



No. 592.
Bo Aung Kyaw Street, Yangon-Pathein Highway Road, Hlaingtharya, Yangon



ADVANCE CLEAR VOUCHER

Requestor Name : Zin Myo Nwe(2)
 Department Name : Sales & Marketing
 Payment Date : 2024-12-12
 Payment Voucher : AC-CE3-2024-12-00040
 No
 Payment Method : Cash/Bank
 Payment Amount : 239000.0
 Currency : MMK
 Exchange Rate : 4,500.0

Budget Type : Exclude Budget
 Payment Type : Advance Clearing
 Advance No : UBG-CE3-2024-11-00006
 Prepared By : CE3_BudgetDataEntry
 Superior Approved : CE3_S&MDataCheck
 By
 Last Approved By : CE3_BudgetDataEntry

No.	Description	Department	Request Amount	Remark
1	Travelling Charges Advance Clear (For Market Visit, Customer Takcare and Finding New Market & New Customer) Employee - Yan Naing Lin Branch - MTL	Sale & Marketing Department (CE3)	239,000.00	Advance Clear

Expense Total 239,000.00 K
 Advance Total 500,000.00 K
 Refund 261,000.00 K

Note: _____

<p>Superior Check By</p> <p>Name : <u>Tarri Aung</u></p> <p>NRC No : <u>81800000000000000000</u></p> <p>Date : <u>12/12/2024</u></p> <p>Remark : _____</p>	<p>F&A</p> <p>Name : <u>Hnin Aun Shwe</u></p> <p>NRC No : <u>12/11/2024</u></p> <p>Date : <u>12, Dec, 24</u></p> <p>Remark : _____</p>	<p>GM/AGM</p> <p>Name : <u>Tarri Aung</u></p> <p>NRC No : <u>81800000000000000000</u></p> <p>Date : <u>12/12/2024</u></p> <p>Remark : _____</p>	<p>ACOO</p> <p>Name : <u>Zaw Min Myet</u></p> <p>NRC No : <u>12/11/2024</u></p> <p>Date : <u>12-12-24</u></p> <p>Remark : _____</p>
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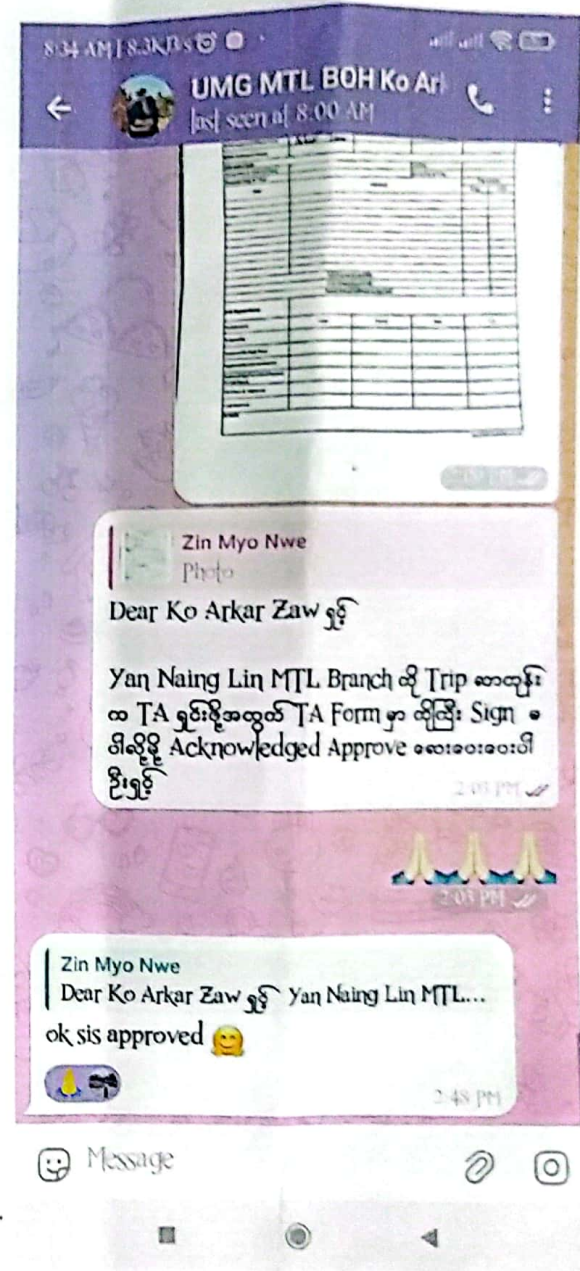
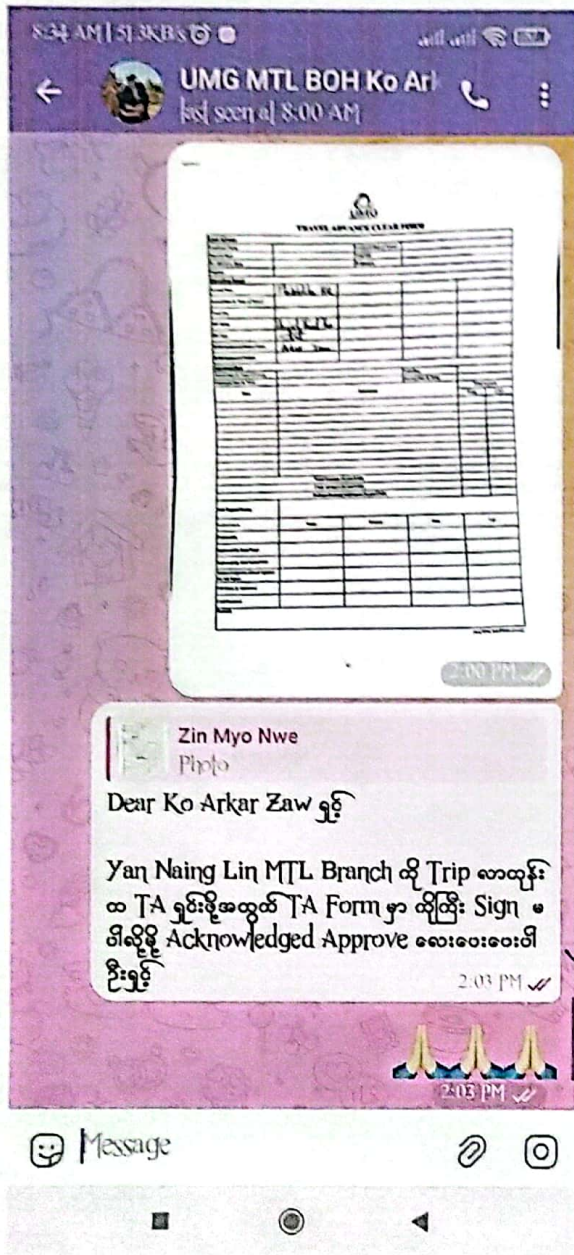
