



### TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>				
Employee Name	Zwe Thingyan	Estimated Date of Travel		
Position Rank		Total Day	7 1/2 days	
BU/BR/DIV, Dept		Destination		
Purpose	Branch Sale Support and finding new customer			
<b>Travelling Permit</b>				
Arrival Place	TGY BR			
Actual Date & Time of Travel	17.2.25 ~ 23.2.25			
Total Day				
HR Name	May Thin Chel			
HR Sign				
BOH Authorized Person Name	Thein Nwe			
BOH Authorized Person				
<b>Advance Clear</b>				
Actual Date & Time of Travel	17.2.25 ~ 24.2.25	Total Day	7 days	
Departure Date & Time	17.2.2025 (6:30 AM)	Arrival Date & Time	24.2.2025 (10:30 AM)	
Date	Description	Total Amount		
		Kyats	USD	
17.2.2025	SPT 81 to Aung Myingalar Bus Station - Taxi	15,000		
17.2.2025	YGN ~ TGI	32,000		
23.2.2025	TGI ~ YGN (Dis - 2000)***	30,000		
17.2.2025	Aung Myingalar Bus Station ~ SPT 81 Taxi	15,000		
17.2.2025	to 24.2.2025 TA charges: 7 1/2 days	112,500		
<b>Total Expense (Kyats/USD)</b>		204,500		
<b>Cash Advance (Kyats/USD)</b>				
<b>Balance Refund/Additional (Kyats/USD)</b>		204,500		
<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Zwe Thingyan	ASM	25.2.2025	
Approved By Dept Head	Ko Aung Ko Latt	NSM	25.2.2025	Please see Attach
Approved By GM/AGM/COO	Ma Seint <sup>2</sup> Thu	AGM		
Acknowledged by related Superior for Job Report	U Aye Min Hleer	UCM		
HR Check & Approved	Ma Swe <sup>2</sup> Win	HR DH	25.2.2025	
Cash Received				
<b>Remark</b>				

04-CFD-CAS-FRM-006-02



# TRAVELLING REPORT

Date: 25.2.2025

Report To	COO, GM, OM and DH	
Employee Name	Zoe Thingyan	
Position	ASM	
Department	National Sale.	
Business	MAC BCI	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	17.2.2025 (6:30 AM)	21.2.2025 (10:30 AM)
Total Days		
Trip Information	1. From YGN To TGI	
	2. From TGI To YGN	
	3. From ..... To .....	
Purpose For Travelling	Branch Sale Support and finding new customers	
Travel Date	Activities	Remark
17.2.2025	Go to Taunggyi from Yangon.	<u>Total order</u> M 10W4 4L 20 Case.
18.2.2025	Go to Taunggyi way with Ko Min Thee. - Nool ko Chan, 75, Madina, mmol.	M 10W40 1L 4 Case M 10W30 4L 4 Case. M 10W30 1L 1 Case. M CVT 4L 6 Case. M CVT 1L 1 Case M 8W40 1L 1 Case.
19.2.2025	Go to Taunggyi way with Ko Min Thee - Heart Horn, Madina, Thein Min, mmol, ci see Myint, 86.	M 10W 20 Case. V 10W40 4L 3 Case V 10W30 4L 3 Case V ATF 4L 1 Case. <u>Total 64 Case.</u>

Reported by  
 Sign : *[Signature]*  
 Name : Zoe Thingyan  
 Position : ASM

Checked by  
 Sign : Please See Attach  
 Name : KO Aung ko Latt  
 Position : ASM  
 (DH/AGM/GM)

Approved by  
 Sign :  
 Name : Sayar W Aye min Hloon  
 Position : VCOM  
 (COO)



# TRAVELLING REPORT

Date : .....

Report To		
Employee Name		
Position		
Department		
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From ..... To .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
20.2.2025	Go to Taunggyi way with Ko Min Thu. - Ko Aye Ko, ၁၀၅၀၀၀, VIP, Nere Star, KMT,	
21.2.2025	Go to Aung Pan way with Ko Min Thu. - ၆၃,၂၀၅၀၀, Ko Nay, Ko Khaing See, Wai Phyo Aung, TYG	
23.2.2025	Go to Yangon from Taunggyi (4:00 PM) Bus.	

