



No. 38, Shwe Than Lwin Industrial Zone
 Min Gyi MharMin Kaung Street, Yangon-Patheln Highway Road, Hlaingtharya, Yangon

CLAIM REQUEST FORM

Requestor Name : Soe Moe Naing	Budget Type : Include Budget
Department Name:	Payment Type : Claim Payment
Request Date : 2025-07-03	Prepared By : BTR SRV PIC
Payment Voucher : EX-BTR-2025-07-00003	Superior Approved : BTR SVR DH
No	By
Payment Method : Cash/Bank	Last Approved By :
Payment Amount : 406000.0	
Currency : MMK	
Exchange Rate : 4.520.0	

No.	Description	Department	Request Amount	Remark
1	Cash claim for June'25, For trip expense for Magway(Call Problem - Gearbox function abnormal(9E/8873)Customer - Magway Branch, Actual - 406,000/MMK, For service Dept.	Service Department(BTR)	406,000.00	

Expense Total 406,000.00 K
 Additional/Refund

Note:

Superior Check By	F&A	GM/AGM	COO
Name : <u>Myint Hlen</u>	Name :	Name :	Name :
NRC No : <u>1210ukambaw</u>	NRC No :	NRC No :	NRC No :
Date : <u>200411</u>	Date :	Date :	Date :
Remark : <u>4. July - 2025</u>	Remark :	Remark :	Remark :



TRAVEL ADVANCE CLEAR FORM

Cash Advance		Employee Name	Htet Wla Yan, Yaw Yar	Estimated Date of Travel	18.6.2025 (9:00AM) to 26.6.2025 (9:30 PM)
		Position Rank	App Mechanic Lrv	Total Day	9 Days
		BU/BR/DIV, Dept	Truck and Bus	Destination	
		Purpose	Call Problem - Gearbox function abnormal, Customer - MCKW BR (9E-8873)		
Travelling Permit					
Arrival Place		Meiktilar To Magway			
Actual Date & Time of Travel		18.6.2025 (9:00AM) to 26.6.2025 (9:30 PM)			
Total Day		9 Days			
HR Name		Khin Nyein Chan			
HR Sign		[Signature]			
BOH/Authorized Person Name		Thet Cha Win.			
BOH/Authorized Person		[Signature]			
Advance Clear		Actual Date & Time of Travel	18.6.2025 (9:00AM) to 26.6.2025 (9:30 PM)	Total Day	9 Days
		Departure Date & Time		Arrival Date & Time	
		Date	Description	Kyats	USD
		18.6.2025	Bus ticket charge (2x25000) HWY, YZL	50,000	^
		18.6.2025 to 26.6.2025	Travelling allowance for HWY (9x15000)	135,000	^
		18.6.2025 to 26.6.2025	Travelling allowance for YZL (9x15000)	135,000	^
		26.6.2025	Bus ticket charge (2x28000), HWY, YZL	56,000	^
		26.6.2025	Taxi charge	30,000	^
		26.6.2025		7	
				406,000	
			Total Expense (Kyats/USD)	-	
			Cash Advance (Kyats/USD)	406,000	
			Balance Refund/Additional (Kyats/USD)		
Job Report Status					
Authorization		Name	Position	Date	Sign
Prepared By		Soe Moe Nang	Staff	1.7.2025	[Signature]
Approved By Dept Head		War Phyo Htun	Str. DH	1.7.2025	[Signature]
Approved By GM/AGM/COO		Khin Theng Nwe	ARM	4.7.25	[Signature]
Acknowledged by related Superior for Job Report		Myint Htun	ADH	1.7.2025	[Signature]
HR Check & Approved		Zin Mar Soe	HR	4.7.2025	[Signature]
Cash Received					
Remark					



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

Print Date : 30-Jun-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	2025-06-26	Truck & Bus	Service	Htet Wai Yan (10), Yar Zar Lin (6)	Return to service job site at Magway.	21:30	Aungmyingalar(Bus Station)	Kyaung Street, Bojoke(Hlaingthayar)	30,000	30,000	GA Manager Approved	
2	2025-06-11	Truck & Bus	Service	Htet Wai Yan (10)	Go to buy pipe clips	10:00	Mekihitla(Bus Station)	BOC Junction	5,000	5,000	GA Manager Approved	Go and Back
3	2025-06-13	Truck & Bus	Service	Htet Wai Yan (10)	Go to buy fuse	09:00	Meikhitla Bus Station	Near Fire Station	5,000	5,000	GA Manager Approved	Go and Back
4	2025-06-15	Truck & Bus	Service	Htet Wai Yan (10)	Go to repair the injector	10:00	Mekihitla Bus Station	Yangon - Mandalay Street, Yan Myo Aung Quarter.	5,000	5,000	GA Manager Approved	Go and Back

26.6.2025 = 30,000/MMK only for this advance.