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TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Mr. Nong Linn ✓	Estimated Date of Travel	17.11.24 (7:30 PM) to 26.11.24 (8:30 AM)	
Position Rank	So. Staff	Total Day	9 days	
BU/BR/DIV, Dept	CEB CAC	Destination	MTL Branch	
Purpose	Market Visit, Customer Take Care, finding new Market & Customer.			
Travelling Permit				
Arrival Place	Mekhlila BR			
Actual Date & Time of Travel	17.11.2024 (7:30 PM) to 26.11.24 (8:30 AM)			
Total Day	9 days			
HR Name	Thirint Thirint			
HR Sign	<i>[Signature]</i>			
BOH/Authorized Person Name	Akar Zaaw			
BOH/Authorized Person	Telegram Approved.			
Advance Clear				
Actual Date & Time of Travel	17.11.24 (7:30 PM) to 26.11.24 (8:30 AM)		Total Day	9 days
Departure Date & Time	17.11.24 (7:30 PM)		Arrival Date & Time	26.11.24 (8:30 AM)
Date	Description	Total Amount		
		Kyats	USD	
17.11.24 (7:30 PM)	Travelling charges (9x15000)	135000	✓	
to	Car ticket charges (YGN → MTL)	30000	✓	
26.11.24 (8:30 PM)	Car ticket charges (MTL → YGN)	30000	✓	
	Taxi charges (HTY to Aung Mingalar)	22,000	✓	
	Taxi charges (Aung Mingalar to HTY)	22,000	✓	
Total Expense (Kyats/USD)		239,000		
Cash Advance (Kyats/USD)		CEB ADV2024110002	300,000	
Balance Refund/Addition (Kyats/USD)			261,000	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Tin Mya Owe	Admin	28/11/2024	<i>[Signature]</i>
Approved By Dept Head	Tarri Aung	AGM	12/12/2024	<i>[Signature]</i>
Approved By GM/AGM/COO	Tarri Aung	AGM	12/12/2024	<i>[Signature]</i>
Acknowledged by related Superior for Job Report	Taw Min Myad	ACOO	14/12/2024	<i>[Signature]</i>
HR Check & Approved	Aron Thant Oo	HR	12/11/2024	<i>[Signature]</i>
Cash Received				
Remark				





