



TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Aye Chan Aung	Estimated Date of Travel	1~31.1.25
Position Rank	Area Sale Manager	Total Day	31 days
BU/BR/DIV, Dept	PA BU	Destination	
Purpose	Customer appointment and dealing customer visit		

Travelling Permit			
Arrival Place	TCL, NJPT		
Actual Date & Time of Travel	(3.1.25 to 16.1.25), (17.1.25 to 31.1.25) - NPT BR, 1,2-leave		
Total Day	14 days 1TCL BR	15 days 1NPT BR	
HR Name			
HR Sign			
BOH/Authorized Person Name			
BOH/Authorized Person			

Advance Clear			
Actual Date & Time of Travel		Total Day	
Departure Date & Time		Arrival Date & Time	

Date	Description	Total Amount	
		Kyats	USD
(14 x 20000)	TA Charges for TCL BR	280000	- ✓
(15 x 15000)	TA Charges for NPT BR	225000	- ✓
	Express charges (TAY to TCL/IKT)	160000	- ✓
	Express charges (TCL to NPT)	160000	- ✓
Total Expense (Kyats/USD)		825000	- ✓
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)		825000	- ✓

Job Report Status			
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Authorization	Name	Position	Date	Sign
Prepared By	Khuing Khoh ²	Sr. Staff	18.2.2025	
Approved By Dept Head	Kyi Kyi Win	DH	18.2.2025	
Approved By GM/AGM/COO	Sae Htet Tin	AGM		
Acknowledged by related Superior for Job Report	Aye Min Htoon	COO		
HR Check & Approved	Phyo Khai Nyein	ADH	20.2.2025	
Cash Received				

Remark			
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04-CFD-CAS-FRM-006-02

June 13

Aye Chan Aung

Dear Ko Zaw Min Myat, ကျွန်တော် PG BU မှ A...
Pls proceed for this time.

3:32 AM

ကိုဇော်မင်းမြတ် AT&T GM

Pls proceed for this time.
ကျေးဇူးပါ အကို

7:58 AM ✓✓

January 13

Dear Sayar,
ကျွန်တော် PG BU မှ ASM Ko Aye Chan Aung ပါ ခင်ဗျာ 🙏🙏🙏
ကျွန်တော် အခု တာချီလိတ်ရုံးကို PG Sale Supporting အနေနဲ့ ရောက်ရှိပြီး 15.1.2025 ရက်နေ့တွင် NPT Branch သို့ PG Sale Supporting အနေဖြင့် သွားရန် ရှိပါသောကြောင့် တာချီလိတ်-ရန်ကုန် မြတ်မန္တလာထွန်း (VIP)-160000ks ဧကရာဇ် (VIP) -150000 ks ရှိပါသည်။ လမ်းခရီးအခြေအနေနှင့် Car Safety အခြေအနေအရ မြတ်မန္တလာထွန်း (VIP) စီးခွင့် ပြုပါရန် ခွင့်တောင်းအပ်ပါသည်ခင်ဗျာ 🙏🙏

12:29 PM ✓✓

Aye Chan Aung

Dear Sayar, ကျွန်တော် PG BU မှ ASM Ko Aye...
Pls proceed

4:14 PM

ကိုဇော်မင်းမြတ် AT&T GM

Pls proceed
ကျေးဇူးပါ ဆရာ 🙏🙏🙏

4:45 PM ✓✓

February 16



Sales Dept & HR Group

12 members, 5 online



Previous Message #1

Dear ASM များရှင့်, Sales Way သွား...



edited 7:22 AM ✓✓

Dear AGM & HR
 TCL Branch သို့ PG Sale & Marketing Sale
 Way အတွက်သွားရန်ရှိပါသောကြောင့် မြတ်
 မန္တလာထွန်းရိုးရိုးကား -145000ks / VIP
 -160000ks.
 လမ်းခရီးအခြေအနေ 2ညအိပ် 3ရက်ဖြစ်ပါ
 သောကြောင့် မြတ်မန္တလာထွန်း VIP စီးခွင့်ပြုပါ
 ရန် ခွင့်တောင်းအပ်ပါသည်ခင်ဗျာ 🙏🙏🙏🙏
 🙏

← 1 7:28 AM ✓✓

Phyo Hein

Dear AGM & HR
 ကျနော်နေမကောင်းလို့ ဒီနေ့တစ်ခွင့်ယူ
 ခွင့်ပြုပါခင်ဗျာ 🙏
 Hi5 တွင်လည်းတင်ထားပြီးပါပြီခင်ဗျာ



