



My Company

WIN STRATEGIC
Relentless Pursuit Of Excellence



CLAIM REQUEST FORM

Requestor Name : Phyu Phyu Win(5)	Budget Type : Include Budget
Department Name:	Payment Type : Claim Payment
Payment Date : 2024-10-05	Prepared By : CE4 Budget Requestor
Payment Voucher : EX-CE4-2024-10-00001	Superior Approved : Wutt Yee Aung
No	By
Payment Method : Cash/Bank	Last Approved By : Wutt Yee Aung
Payment Amount : 186000.0	
Currency : MMK	
Exchange Rate : 4,800.0	

No.	Description	Department	Request Amount	Remark
1	For TA charges, MLM branch support job Customer - One Two Petrol Shop, Problem - Engine Overhaul (LG936L#602789) PIC- Wai Lin Naing	Service Department(CE4)	186,000.00	

Expense Total 186,000.00 K
Additional/Refund

Note:

Telegram Approved

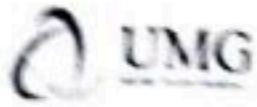
Superior Check By		F&A		GM/AGM		COO	
Name : <u>Phyu Phyu Win</u>	Name : <u>Phyu Phyu Win</u>	Name : <u>Wutt Yee Aung</u>	Name : <u>Wutt Yee Aung</u>	Name : <u>Wutt Yee Aung</u>	Name : <u>Wutt Yee Aung</u>	Name : <u>Wutt Yee Aung</u>	Name : <u>Wutt Yee Aung</u>
NRC No :	NRC No :	NRC No :	NRC No :	NRC No :	NRC No :	NRC No :	NRC No :
Date :	Date :	Date :	Date :	Date :	Date :	Date :	Date :
Remark :	Remark :	Remark :	Remark :	Remark :	Remark :	Remark :	Remark :

Phyu Phyu Win
Phyu Phyu Win



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Wai Lin Naing	Estimated Date of Travel	21.9.2024 ~ 26.9.2024	
Position Rank	Service	Total Day	6 days	
BU/HR Div/Dept	CE-4BU, Service	Destination	MIM	
Purpose	For branch support job. Cone dua ems (Retrol) Bottom. Engine installation			
Travelling Permit				
Arrival Place	MIM			
Actual Date & Time of Travel	21.9.2024 ~ 26.9.2024			
Total Day	6 days			
HR Name	Thinzar Nyo			
HR Sign	Nyo			
BOH Authorized Person Name	Myo Hlike Aung			
BOH Authorized Person				
Advance Clear				
Actual Date & Time of Travel	21.9.2024 ~ 26.9.2024	Total Day	6 days	
Departure Date & Time	21.9.2024 8:00 AM	Arrival Date & Time	26.9.2024 4:30 PM	
Date	Description	Total Amount		
		Kyats	USD	
21.9.2024	Hlaingtharyar to Aungmyetharax Taxi charges	20000	-	
21.9.2024	Yangon to MIM car Ticket (1 per)	28000	-	
26.9.2024	Aungmyetharax to Hlaingtharyar Taxi charges	20000	-	
26.9.2024	MIM to Yangon car Ticket (1 per)	28000	-	
21.9.2024 ~ 26.9.2024	TA charges (6 days x 15000) (1 per)	90000	-	
Total Expense (Kyats/USD)		186000	-	
Cash Advance (Kyats/USD)		-	-	
Balance Refund/Additional (Kyats/USD)		-	-	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Phyu Phyu Win	Admin	3.10.2024	
Approved By Dept Head	Aung ko Mon	OH	8.10.2024	Telegram Approved
Approved By GM/AGM/COO	Wutt Yee Aung	GM		
Acknowledged by related Superior for Job Report	Aye Min Hkun	COO		
HR Check & Approved	Yu Yu Hbing Hkun	HR	8.10.2024	
Cash Received				
Remark				