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

Print Date : 03-Dec-2024

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	2024-11-17	Construction Equipment 3	Marketing & Sales Support	Yan Naing Linn(4)	Go to Meikhtila Branch Visit (Yangon to Meikhtila)	07:00	Hlaing Thar Yar	Aung Mingalar Hight Way	22,000	22,000	GA Manager Approved	Market Visit,Customer Take Care,Finding New Market & Customer
2	2024-11-26	Construction Equipment 3	Marketing & Sales Support	Yan Naing Linn(4)	Go to Meikhtila Branch Visit (Meikhtila to Yangon)	80:00	Aung Mingalar Hight Way	Hlaing Thar Yar	22,000	22,000	GA Manager Approved	Market Visit,Customer Take Care,Finding New Market & Customer

BL
En Mgo Awee.

King
Hein Thant² Oo
HR


Taw Aung
12/Dec/24
AQM


Zaw Min Myat
12/29
ZMM
ACOO


TRAVELLING REPORT

Date :

Report To	Ko Zaw Min Myat & Ko Zawi Aung	
Employee Name	Yan Naing Lin	
Position	Marketing Executive	
Department	Marketing & Sale Support	
Business	CE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	17.11.2024 (7:30Pm)	26.11.2024 (8:30Am)
Total Days		
Trip Information	1. From <u>Yangon</u> To <u>Meiktila</u>	
	2. From To	
	3. From To	
Purpose For Travelling	Market Visit & Customer Take Care	
Travel Date	Activities	Remark
07.11.2024 ~ 26.11.2024)	<p>I go to Than Yar, Yar Nyan, Pyin Nyaung, Kalaw, 5 Pagoda Lal Pyin, Tharzi and Yamedhin</p> <p>I go for customer visit. Customers are mostly budget customers. Customers buy and sell to each other. Stone crushing business is ok. Customer use machine with 200 lakhs budget.</p>	<p>Inquiry and prospect</p> <p>ME 210 (old) - 2 Units</p> <p>ME 75 (old) - 1 Unit</p> <p>wheel loader - 2 Units</p>

Reported by
 Sign : 
 Name : Yan Naing Lin
 Position : Marketing Executive

Checked by
 Sign : 
 Name : Zin Dwin
 Position :
 (DH/AGM/GM)

Approved by
 Sign : 
 Name :
 Position : ZMM
 (COO)

Customer - GO Asia Co., Hd
Business type - Gold Mining
Job Site - Pyaw Nyawng - Kalaw

② Customer Name - Ko Myint Ko
Business type - Quarry Mining
Job Site - Ywar Ngar
Prospect - ME210 (old)

③ Customer - Ko Min Min
Business type - Quarry Mining
Job Site - Kume
Prospect - ML20 (old)

④ Customer - Mya Myint Mo Co., Hd
Business type - Construction company
Location - Thawzi
Prospect - ME75 (old)

⑤ Customer - Ko Aung Ye Ko
Business type - Quarry Mining
Location - 5 pagoda

⑥ Customer - U Hsun Lin
Business type - Quarry Mining
Location - Ywar Ngar
Inquiry - ML80 (old)

⑦ Customer - U Kyaw Myint
Business type - Road & Construction
Location - Meikhtila
Prospect - ME210 (old)