

# TRAVELLING REPORT

Date : 3.12.2024.....

Report To	Ko Maung Maung and Ko Zaw Min Myat	
Employee Name	Wai Yan Phyo	
Position	Sale Man	
Department	Sale	
Business	ATT BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	21.11.24 (8:00) AM	30.11.24 (5:00) PM
Total Days		
Trip Information	1. From Yangon, ATTBU (21.11.24) To Yangon, ATTBU (30.11.24)	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling	Sale visit and Event Marketing	
Travel Date	Activities	Remark
21.11.24	Thamokone, Hlaingtharyar	U Aye Ngwe MT804's visit
22.11.24	U San Win delivery process	
26.11.24	U Tin Htet, War War Win Co Ltd Khatdiya Village, Nyawngtaone Township	go to with Ko Thare Zaw Lin
27.11.24	Shattalgyi Village, Hlegu Township Shattalgyi UMG Field, Hlegu DMC Field	For event place and study DMC Field with Ye Lin Htun
28.11.24	U San Win visit ATT	
29.11.24 to	titok activity with marketing	
30.11.24	Oakan TSP customer show machine with Ye Lin Htun customer follow up	

Reported by

Checked by

Approved by

Sign :

*Wai Yan Phyo*

Sign :

Name : Ko Maung Maung

Sign :

Name : Ko Zaw Min Myat

Position :

Sale Man

Position : GM

Position :

ACOO

(DH/AGM/GM)

(COO)

Hi-5 report ရှိနေပါသည်။

Check by

05-CHL-HRM-FRM-064-01

*E. Phue Ngone*  
E. Phue Ngone

Sign :

Name : Ko Than Zaw Lin

Position : OM

# TRAVEL ADVANCE CLEAR FORM

**Cash Advance** ADOL-ATT-2024-11.00046

Employee Name Wai Yan Kyae	Estimated Date of Travel 2024.11.21 to 2024-11.30	Total Day 10 days working day is 7 days
Position Rank ATT BU	Destination YAN	
BU/BR/DIV. Dept Sale & marketing		

**Travelling Permit**

Arrival Place YAN	Actual Date & Time of Travel 2024.11.21 (8:00) AM to 2024.11.30 (5:00) PM	Total Day 10 days working day is 7 days
HR Name Ma lae lae Mon		
HR Sign		
BOH/Authorized Person Name		
BOH/Authorized Person		

**Advance Clear** (8:00) AM (5:00) PM

Actual Date & Time of Travel 2024.11.21 to 2024.11.30	Total Day 7 days	Arrival Date & Time 2024.11.30 (5:00) PM
Departure Date & Time 2024.11.21 (8:00) AM	Total Amount	
Date	Description	Kyats      USD
2024.11.21	21, 22, 26, 27, 28, 29, 30 (15000 x 7)	105,000/-
2024.11.30		
<b>Total Expense (Kyats/USD)</b>		105,000/-
<b>Cash Advance (Kyats/USD)</b>		100,000/-
<b>Balance Refund/Additional (Kyats/USD)</b>		5,000/-

<b>Report Status</b>				
<b>Authorization</b>	Name	Position	Date	Sign
Approved By	Ei Phue Nyeone	Admin	2024.12.09	Ephue
Approved By Dept Head	Su Ei Hlaing	DH		
Approved By GM/AGM/COO	Ko Maung Maung	GM		
Approved by related Superior Report	Ko Zaw Min Myat	ACOG		
Checked & Approved				
Received				

