


TRAVELLING REPORT


Date : 25.7.2025

Report To	ACCO AGM, OM.	
Employee Name	Zaw Thingyan.	
Position	ASM.	
Department	National Sale Department.	
Business	MAC BLI.	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	20.7.2025 (8:00 AM)	21.7.2025 (8:00 AM).
Total Days		
Trip Information	1. From YGN To MTL	
	2. From MTL To YGN.	
	3. From To	
Purpose For Travelling	New ASM Thanf Zan Aung handover process case.	
Travel Date	Activities	Remark
20.7.2025	Go to YGN MTL from YGN.	
21.7.2025	Go to Rabeue and Yamethin way with Unit Sale team and MAC sale man Ko Min Min (new), Kyaw, Sam Eung, Aung Boss, Sein Yaung Chi, Aung Myint Mo.	new customer - 1 case. old customer - 13 case.
22.7.2025	Go to Thaedee and Wundwin way with unit sale team and MAC sale. La Min (2), Ko Myo, 99, La Min (1) U Nye Khing U Nye Khing .	new customer - 1 case. old customer - 12 case. - 4 drum.

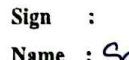
Reported by

 Sign : 
 Name : Zaw Thingyan.
 Position : ASM.

Checked by

 Sign : 
 Name : Ko Wai Phyo Han
 Position : OM

Approved by

 Sign : 
 Name : Sayar U Aye Min Htoon
 Position : VCM
 (COO)

(DH/AGM/GM)

MTL Branch

Description	Part Number	Qty	UOM	Remark
Valvoline Hydraulic Oil, Ultramax AW 46 (1 x 200L)	692332	2	drum	✓
Valvoline Hydraulic Oil, Ultramax AW 68 (1 x 200L)	692334	1	drum	✓
Valvoline Gear Gard Super 90, GL-5 (1 x 200L)	692026	1	drum	✓
Valvoline Gear Gard Super 90, GL-5 (1 x 18L)	692027	1	can	✓
Volvo Gear Oil HD GL-5 SAE 80W-90	VOE15067515	1	can	✓
Volvo Gear Oil HD GL-5 SAE 85W-140	VOE15067522	1	can	✓
Valvoline Engine Oil, All Fleet Premium 15W40, CI-4/SL (1 x 18L)	692053	8	can	1 can invoice n/s from stock.
Valvoline 4T Premium 20W40, SL, JASO MA (24 x 1L)	692247	192	bottle	✓
Valvoline Champ 4T 20W50, SG/CD (24 x 1L)	692249	18	bottle	✓
Valvoline Engine Oil, All Fleet Premium 15W40, CI-4/SL (24 x 1L)	691970	94	bottle	✓
Zerex ZX HD Extended Life RTU AFC 6/1 GA	ZXEDRU1	4	bottle	✓
Champ 4T Scooter 10W30, SL/JASO MB 0.8L	844573	120	bottle	✓
Valvoline Long Life Coolant RTU SING 18L	881285	2	Can	✓
Matador Premium 10W40 SEMI Mas Additive 4*4L	adv 1002	27	bottle	✓
Valvoline Champ Extra 4T SAE 10W40, API SM/JASO MA2 (24 x 1L)	869084	135	bottle	✓ 127: invoice n/s - 134 n/s
Valvoline Engine Oil, Durablend 10W40, API SN Plus (6 x 1L)	→ 887716	8	bottle	✓
Valvoline Long Life Coolant RTU Sing (4*4L)	- 888811	4	bottle	✓
Valvoline Coolant All Weather (4*4L)	888770	2	bottle	✓ invoice n/s
4T Scooter Gear Oil 10W30 Semi SL JASO MB (12*0.8L)	adv 1216	13	bottle	✓ 127: invoice n/s - 12 n/s
Premium 10W30 Semi MAS (4*4L)	adv 1190	33	bottle	✓ 127: invoice n/s - 21 n/s
Lithium Grease EP3 NLGI3 (12*1.5KG)	adv 1202	2	bottle	✓
Power Steering Fluid (24*1L)	adv 1203	72	bottle	✓
Valvoline Maxlife ATF 4/4L	891553	4	bottle	✓
Matador SAE 20W50 API SG 4T (12*1.5L)	MTD 102	11	bottle	✓
VALVOLINE DURABLEND 10W40 API SP 4/4L	894333	16	Bottle	✓
Brake Fluid DOT 3 (30*400G)	adv 1200-MAC	118	Bottle	✓ 54: 500g of n/s - 113
Brake Fluid DOT 4 (30*400G)	adv 1201-MAC	150	Bottle	✓
Premium Conventional Motor Oil, SAEW 10W30, SM/CF (14x1L)	887513	1	Bottle	✓
Matador Scooter Gear Oil GL5 80W90 (48x120 MLO)	adv 1217	1	Bottle	✓ 127: invoice n/s of 127 n/s

u u GL5 80w90

adv 1212. 480. u
 Total 1042
 adv 1226. 20 u

- stock part of n/s
 - stock n/s of n/s

Sale Admin

Finance and account.

ASM

ABOH






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15FNN 06714

Way The Truth The Life



နောင်

Name - နောင်

Passport No. -

Ph: No. -

Seat No. 4D.

Ticket Fare - ၂၄၀၀၀/-

Bus No.

Departure Date - 24.7.2025.

NPT-YGN

[BGT [:] MM [:]
TPG [:] DKN [:]]

YGN-NPT [:]



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

Print Date : 30-Jul-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	2025-07-20	Consumable (Yangon)	National Sales	Zwe Thingyan	Branch sales way visit for Meikhtila	08:00	81 bus stop(shwe pyi thar)	Aung Mingalar Highway	18,000	18,000	GA Manager Approved	
2	2025-07-24	Consumable (Yangon)	National Sales	Zwe Thingyan	Branch sales way visit for Meikhtila	20:00	Aung Mingalar Highway	81 bus stop(shwe pyi thar)	18,000	18,000	GA Manager Approved	