



### CASH ADVANCE CLEAR FORM

Date : 7.06.2024

BU/BR/Division : ISBU

Department : Sale & Marketing

Advance Issue : 100,000 Kyats/.....USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 <sup>st</sup> Time Advance	16.5.24	53052		100,000	cash clear for Sale Dept:
2	2 <sup>nd</sup> Time Advance					Bago Trip- Br- Visit,
3	3 <sup>rd</sup> Time Advance					(For May'24)
Total Advance				✓	100,000	
Total Actual				✓	71,000	PIC- Yamin Aye.
Balance Refund/Additional				✓	29,000	

Request By

Requester

Nwe Tha Zin

Checked By

Mgr/DH

Phiha Thain Aung

Checked By

Finance & Account

Zin Ko Htwe

Approved By

GM/AGM/COO

Chit San Ko

Approved By

CMC

04-CFD-CAS-FRM-002-03



### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Yamin Aye	Estimated Date of Travel	27.5.24 ~ 1.6.24	
Position Rank	ASM	Total Day	6 Days	
BU/BR/DIV, Dept	IS BU, Sales	Destination	BGO BR	
Purpose				
Travelling Permit				
Arrival Place	Bago Branch			
Actual Date & Time of Travel	27.5.24 ~ 1.6.24			
Total Day	6 Days			
HR Name	Aye Aye Mon			
HR Sign				
BOH/Authorized Person Name	Myo Aye Htet			
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	27.5.24 ~ 1.6.24	Total Day	6 days	
Departure Date & Time	27.5.24 (8:00 AM)	Arrival Date & Time	1.6.24 (5:00 pm)	
Date	Description	Total Amount		
		Kyats	USD	
27.5.24	YGN to BGO (Bus Charges) ✓	6000		
27.5.24 ~ 1.6.24	TA Charges (6 Days x 10000) ✓	60000		
1.6.24	BGO to YGN (Bus Charges) ✓	5000		
<b>Total Expense (Kyats/USD)</b>			71000	
<b>Cash Advance (Kyats/USD)</b>			100000	
<b>Balance Refund/Additional (Kyats/USD)</b>			29000	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Nwe Thazin	Admin Staff	6.6.24	
Approved By Dept Head	Thiha Thein Aung	DH	7.6.24	
Approved By GM/AGM/COO	Chit San Ke	AGM	7.6.24	
Acknowledged by related Superior for Job Report	Zaw Min Myit	AGM	7.6.24	
HR Check & Approved	Thae Nu Wai	Pr. Staff	8.6.24	
Cash Received				
Remark				


04-CFD-CAS-FRM-006-02

# TRAVELLING REPORT

 Date : ..... 6.6.2024 .....

Report To		
Employee Name	Yamin Aye	
Position	ASM	
Department	Sele Dept	
Business	IS BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	27.5.2024	1.6.2024
Total Days	6 days	
Trip Information	1. From ..... <u>Yangon</u> ..... To ..... <u>Bago</u> .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling	Branch Sale Support For Bago/NLP Branch	
Travel Date	Activities	Remark
27.5.2024 to 1.6.2024	Customer - Nobel Rice Mill Location - Krayan township Inquiry - Mitsubishi 3 ton C Unit - U Zaw Win Feed Factory - Naing Lin Aung Rice Mill - Zwe Rice Mill - Great Han Garment - K.M Co. Ltd (Bago Industrial Zone) - Sein Hin Thar Food distribution - Bago Branch Sale men Product knowledge sharing	

Reported by

 Sign :   
 Name : Yamin Aye  
 Position : ASM

Checked by

 Sign :   
 Name :  
 Position :

(DH/AGM/GM)

Approved by


 Sign :   
 Name :  
 Position :

(COO)


# GENERAL EXPENSE CLAIM FORM

Company Name : IS BU  
 Department Name : Sale & Marketing

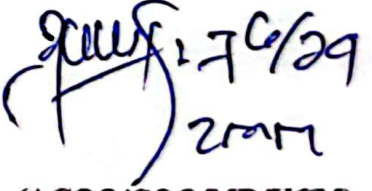
No.	Date	Name	Description	Amount	Remark
1.	27.5.24	Yamin Aye	YGN to BGO (Bus charges)	6000	Bago-Broto Market
2.	1-6-24	"	BGO to YGN (Bus charges)	5000	Visit.
				7	
<b>Total Amount</b>				11,000	

**Requested by**  
 Sign :   
 Name : Nwe Thazin  
 (Requester)

**Approved by**  
  
 Uthain Aung  
 (Department Head)

**Checked by**  
  
 Zin RO Hwe  
 (Related FNA/Corp FNA)  
 6/06/24

**Approved by**  
  
 Chit San Ko  
 (OM/AGM/GM)

**Approved by**  
  
 27/6/24  
 (ACOO/COO/MD/VCM)

IS Sale Team

8 members, 2 online



Previous message

Dear Sale Team, ဒီနေ့က စပြီး Hi5 မှာ Rep...



2:17 PM

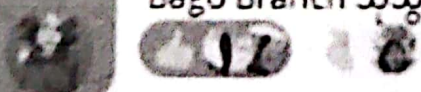
May 27

Yamin Aye

Reply



Bago Branch သို့သွားနေပါပြီရှင်



8:24 AM

Htet Htet Rental Admin



Yamin Aye

Bago Branch သို့သွားနေ...



Write a message...



EN



8:46 AM

6/6/2024