TRAVELLING REPORT

Date: 27.09.2024

Report To	Aung ko Min, Aung Kyaw Thu, Khin Yee Aung	
Employee Name	Wai Lin Nating	
Position	Service	
Department	Service	
Business	CE - I BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	21.9.2024 6:30 AM	26.9.2024 9:30 PM
Total Days	6 days	
Trip Information	1. From YGN To NLM	
	2. From NLM To YGN	
	3. From To	
Purpose For Travelling	For branch support job. (One Two Petrol) Problem - Engine installation	
Travel Date	Activities	Remark
21.9.2024	Go to Mawlamyine & job site	Job status - Engine CVH & mounting (finished). Invoice amount - 29 L. Payment Cond; - Already. (Already requested to AFD for the trip cause of motor & skill need & want).
22.9.2024	Installed the engine -	
23.9.2024	Installed the hydraulic tank, Radiator.	
24.9.2024	Mounted the axle harness and test run 1 minute.	
25.9.2024	Monitor does not light up. We started troubleshooting.	
26.9.2024	Go back Mawlamyine to Yangon.	

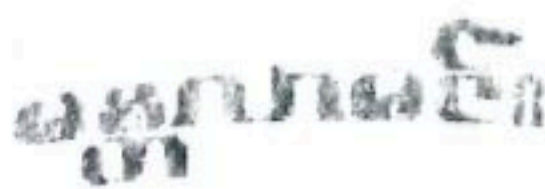
Reported by
 Sign :
 Name : WLN
 Position :

Checked by
 Sign :
 Name : Aung ko Min
 Position : O-IT

Approved by
 Sign :
 Name :
 Position :

(DI/AGM/GM)
 Telegram Approved
 to Aung Kyaw Thu

(COO)
 05-CHL-HRM-FRM-064-01



mandalayinn.com.mm

From (မှ)	To (သို့)
Mawlaikyne	Yangon
Traveller (တစ်ဦးအတွက်)	Contact (ဖုန်းနံပါတ်)
Mr. Wa Lone Nang	09259195828
Seat(s) (ခုံနံပါတ်များ)	
CI	
Class/Type	Bus No. (ကားနံပါတ်)
33000000 - High	
(2+1)	
Booking Reference	Status
7928-444	CONFIRMED
Departure (ခွာခွာ)	Gate (ဂိတ်)
Sep 26, 8:30 AM	NA

Special Request (တောင်းဆိုချက်)

Printed Time : Sep 26, 9:11 AM

Passenger(s)	1
Total	28,000

NRC or Passport is necessary for travel

*ဖုန်းနံပါတ် ဝယ်ယူရန် ကိုယ်စားပြုရန်

Check in 30 min before the departure time.

ကတိတ်ခံယူရန် 30 မိနစ်ခင် ဝယ်ယူရန် ဝယ်ယူရန်

Each passenger is allowed one carry on luggage

တစ်ဦးတစ်ဦးစီသည် တစ်ခုစီသာ ဝယ်ယူခွင့် ရှိသည်။

No refund will be issued after the departure

ကတိတ်ခံယူရန် ဝယ်ယူရန် ဝယ်ယူရန် ဝယ်ယူရန်

မည်သို့ပင်ဖြစ်စေ ဝယ်ယူရန် ဝယ်ယူရန် ဝယ်ယူရန် ဝယ်ယူရန်

Contact Phone: Call Center: 0927-1189
 19th, YON-0950201511, No. 1177, New Hill Road, Yangon
 88576/19th, YON-02(51991) မိုဘိုင်းဖုန်း: 43291-01201 (US)
 Pakistan: 09-7733 45 6th, 7th, 8th, 9th, 10th, 11th, 12th, 13th
 18, Maawin, 09-2104 83 936, Lahore-04100-12 590