Reported by  
 Sign :   
 Name : Zue Thingyan  
 Position : ASM

Checked by  
 Sign : Please See Attach  
 Name : Ko Aung ko latt  
 Position : NSM  
 (DH/AGM/GM)

Approved by  
 Sign :   
 Name : Sayar W Aye min Htoon  
 Position : VCM  
 (COO)


05-CHL-HRM-FRM-064-01


2025  
 Item Desc  
 tra Diesel Engine Oil  
 ne 4T Premium 20W  
 line Champ 4T 20W  
 oline Engine Oil  
 voline Long I  
 Zerex Z  
 Valve

2025 TAY Branch MAC Ground Stock Checking

Item Description	Partnumber	Unit	Closing Balance	Status
Ultra Diesel Engine Oil VDS-3 SAE 15W-40	VOE15067197	can	3	✓
Valvoline 4T Premium 20W40, SL, JASO MA (24 x 1L)	692247	bottle	21	✓
Valvoline Champ 4T 20W50, SG/CD (24 x 1L)	692249	bottle	24	✓
Valvoline Engine Oil, All Fleet Premium 15W40, CI-4/SL (24 x 1L)	691970	bottle	48	✓
Valvoline Long Life Coolant RTU (20 x 1L)	789360	bottle	10	✓
Valvoline Hydraulic Oil, Ultramax AW 46 (1 x 18L)	692333	can	1	✓
Zerex ZX HD Extended Life RTU AFC 6/1 GA	ZXEDRU1	bottle	2	✓
Valvoline Super Coolant-Green	450013	bottle	47	✓
Matador Premium 10W40 SEMI Mas Additive 4*4L	adv 1002	bottle	25	✓
Matador Premium 10W40 SEMI Mas Additive 24*1L	adv 1003	bottle	72	✓
Matador All Fleet Premium 15W40 CI4/SL Mas Additive 4*5L	adv 1004	bottle	16	✓
Matador Premium 5W30 Fully Mas Additive 4*4L	adv 1007	bottle	8	✓
Matador Chassis Grease 0.5Kg 24*0.5	adv 1017	bottle	24	✓
4T Scooter Gear Oil 10W40 Semi SL JASO MB(12*0.8L)	adv 1215	bottle	24	✓
4T Scooter Gear Oil 10W30 Semi SL JASO MB(12*0.8L)	adv 1216	bottle	38	✓
Premium 10W30 Semi MAS (4*4L)	adv 1190	bottle	8	✓
15W40 CI4 MAS (4*7L)	adv 1192	bottle	21	✓
SAE 10W30 CI4 (24*1L)	adv 1199	bottle	14	✓
Power Steering Fluid (24*1L)	adv 1203	bottle	20	✓
Matador Scooter Gear Oil GL5 80W90 (48 x 120 ML)	adv 1217	bottle	96	✓
Brake Fluid DOT 3	adv 1200-MAC	bottle	79	✓
4TECH ULTIMATE 10W40, AOI SN (4*1L)	883081	bottle	12	✓
Valvoline Premium Protection 10W30 SP 4/4L	897409	bottle	12	✓
Valvoline Champ Gear Oil Matic 24/120 ML	900685	bottle	21	✓
			646	

22.2.2025  
Thin Thin Nue  
Spare Part Admin

  
Paing Soe Co  
Spare Part Head.

  
Zare Thingyan  
ASM  
22/2/25.

<b>FAMOUS</b> Express	Destination ခရီးစဉ် <b>Tagi-Ygo</b>	Vehicle No: ယာဉ်နံပါတ် <b>0032282</b>
Passenger Name ခရီးသည် <b>ခွဲ သက်ဦး</b>	Date of Issue ထုတ်ပေးသည့်နေ့ <b>23.2.25</b>	Departure Date ခရီးသွားမည့်ရက် <b>23.2.25</b>
No (or) Passport No တင်အမှတ် (သို့) နိုင်ငံကူးလက်မှတ်	Departure Time ထွက်ခွာချိန် <b>4:00 pm</b>	Departure Place ထွက်ခွာမည့်နေရာ <b>Aty</b>
Contact Phone No ကပ်သွယ်ရန်ဖုန်းနံပါတ် <b>09-408420007</b>	Ticket Fare လက်မှတ်တန်ဖိုး <b>32000</b> Dis: <b>2000</b>	Seat No ထိုင်ခုံအမှတ် <b>25</b>
Agents Signature ခရောင်းငြာနလက်မှတ် <b>[Signature]</b>	<b>30000</b> <b>4:00pm အစောင့်စားပါရန်</b>	* k pay by Famous Express <b>[Signature]</b>

