



win motors

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



Relentless Pursuit Of Excellence

# CLAIM REQUEST FORM

Requestor Name : El Phoo  
 Department Name : Ngone  
 Department Name : Unit Sales (ATT)  
 Payment Date : 2025-01-10  
 Payment Voucher No : EX-ATT-2025-01-00013  
 Payment Method : Cash/Bank  
 Payment Amount : 155000.0  
 Currency : MMK  
 Exchange Rate : 4,630.0

Budget Type : Include Budget  
 Payment Type : Claim Payment  
 Prepared By : ATT\_BudgetDataEntry  
 Superior Approved By : ATT\_S&MDataCheck  
 By :  
 Last Approved By : ATT\_S&MDataCheck

No.	Description	Department	Request Amount	Remark
1	Traveling charges for PIC Ye Lin Htun	Unit Sale Department (ATT)	155,000.00	Traveling charges for PIC Ye Lin Htun

Expense Total : 155,000.00 K  
 Additional/Refund

Note: Traveling charges for PIC Ye Lin Htun

Superior Check By: *[Signature]*  
 Name : Ma Su Bi Hlaing  
 NRC No : 0122085718  
 Date : 10.1.25

F&A: *[Signature]*  
 Name : Zin Mar  
 NRC No :  
 Date : 10.17.2025

GM/AGM: *[Signature]*  
 Name : Ko Mang Mang  
 NRC No : 3122085718  
 Date :  
 Remark :

Acco: *[Signature]*  
 Name : Zaw Min Hlaing  
 NRC No : 12121412114911  
 Date : 14-01-25

*[Signature]*  
 19/01/2025  
 Amunbon

TRAVELLING REPORT

Date: 23.12.2024

Report To	Ko Maung Maung	
Employee Name	Ye Lin Hkun	
Position	Sales Man	
Department	Sales	
Business	MT BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	13.12.2024	17.12.2024
Total Days	5 days	
Trip Information	1. From Taunggyi To Namk Sam	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling	Taunggyi and Namk Sam Sale and Marketing Trip	
Travel Date	Activities	Remark
13.12.2024	Pyaw Oo, Taung Myae Chor village, Thid Al Pin village, Baw Soe, Cu follow up	1) Soe Win 2) Aung Soe Min 3) Than Phoe 4) Kyaw Ho 5) Aung Pwee 6) Soe Soe Ko Aung Ko Latt
14.12.2024	Ywar Ngon, Myin Wan village Cu appointment	
15.12.2024	Taunggyi	1) Tee Mar
16.12.2024	Taunggyi to Namk Sam	Ko Sa Toe Mae Lin
17.12.2024	Lo Khae, Mae Nae, Sale visit.	

Reported by:

Checked by:

Approved by:

Sign :   
Name : Ye Lin Hkun  
Position : Sales Man

Sign :   
Name : Ko Maung Maung  
Position : GM

Sign :   
Name : Ko Zaw Min Myat  
Position : ACOO

(DH/AGM/GM)

(COO)

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Ei Pwe Ngone

Check by  
Sign :   
Name : Ko Than Zaw Lon  
Position : OM



### TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>		(8:00) AM	(5:00) PM
Employee Name	Ye Lin Hkun	Estimated Date of Travel	2024.12.13 to 2024.12.17
Position Rank	Sale man	Total Day	5 days
BU/BR/DIV. Dept	MTD	Destination	TGK, NSN
Purpose	Sale & Marketing		

<b>Travelling Permit</b>			
Arrival Place	TGK	NSN	
Actual Date & Time of Travel	2024.12.13 (8:00) AM to 2024.12.17 (5:00) PM		
Total Day	5 days		
HR Name			
HR Sign			
BOH/Authorized Person Name	Attached ၀၇၀၀:၀၀:၀၁၃၃၅၅		
BOH/Authorized Person			

<b>Advance Clear</b>		(8:00) AM	(5:00) PM
Actual Date & Time of Travel	2024.12.13 to 2024.12.17		Total Day
Departure Date & Time	2024.12.13 (8:00) AM		Arrival Date & Time
			2024.12.17 (5:00) PM

Date	Description	Total Amount	
		Kyats	USD
2024.12.13	13,14,15,16,17 (15000 x 5)	75000/-	
↓	Fuel charges	50000/-	
2024.12.17	Taxi charges	30000/-	
<b>Total Expense (Kyats/USD)</b>		155000/-	
<b>Cash Advance (Kyats/USD)</b>		=	
<b>Balance Refund/Additional (Kyats/USD)</b>		=	

<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Ei Phue Ngone	Admin	2025.01.08	Ei Phue
Approved By Dept Head	Ma Se Ei Hlaing	DI	10.1.25	Ma Se Ei
Approved By GM/AGM/COO	Ko Maung Maung	GM		
Acknowledged by related Superior for Job Report	Ko Zao Min Myet	ACOO	19.1.25	
HR Check & Approved	Thein Thein Nwe	HR	10.1.2025	
Cash Received				

<b>Remark</b>	
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