Tax (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	2024-09-21	Construction Equipment 1	Service	Wai Lin Naing	Fro MLM Branch support job	06:00	Hlaintharyar	Aungmingalar	20,000	20,000	GA Manager Approved	
2	2024-09-26	Construction Equipment 1	Service	Wai Lin Naing	For MLM branch support job	05:00	Aungmingalar	Hlaingtharyar	20,000	20,000	GA Manager Approved	
3	2024-09-21	Construction Equipment 1	Service	Wai Lin Naing		06:00	Hlaingtharyar	Aunmingalar	20,000		Draft	

Request By
Phyu Phyu Win

Telegram Approved
Checked By
Aeng ko Min

Approved By
Watt Yee Aung

Telegram Approved
Aung kyaw Thu



Ko Aung Ko Min(D

last seen at 7:09 AM



Phyu Phyu
October 5
OT charges.pdf

Dear Ko Aung Ko Min,
Advance request for 3H/4992 car fuel charges Oct'2024 - 180,000 /-
Advance clear for 3H/4992 car fuel charges Sep'2024 - 130,000/-
For car wheel repair charges (3H/4992) - 14,000/-
For OT charges - 7,200/-
For TA charges MLM branch support job - 186,000/-

အတွက် Approved ပေး ပေးပါအုံးရှင်

10:55 AM ✓✓

October 6

Phyu Phyu
Car fuel advance.pdf
Approve 9:09 AM

Phyu Phyu
Car fuel clear.pdf
Approve 9:09 AM

Phyu Phyu
Car repair.pdf
Approve 9:09 AM

Phyu Phyu
OT charges.pdf



Message





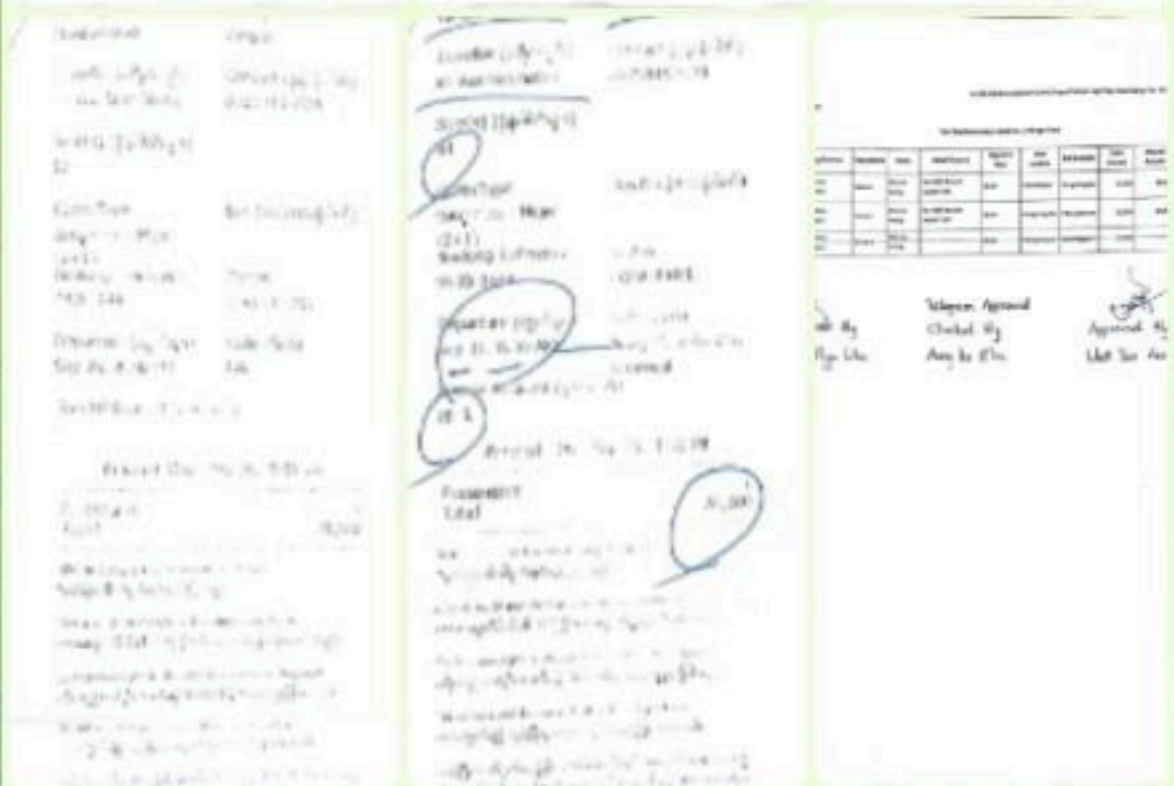
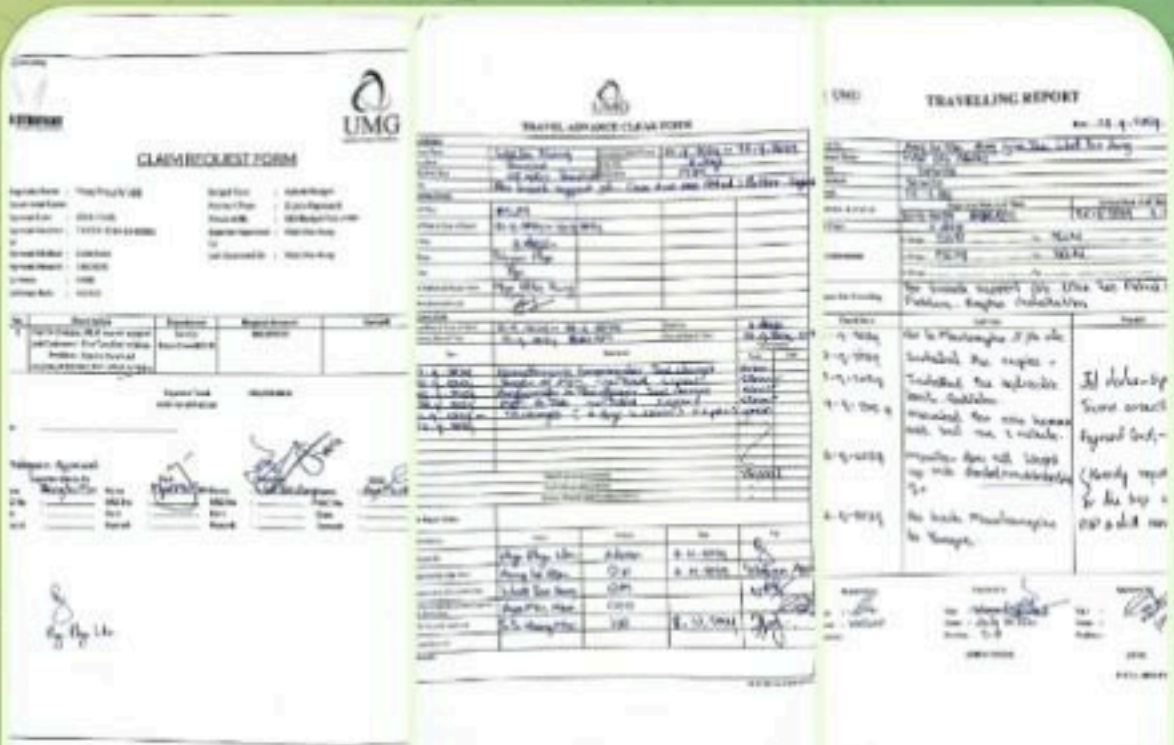
Ko Aung Kyaw Thu

online



OLDP password update 9:08 AM ✓✓

October 8



Dear KAKT,

MLM BR support သွားထားတဲ့ TA charges clear အတွက် Approved ပေး ပေးပါအုံးရှင့်

11:38 AM ✓✓



Phyu Phyu

Dear KAKT, MLM BR support သွား...

Ok

11:40 AM



Message