7:37 AM

Ma Kyi PG

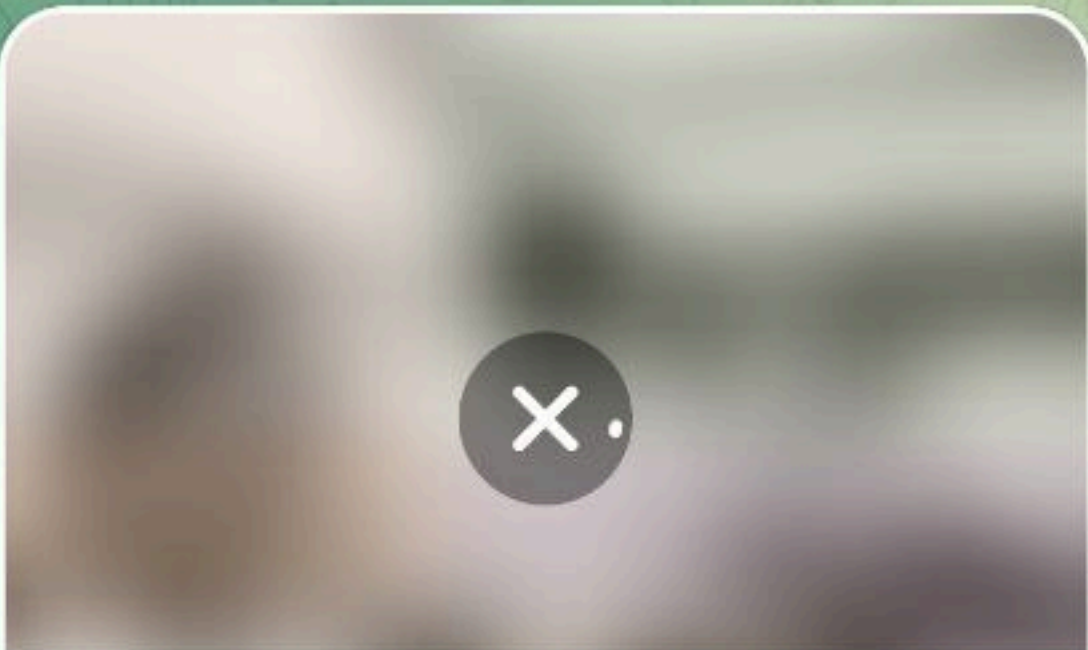
admin

Aye Chan Aung

Dear AGM & HR TCL Branch သို့ PG S...