## Report

Report	NEW_OLD	ReportDate	Company Name/Customer	Visit/Ph Call
Wai Yan Phyo	OLD	21-11-2024	U Saung Tin	Call
Wai Yan Phyo	OLD	21-11-2024	U Min Zaw Htun	Call
Wai Yan Phyo	OLD	21-11-2024	U Ko Aung	Call
Wai Yan Phyo	OLD	21-11-2024	U Ye Myint Oo	Call
Wai Yan Phyo	OLD	21-11-2024	U Aye Ngwe	Visit
Wai Yan Phyo	NEW	21-11-2024	U Shine Htet Aung	Call
Wai Yan Phyo	OLD	21-11-2024	U Ngway Soe	Call
Wai Yan Phyo	OLD	21-11-2024	U Kaung Kaung	Call
Wai Yan Phyo	OLD	22-11-2024	U Ko Aung	Call
Wai Yan Phyo	OLD	22-11-2024	U Aung Si Thu	Call
Wai Yan Phyo	OLD	22-11-2024	U Zaw Zaw Aung	Call
Wai Yan Phyo	OLD	22-11-2024	U Wai Phyo Paing	Call
Wai Yan Phyo	OLD	22-11-2024	U Shine Htet Aung	Call
Wai Yan Phyo	OLD	22-11-2024	U Aung Phyo Wai	Call
Wai Yan Phyo	OLD	22-11-2024	Daw Khin Nyo	Call
Wai Yan Phyo	OLD	22-11-2024	U Ye Aung	Call
Wai Yan Phyo	OLD	26-11-2024	U Soe Moe Kyaw	Call
Wai Yan Phyo	OLD	26-11-2024	U Wai Phone Maw	Call
Wai Yan Phyo	OLD	26-11-2024	U Shine Htet Aung	Call
Wai Yan Phyo	OLD	26-11-2024	U Ye Myint Oo	Call
Wai Yan Phyo	OLD	26-11-2024	U Sein Htay	Call
Wai Yan Phyo	OLD	26-11-2024	U San Win	Visit
Wai Yan Phyo	OLD	26-11-2024	U Saung Tin	Call
Wai Yan Phyo	OLD	26-11-2024	U Zaw Zaw Aung	Call
Wai Yan Phyo	OLD	27-11-2024	U Aung San Oo	Call
Wai Yan Phyo	OLD	27-11-2024	U Min Zaw Htun	Call
Wai Yan Phyo	OLD	27-11-2024	U Kyaw Thura	Call
Wai Yan Phyo	OLD	27-11-2024	U Soe Moe Kyaw	Call
Wai Yan Phyo	NEW	27-11-2024	U Win Naing	Visit
Wai Yan Phyo	OLD	27-11-2024	U Ye Myint Oo	Call
Wai Yan Phyo	OLD	27-11-2024	U Myo Min	Call
Wai Yan Phyo	OLD	27-11-2024	U Aung Soe Min	Call
Wai Yan Phyo	NEW	28-11-2024	U Kyaw Thu (2)	Call
Wai Yan Phyo	OLD	28-11-2024	U Win Khaing	Call
Wai Yan Phyo	OLD	28-11-2024	U Naing Aung Lin	Call

36	Wai Yan Phyo	NEW	28-11-2024	U Phyo Kyaw	Call
37	Wai Yan Phyo	NEW	28-11-2024	U Nay Lin	Call
38	Wai Yan Phyo	OLD	28-11-2024	U Khine Thin	Call
39	Wai Yan Phyo	OLD	28-11-2024	U Min Zaw Htun	Call
40	Wai Yan Phyo	NEW	28-11-2024	U Phoe Zaw	Call
41	Wai Yan Phyo	NEW	29-11-2024	U Moe Kyaw Thu	Call
42	Wai Yan Phyo	OLD	29-11-2024	U Naing Aung Lin	Call
43	Wai Yan Phyo	OLD	29-11-2024	U Saung Tin	Call
44	Wai Yan Phyo	NEW	29-11-2024	U Myint Soe Oo	Call
45	Wai Yan Phyo	NEW	29-11-2024	U Zaw Naing Win	Call
46	Wai Yan Phyo	NEW	29-11-2024	U Myint Soe	Call
47	Wai Yan Phyo	OLD	29-11-2024	U Myo Min	Call
48	Wai Yan Phyo	NEW	29-11-2024	U Min Zaw	Call
49	Wai Yan Phyo	OLD	30-11-2024	U Soe Thu	Call
50	Wai Yan Phyo	OLD	30-11-2024	U Nay Lin	Call
51	Wai Yan Phyo	OLD	30-11-2024	U Zaw Naing Win	Call
52	Wai Yan Phyo	OLD	30-11-2024	U Ye Myint Oo	Call
53	Wai Yan Phyo	OLD	30-11-2024	U Saung Tin	Call
54	Wai Yan Phyo	OLD	30-11-2024	U Myint Soe Oo	Call
55	Wai Yan Phyo	OLD	30-11-2024	U Aung Phyo Wai	Call
56	Wai Yan Phyo	OLD	30-11-2024	U Aung Myint Zaw	Call