00) PM
Total Days		
Trip Information	1. From Yangon ATT (10.12.24) To Meiktila (10.12.24)	
	2. From Meiktila (11.12.24) To Myawng OO (12.12.24)	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
10.12.2024	Yangon, ATT to Meiktila BR	
11.12.2024	Meiktila BR to Myawng OO BR	
12.12.2024	Myawng OO to BPa TSP, Myawngshay village, Gyant Lee village	

Reported by
 Sign : *[Signature]*
 Name : Wai Yan Phyo
 Position : Sales Man

Checked by
 Sign : *[Signature]*
 Name : Ko Maung Maung
 Position : GM

Approved by
 Sign : *[Signature]*
 Name : Ko Zaw Min Myat
 Position : ACOO

(DH/AGM/GM)

(COO)

05-CIL-ITRM-FRM-064-01

Hi-5 report မှတ်တမ်းများ

[Signature]
 Er. Uwe Ngone

Check by
 Sign : *[Signature]*
 Name : Ko Than Zaw Lin
 Position : GM

[Signature]
 07/01/2025
 Assistant



TRAVEL ADVANCE CLEAR FORM

Cash Advance ADV-ATT-2024-12-00015		(8:00)AM		(5:00)PM	
Employee Name	Wai Yan Png	Estimated Date of Travel	2024.12.10 to 2024.12.12		
Position Rank	Sale man	Total Day	3 days		
BU/BR/DIV. Dept	ATT BU	Destination	YAN, MTL, NJJO		
Purpose	Sales Marketing				
Travelling Permit					
Arrival Place	YAN	MTL	NJJO		
Actual Date & Time of Travel	2024.12.10 (8:00) AM		2024.12.12 (5:00) PM		
Total Day	3 days				
HR Name					
HR Sign	Attue Lect 27/12/2024				
BOH/Authorized Person Name					
BOH/Authorized Person					
Advance Clear (8:00)AM (5:00)PM					
Actual Date & Time of Travel	2024.12.10 to 2024.12.12		Total Day 3 days		
Departure Date & Time	2024.12.10 (8:00) AM		Arrival Date & Time 2024.12.12 (5:00) PM		
Date	Description	Total Amount			
		Kyats	USD		
2024.12.10	10,11,12 (15000 x 3)	145000			
	Fuel charges	25000			
2024.12.12	Gate Pass charges	7200	4100		
Total Expense (Kyats/USD)		177200			
Cash Advance (Kyats/USD)		200000			
Balance Refund/Additional (Kyats/USD)		102700			
Job Report Status					
Authorization	Name	Position	Date	Sign	
Prepared By	Ei Hwe Ngone	Admin	2024.12.20	Ei Hwe	
Approved By Dept Head	Ma Su Fi Hlang	DH	24.12.24	Su Fi	
Approved By GM/AGM/COO	ko Maung Maung	GM		Maung	
Acknowledged by related Superior for Job Report	Ku Zaw Min Myint	ACOO	27.12.24	Zaw Min	
HR Check & Approved	Thein Thein Nwe	HR	26.12.2024	Thein Nwe	
Cash Received					
Remark					

27.12.24

27/12/24

27/12/24

04-CFD-CAS-FRM-006-02