\* Dis: 2000 ရက်စွဲခံရပြီး အစောင့်စားခ (30000) ကျပ်သာကျပါသည်။

<b>FAMOUS</b> Express -----	Destination ခရီးစဉ် <span style="border: 1px solid black; padding: 2px;">YGA - TGA</span>	Vehicle No: ယာဉ်နံပါတ် <span style="border: 1px solid black; padding: 2px;">0075771</span>
Passenger Name အမည် <i>Luce Thingyan</i>	Date of Issue ထုတ်ပေးသည့်နေ့	Departure Date ခရီးသွားမည့်ရက် <i>17-2-25</i>
No (or) Passport No တင်အမှတ် (သို့) နိုင်ငံကူးလက်မှတ်	Departure Time ထွက်ခွာချိန် <i>6:30 Am</i>	Departure Place ထွက်ခွာမည့်နေရာ
Contact Phone No ဆက်သွယ်ရန်ဖုန်းနံပါတ်	Ticket Fare လက်မှတ်တန်ဖိုး: <i>32000</i>	Seat No ထိုင်ခုံအမှတ် <i>83 17</i>
Agents Signature အရောင်းဌာနလက်မှတ်	<i>* k pay of Famous Express (ပိုင်ရှင်၏ လက်မှတ်)</i>	



Ko Zaw Min Myat (C)

last seen at 8:18 PM



I would like to request for travelling  
approve of Feb'25 trip

BU -MAC BU for National Sales Team

RSM-Soe Pyae Bo

Kyoe Pin Kouk trip=150,000 ks

Trip date=17-2-2025

Estimate one week

ASM-Zwe Thingyan

Taunggyi trip=200,000 ks

(17-2-25) estimate one week

ASM-Wai Lin Aung

Taungoo trip=150,000 Ks (17-2-25)

estimate one week

Meikhtila trip=160,000 Ks (24-2-25)

Estimate-1 week

Reason-branch MAC sales Support

Thanks

Mi Mi Zin

Please approve Feb'25 trip Ako 🙏🙏🙏

11:57 AM ✓

February 12

Mi Mi Zin

Dear Ko Zaw Min Myat, I would like to requ...

Pls proceed

9:13 AM



Message





Ma Mhone

last seen recently

DO NOT DO FOR National Sales Team

RSM-Soe Pyae Bo  
 Kyo Pin Kouk trip=150,000 ks  
 Trip date=17-2-2025  
 Estimate one week

ASM-Zwe Thingyan  
 Taunggyi trip=200,000 ks  
 (17-2-25) estimate one week

ASM-Wai Lin Aung  
 Taungoo trip=150,000 Ks (17-2-25)  
 estimate one week

Meikhtila trip=160,000 Ks (24-2-25)  
 Estimate-1 week

Reason-branch MAC sales Support  
 (Together with COO approve)

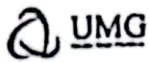
Thanks  
 Mi Mi Zin

Please approve Feb'25 trip Ama 🙏🙏🙏

MD Approve

Mi Mi Zin  
 Dear MD Ma Mhone, I would like to r...  
 Please process

Ma Mhone  
 Please process  
 Noted & Thanks Ama 🙏🙏🙏



# TRAVELLING REPORT

Date: 25.2.2025

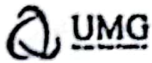
Report To	COO, GM, OM and OH	
Employee Name	Zoe Thngyan.	
Position	ASM	
Department	National Sale.	
Business	MAC BR	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	17.2.2025 (6:30 AM)	21.2.2025 (10:30 AM)
Total Days		
Trip Information	1. From YGN To TGI	
	2. From TGI To YGN	
	3. From To	
Purpose For Travelling	Branch Sale Support and finding new customer.	
Travel Date	Activities	Remark
17.2.2025	Go to Taunggyi from Yangon.	<u>Total Order</u>
18.2.2025	Go to Taunggyi city with ko Min Thu. - Nool ko Chan, 75, Madana, mngnd.	M 1004 4L 20 case. M 1010 4L 4 case. M 10030 4L 4 case. M 10020 4L 1 case. M CUT 4L 6 case. M CUT 1L 1 case. M 00020 1L 1 case.
19.2.2025	Go to Taunggyi city with ko Min Thu. - Heart Horm, Madana, Thein Min, mngnd, U Se Myint, 86.	M 000 20 case. V 10040 4L 3 case. V 10030 4L 3 case. V ATF 4L 1 case. <u>Total 64 case.</u>

