



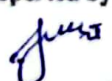
TRAVEL ADVANCE CLEAR FORM


Cash Advance 147,000 -				
Employee Name	Zwe Thingyan	Estimated Date of Travel	17.1.2024 ~ 24.1.2024	
Position Rank		Total Day	8 Days	
BU/BR/DIV, Dept	MAC	Destination	Go to SBO BR	
Purpose	For branch supporting			
Travelling Permit				
Arrival Place	Shwebo Branch			
Actual Date & Time of Travel	17.1.24 ~ 24.1.24			
Total Day	8 Days			
HR Name	Seint Seint Thea			
HR Sign	[Signature]			
BOH/Authorized Person Name	Zaw Nyeing Win			
BOH/Authorized Person	[Signature]			
Advance Clear				
Actual Date & Time of Travel	17.1.2024 (8:00 AM) to 24.1.2024 (3:00 PM)		Total Day	8 days
Departure Date & Time	24.1.2024 (8:00 AM) (2:30 PM)		Arrival Date & Time	25.1.2024 (9:00 AM) <i>per</i>
Date	Description	Total Amount		
		Kyats	USD	
17.1.2024	89 NUBI (68:14:15) to 89:27:39 (ahannmiobi) (26)	5,000		
17.1.2024	MOY to SBO Express	7,000		
24.1.2024	SBO to YGN Express	26,500		
17.1.24 to 24.1.24	TA (17.1.2024 to 24.1.2024) 8 days	56,000		
24.1.2024	68:14:15 (ahannmiobi) to 89:27:39 (ahannmiobi)	15,000		
Total Expense (Kyats/USD)		109,500		
Cash Advance (Kyats/USD)		147,000		
Balance Refund/Adjustment (Kyats/USD)		37,500		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Zwe Thingyan	ASM	26.1.2024	[Signature]
Approved By Dept Head	Seint Seint Thea	AGM	26.1.2024	[Signature]
Approved By GM/AGM/COO	Seint Seint Thea	AGM		[Signature]
Acknowledged by related Superior for Job Report				
HR Check & Approved	Min Thea	HR	1.2.2024	[Signature]
Cash Received				
Remark				

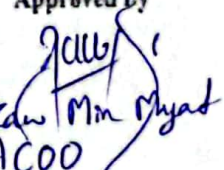
TRAVELLING REPORT

Date :

Report To		
Employee Name		
Position		
Department		
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From To	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
23.1.2024.	Customers Appointment way.	Special One, Hsha Hsen (Rice factory), Yangon Sin (Rice), Nay La Wan (MCO.S). Five diamon (Rice).
24.1.2024.	Go to Yangon from Shao Bo branch.	

Reported by
 Sign : 
 Name : Zwe Thingyan.
 Position : ASM.

Checked by

 Sign :
 Name : Seint Seint Thee.
 Position : AGM.

Approved by

 Sign :
 Name : Zaw Min Myad
 Position : ACOO

(DII/AGM/GM)

(COO)

TAXI CHARGES FORM

U/BR/DIV Name : Mac Bu.

Department Name : NS.

No.	Date	Name	Description	Departure Time	Routes		Cost	Remark
					From	To		
1	17.01.2024	Zee Thingyan.	Shwe Bo branch Sale Support.	6:00 AM.	၈၄ လမ်း၊ မိမိရပ်ကွက်	၂၆ လမ်း၊ မိမိရပ်ကွက်	5,000	
2	24.01.2024	Zee Thingyan.	Shwe Bo branch Sale Support.	9:00 AM.	၆၈ လမ်း၊ မိမိရပ်ကွက်	၆၆ လမ်း၊ မိမိရပ်ကွက်	1,500	
							7	
Total Taxi Charges							20,000	

Requested by
 Sign : *[Signature]*
 Name : Zee Thingyan.
 Dept. : NS.
 (Requestor)

Acknowledged by
 Sign : *[Signature]*
 Name : Min Thee.
 Dept. : HR
 (HR/Admin)

Acknowledged by
 Sign : *[Signature]*
 Name : Seint Seint Thee.
 Dept. : AGM
 (DH)

Approved by
 Sign : *[Signature]*
 Name : Seint Seint Thee.
 Dept. : AGM.
 (ABOH/BOH/AGM/GM)

Acknowledged by
 Sign : *[Signature]*
 Name : Kyaw Kyaw Win
 Dept. : GM
 (HO-GA)