30000 ✓
~~45000~~
 417128
 zms

8:59

MMBusTicket

← Booking Details EN မြန်မာ

Magway - Yangon • Jun 26, 08:00 AM
 Khaing Mandalay Express | Standard
 Ref # 7659-6859 | Booked on: 2025/06/25 08:30 PM

Trip Summary

○ Magway 08:00 AM, Jun 26
 ○ Yangon (ETA) 06:00 PM, Jun 26

Route
 Magway-Kanbya-Lay Tine Sin-Yangon

Operator
 Khaing Mandalay Express | Standard

Seat Count
 2 Seats

Seat Numbers
 15, 16

Traveller Info

Traveller Name Htet Wai Yan
 Phone Number 0975100909
 Email (Blank)

Special Request
 ကံလှကျေးရွာနတ်ဆင်အကျော်မှာ စောင့်စီးပါမယ်

8:59

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Payment Details

Subtotal	56,000
Tax	0
Discount	0
Total Due	MMK 56,000


လူ နတ် ဗြဟ္မာ သတ္တဝါအားလုံး ကျန်းမာကြပါစေ၊ ဘေးရန်တင်းကျပ်စွာ လို ကောင်းကျိုးလိုရာဆန္ဒ ပြည့်ဝကြပါစေ။


အောင်လံမိုး အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး

ပြည် - အောင်လံ - သရက် - မကွေး - မိတ္ထီလာ - မန္တလေး
နေပြည်တော် - တောင်ကြီး - လားရှိုး - မုံရွာ - မူဆယ် - မြဝတီ

အမည်- ကိုထက်ဝေ	ခုံအမှတ်- 3/4	ရက်စွဲ- 18.6.24
မြို့အမည်- မကွေး	သင့်ငွေ- 50000	အချိန်-
		ယာဉ်အမှတ်-

- ◆ ယာဉ်ထွက်ချိန်ထက် နာရီဝက်စော ကြိုရောက်ပါရန်။
- ◆ ရောင်းပြီးလက်မှတ် ငွေပြန်မအမ်းပါ။
- ◆ သတ်မှတ်ချိန် ကျော်လွန်ရောက်ရှိလာသော ခရီးသည်အား တာဝန်မယူပါ။
- ◆ အစိုးရသတ်မှတ်ထားသော ဥပဒေမဲ့ ပစ္စည်းများ ကားပေါ်သို့ လုံးဝတင်ဆောင်ခွင့်မပြုပါ။



 တာဝန်ခံလက်မှတ်


Pinned Message
Local Purchasing Process Improvement



GREATER

El Phyo Hiang
Sales Executive

+95 9 400434951

partsales@greater.com

No. 117, Aungmyethazan Road, The Park Home Road,
Thirapadaungmye Township, Yangon.
Tel: +95 9 730 88 88

LONGING **FAW** **H32 PM**

Aye Min Htoon
Soe Moe Naing
Dear Sayar and Ko Aung Hein Win ခင်...
Please proceed 5 days for trip extension. 4:00 PM

Soe Moe Naing
Dear Sayar and Ko Aung Hein Win, T...
Please proceed to go to MGW branch. 4:00 PM

ဟုတ်ကဲ့ ကျေးဇူးပါ ဆရာ 🙏🙏🙏 4:01 PM

Pinned Message
Local Purchasing Process Improvement

Approve လေးပေးပေးပါအုံးနော်
Engine Oil ကအပြင်မှာဝယ်ရခက်နေပါ
တယ် Stock ချန်ပေးဖို့ပြောရတာအဆင်မ
ပြေလို့ မြန်မြန် Process Run ပြီး ဝယ်မှ ရ
မှာမို့ပါ 2:02 PM