Reported by  
 Sign : *[Signature]*  
 Name : Zoe Thngyan.  
 Position : ASM

Checked by  
 Sign : *[Signature]*  
 Name : ko Aung ko Latt  
 Position : ASM  
 (DHAGM/GM)

Approved by  
 Sign : *[Signature]*  
 Name : Soay W Aye min Hloon  
 Position : VCM  
 (COO)

OS-CIL-IRM-FRM-064-01



# TRAVELLING REPORT

Date: 25.2.2025

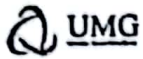
Report To	COO, GM, OM and DH	
Employee Name	Zoe Thingyan	
Position	ASM	
Department	National Sale.	
Business	MAC Bf	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	17.2.2025 (6:30 AM)	21.2.2025 (10:30 AM)
Total Days		
Trip Information	1. From YGN To TGL	
	2. From TGL To YGN	
	3. From To	
Purpose For Travelling	Branch sale support and finding new customer.	
Travel Date	Activities	Remark
17.2.2025	Go to Taernggyi from Yangon.	<u>Total Order</u> M 10w4 4L 20 case.
18.2.2025	Go to Taernggyi city with Ko Min Thee. - Nbol ko Chan, JS, Madina, Myint.	M 10w4p 1L 4 case. M 10w30 4L 4 case. M 10w20 1L 1 case. M CVT 4L 6 case. M CVT 1L 1 case. M 10w30 1L 1 case.
19.2.2025	Go to Taernggyi city with Ko Min Thee. - Heart Horm, Madina, Thein Min, Myint, A Se Myint, OS.	M 10w3 20 case. V 10w40 4L 3 case. V 10w30 4L 3 case. V ATF 4L 1 case. <u>Total 64 case.</u>

Reported by  
 Sign :   
 Name : Zoe Thingyan  
 Position : ASM

Checked by  
 Sign :   
 Name : Ko Aung Ko Latt  
 Position : ASM  
 (DH/AGM/GM)

Approved by  
 Sign :   
 Name : Sagat W Aye min Hlcon  
 Position : VCM  
 (COO)

05-C11L-1IRM-FRM-064-01



# TRAVELLING REPORT

Date : .....

Report To		
Employee Name		
Position		
Department		
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From ..... To .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
20.2.2015	Go to Taunggyi way with Ko Min Thu. - Ko Aye Ko, ၁၅၀၀၀၀, VIP, Nere Star, KMT,	
21.2.2015	Go to Aung Pan way with Ko Min Thu. - ၆၂၀၅၀၀၀, Ko May, Ko Khaing See, Wai Phyo Aung, TYG	
23.2.2015	Go to Yangon from Taunggyi (4:00 PM) Bus.	

Reported by  
 Sign :   
 Name : Zue Thingyan  
 Position : ASM

Checked by  
 Sign :   
 Name : Ko Aung ko latt  
 Position : NSM  
 (DH/AGM/GM)

Approved by  
 Sign :   
 Name : Boyar N Aye Min Hloer  
 Position : VCM  
 (COO)

05-CHL-HRM-FRM-064-01

# ← Famous Traveller Express



## ← Yangon to Taunggyi 25.02.2025 | Local



**Famous**  
Vip (Hopong)

MMK 45000  
3 seats left

Yangon  
6:30 PM

Approximately  
0 days 13 hours 00 minutes

Taunggyi  
7:30 AM

Buy Ticket



**Famous**  
Normal (Hopong) (Bus 1)

MMK 32000  
21 seats left

Yangon  
7:00 PM

Approximately  
0 days 13 hours 00 minutes

Taunggyi  
8:00 AM

Buy Ticket

Handwritten notes: *၇:၀၀* with arrows pointing to the 7:00 PM departure time of the third option.



**Famous**  
Normal (Nyaung Shwe) Bus 2

MMK 32000  
29 seats left

Yangon  
7:00 PM

Approximately  
0 days 13 hours 30 minutes

Taunggyi  
8:30 AM

Buy Ticket



**Famous**  
VIP (Nyaung Shwe)

MMK 45000  
3 seats left

Yangon  
7:00 PM

Approximately

Taunggyi  
8:30 AM

\* K pay g Famous Express @ ၀၉.၀၇.၀၆.၂၀၂၅