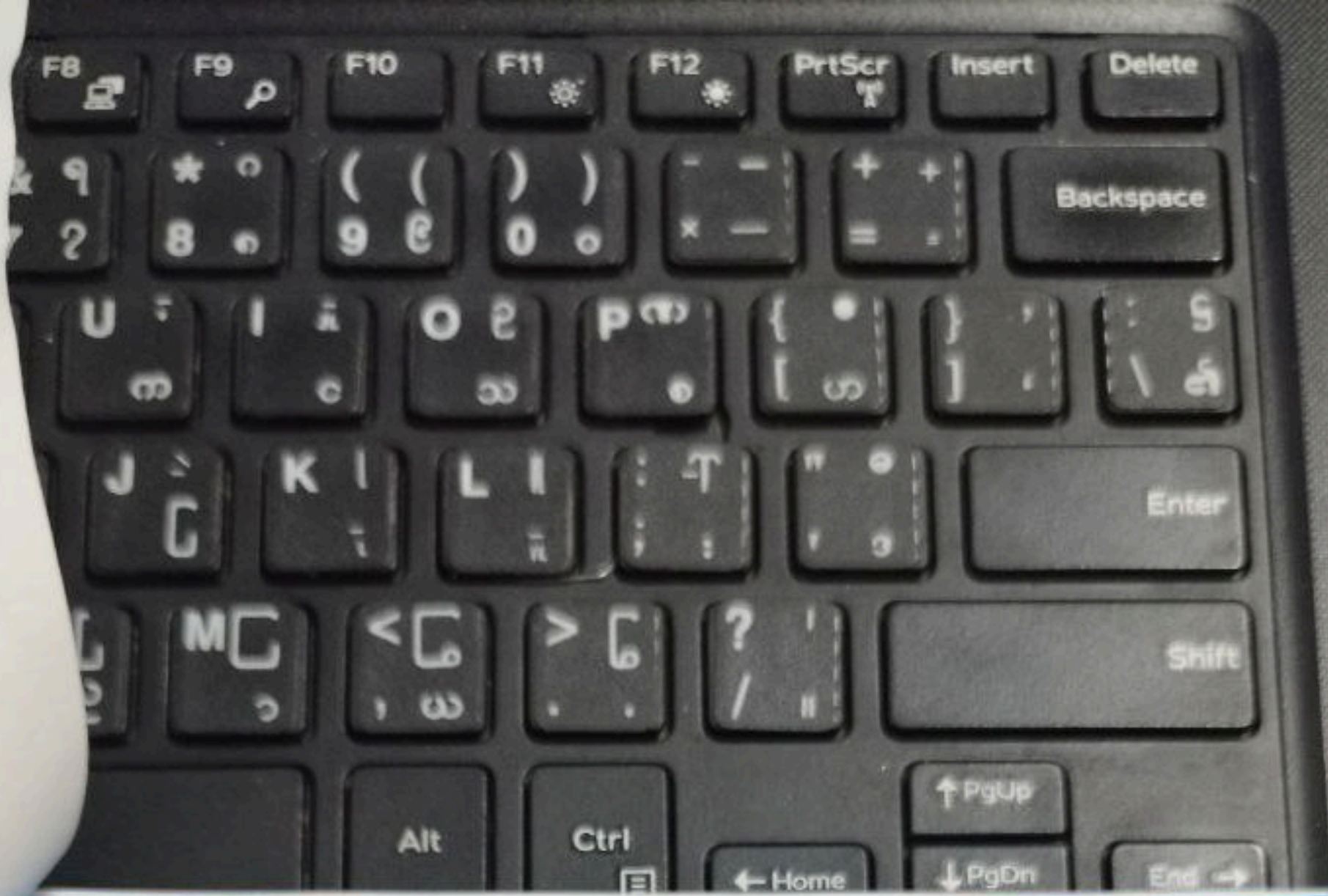
Ok

10:28 AM



Message





မြတ်ဗန္ဓုလာထွန်း

အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး

■ မန္တလေး ■ နေပြည်တော် ■ စစ်ကိုင်း ■ မြစ်ကြီးနား ■ ပုသိမ် ■ မြောင်းမြ ■ မိုးကုတ် ■ မော်လမြိုင် ■ ထားဝယ် ■ ကော့သောင်း ■ မြိတ်
 ■ ပြင်ဦးလွင် ■ လားရှိုး ■ ပုသိမ် ■ ဘောင်ကြီး ■ ကျိုင်းတုံ ■ ဟင်္သာတ

အမည် ကိုလော-ချစ်-စောင့်
 နေ့စွဲ 15.1.25 ✓ Bus 49h ✓
 ယာဉ်ထွက်ချိန် (နံနက်-10:00 နာရီ) (ည-.....နာရီ)
 ခုံအမှတ် 6
 ကျသင့်ငွေ 160000



ယာဉ်ထွက်ချိန်ထက် မိနစ်(၃၀) စော၍အမှတ်ကြပါရန်။

ရန်ကုန် (အောင်မင်္ဂလာကားကွင်း)

☎ : 09-2050919, 09-2050907, 09-2031412, 09-2031413, 09-2031414, 09-2031411

ရန်ကုန် (ဗြိတိသျှ)

☎ : 09-2050915, 09-2050920, 09-89100 2828, 09-89100 5858, 09-89100 1313, 09-402009033

မန္တလေး (မင်းမြင့်စွယ်ကြီးကားကွင်း) ကျသည့်ကုန်

☎ : 09-2050910, 09-2031416, 09-2050918, 09-259508568, 09-2031408

မန္တလေး (ဗြိတိသျှ) မရောင်းပေးပါ။

☎ : 09-2031410, 09-442031410, 09-89100 2277, 09-89100 2266

Handwritten signature

Purpose For Travelling	Travel Date	Activities	Remark
	3.1.2025	Go to TCL Branch	① ko Chan - 500
	4.1.2025	Go to TCL Branch	② EPC - 60
	6.1.2025	Go to Tachileik downtown, PG Prospect follow up	③ Lucky Monday - Hotel
	7.1.2025	Go to Tachileik downtown, PG Prospect customer follow up & New finding	

TRAVELLING REPORT

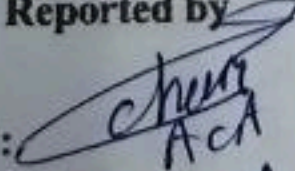
Date :