Dear Sayar and Ko Aung Hein Win,
Truck and Bus BUမှ ကိုထက်ဝေယံကိုရာတ
လင်: Mechanic(၂)ဦး မိတ္ထီလာ Job Site မှ တစ်
ဆင့် မကွေး သို့ Express ကားဖြင့် (18.06.2025)
တွင် Service job site သွားမည်ဖြစ်ပါသဖြင့်
ခွင့်ပြုချက်တောင်းခံခြင်းဖြစ်ပါတယ်ခင်ဗျာ 🙏

- ၁) ထက်ဝေယံ, App Mechanic, T&B BU
- ၂) ရာဇာလင်း, App Mechanic, T&B BU
- ၃) Meikhtila to Magway
- ၄) Customer - Magway Branch
- ၅) Call problem - Gear Function Abnormal
- ၆) 18-June-2025 တွင် Express ကား ဖြင့်သွား
ပါမည်ခင်ဗျာ။

ခရီးကြာချိန်မှာ (၅) ရက်ခန့်ဖြစ်ပါသည်ခင်ဗျာ။ 3:58 PM

T&B update borrow master lists.xlsx
65.7 KB XLSX

Dear Ko Aung Hein Win,
Update borrow master list. 4:21 PM

15:09

4G 80



Ma Kyae Mone (M)

last seen recently



T&B BU မှ မကွေး သို့ Customer -
 Magway BR ၏ (9E-8873) ကားအားပြု
 ပြင်ရန်သွားသော ကိုထက်ဝေယံနှင့်ကို
 ရာဇာလင်းတို့ သည် ခွင့်ပြုချက် တောင်းခံ
 ထားသော (၅) အတွင်း Job မပြီးပါသဖြင့်၊
 နောက်ထပ် (၃) ရက်ခန့် ထပ်မံခွင့်ပြုပေးပါ
 ရန်၊ ခွင့်တောင်းအပ်ပါသည်ရှင် 🙏🙏🙏

14:19 ✓✓

Zin Mar Soe 😊 T&B HR (DH) 10 yeras ..U...
 Dear Ama ရှင်, T&B BU မှ မကွေး သို့ Custo...

Please process

15:08


Thanks Ama


15:09 ✓

TRAVELLING REPORT

Date : 1.7.2025

Report To		
Employee Name	Htet Wai Yan, Yar Zar Lin	
Position	Mechanic	
Department	Service	
Business	T & B	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	9.6.2025	26.6.2025
Total Days		
Trip Information	1. From Yangon To Meiktila	
	2. From Meiktila To Megway	
	3. From To	
Purpose For Travelling	To repair the vehicle.	
Travel Date	Activities	Remark
18.6.2025	We installed the fuel pump. After installation pump, we test start the engine. it is good. So we installed the removing parts. Job was finished. So we went to megway.	
19.6.2025	Arrival the megway. Then we checked the vehicle and we removed the gear box and gear box accessories. Then, BU ordered the necessary materials.	
20.6.2025	waiting parts	
21.6.2025	waiting parts	
22.6.2025	waiting parts	
23.6.2025	waiting parts	
24.6.2025	waiting parts	

Reported by
 Sign : 
 Name : Htet Wai Yan
 Position : Mechanic

Checked by
 Sign : 
 Name : Yar Zar Lin
 Position :

Approved by
 Sign :
 Name :
 Position :

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01



TRAVELLING REPORT

Date : 1.9.2025

Report To		
Employee Name	Htet Wai Yan , Yan Zar Lin	
Position	Mechanic	
Department	Service	
Business	P&B	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	9.6.2025	26.6.2025
Total Days		
Trip Information	1. From Yangon To Meiktila	
	2. From Meiktila To Megway	
	3. From To	
Purpose For Travelling	To repair the vehicle.	
Travel Date	Activities	Remark
25. 6. 2025	We installed the gear box and gear box accessories. Then, we test run the vehicle. tested run Ok. Job was finished.	
26. 6. 2025	At the morning, we come back to Yangon. we arrival the yangon at 7 PM.	

Reported by

Sign :

Name : Htet Wai Yan

Position : Mechanic

Checked by

Sign :

Name :

Position :

Approved by

Sign :

Name :

Position :

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01