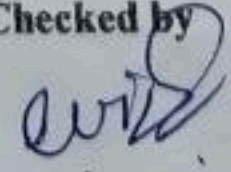
Report To	Ko Soe Htet Tin (AGM)	
Employee Name	Ko Aye Chan Aung	
Position	ASM	
Department	National Sales	
Business	PG	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	3.1.2025	13.1.2025
Total Days		
Trip Information	1. From TCL Br To	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
3.1.2025	Go to TCL Branch	① Ko Chan - 500kVA
4.1.2025	Go to TCL Branch	② EPC - 60kVA
6.1.2025	Go to Tachileik downtown, PG Prospect follow up	③ Lucky Monday - 300 kVA Hotel
7.1.2025	Go to Tachileik downtown, PG Prospect customer follow up & New finding	④ U Sam Than - 30 kVA
8.1.2025	Go to Kyaing Ton Downtown, PG Deposit customer Appointment & New finding	⑤ Royal Win Hotel - 150kVA
9.1.2025	Go to Kyaing Ton downtown, PG Prospect customer follow up	⊗
10.1.2025	Go to Kyaing Ton downtown, Prospect follow up & New finding	
11.1.2025	Go to Tachileik downtown, PG Prospect customer follow up	
13.1.2025	Go to Tachileik downtown, 150 kVA Prospect Appointment & New finding	

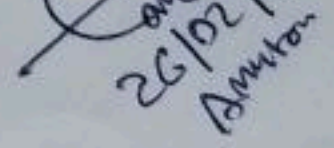
Reported by

Checked by

Approved by

Sign : 
 Name : Ko Aye Chan Aung
 Position : ASM

Sign : 
 Name : Kyi Kyi Win
 Position : DH

Sign : 
 Name : Amint
 Position :

(DH/AGM/GM)

(COO)

TRAVELLING REPORT

Date :

Report To	Ko Soe Htet Tin (AGM)	
Employee Name	Ko Aye Chan Aung	
Position	ASM	
Department	National Sales	
Business	PG	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	14.1.2025	23.1.2025
Total Days		
Trip Information	1. From TCL Branch To NPT Branch	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
14.1.2025	Go to Tachileik downtown, PG Prospect customer follow up & New finding	
15.1.2025	Go to NPT Branch from TCL Branch	① Ko Aung Myo Co - 150 kVA ② See Plastic factory - 250 kVA ③ GTL Group - 30 kVA ④ Ko Bo Bo Aung - 150 kVA ⑤ Ko Myat Doe Aung - 60 kVA
16.1.2025	Go to NPT Branch from TCL Branch	
17.1.2025	Go to Tatkone downtown, PG Prospect customer follow up	
18.1.2025	Go to Pyinmenc & Zabethiri downtown, PG Prospect follow up & New finding	
20.1.2025	Go to Pyinmenc downtown, PG Prospect customer follow up	
21.1.2025	Go to Poba Thiri & Zabethiri downtown, PG Prospect customer follow up	
22.1.2025	Go to Pyinmenc & Zabethiri downtown, PG Prospect follow up & New finding	
23.1.2025	Go to Dakhina Thiri downtown, PG Prospect customer follow up	

Reported by

Sign

Name : Ko Aye Chan Aung

Position : ASM

Checked by

Sign

Name : Kyi Kyi Win

Position : DH

Approved by

Sign :

Name :

Position :

(DH/AGM/GM)

(COO)

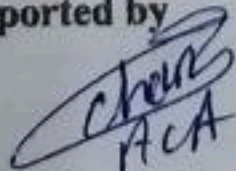
TRAVELLING REPORT

Date :

Report To	Ko Soe Htet Tin (AGM)	
Employee Name	Aye Chan Aung	
Position	ASM	
Department	National Sales	
Business	PG	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	24.1.2025	31.1.2025
Total Days		
Trip Information	1. From NPT Branch To	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
24.1.2025	Go to Pobathiri downtown, PG Prospect Customer follow up & New finding	① Tonegafuri Hotel - 100 kUA
25.1.2025	Go to Zabathiri downtown, PG Prospect Customer follow up	② U Khin Zaw - 250 kUA
27.1.2025	Go to Dekhina Thiri, 100 kUA Prospect Customer Appointment	③ U Nyi - 60 kUA
28.1.2025	Go to Lewe downtown, PG Prospect Customer follow up	④ ILLU School - 20 kUA
30.1.2025	Go to Lewe downtown, PG Prospect Customer follow up & New finding	
31.1.2025	Go to Tat Kone downtown, 250 kUA Appointment & follow up	

Reported by

Sign :

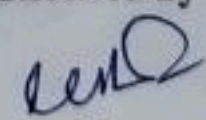


Name : ko Aye Chan Aung

Position : ASM

Checked by

Sign :



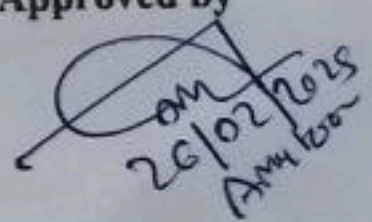
Name : kyi kyi win

Position : DH

(DH/AGM/GM)

Approved by

Sign :



Name :

Position :

(COO)

