



No. 1947/B , Bo Gyoke Street, Yangon - Patheln High Way Road, Hlaing Thar Yar Township, Yangon.Yongon

Tel :

Fax:

ADVANCE CLEARING

Voucher No. : MAC-AC2024020035

To : MI MI ZIN

Voucher Date : 2024-02-16

Advance No : MAC-ADV2024020001

Currency : MMK Rate : 0.00027855

Cashier :

Payment : Cash On Hand - MMK-MAC

Status : posted

No.	Description	Track - 1	Track - 2	Amount
1	ADV CLEAR NS BUDGET CHGS FOR FEB'24, FOR TAUNGGYI BRANCH SUPPORT ,ASM-ZWE THINGYAN, ADV CHARGES MMK-190,000/-, MAC-ADV2024020001, NS DEPT. ACTUAL AMT MMK-185,000/-, RV-5,000/-, NS DEPT.			185000.00

Advance Total : 190000.00

Expense Total : 185000.00

Refund / Collect : 5000.00

Note : ADV CLEAR NS BUDGET CHGS FOR FEB'24, FOR TAUNGGYI BRANCH SUPPORT ,ASM-ZWE THINGYAN, ADV CHARGES MMK-190,000/-, MAC-ADV2024020001, NS DEPT. ACTUAL AMT MMK-185,000/-, RV-5,000/-, NS DEPT.

Date : 16.2.2024

Name/NRC No : Mya Kay Khaing

Signature :

Cashier : _____

Signature : _____



CASH ADVANCE CLEAR FORM

Date : 16.2.2024

BU/BR/Division : MAC

Department : National Sale

Advance Issue : 190000/- Kyats/ USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance				190,000/-	TAY way - ASM.
2	2 nd Time Advance					Zwe Thingyan
3	3 rd Time Advance					
Total Advance					190,000/-	
Total Actual					185,000/-	
Balance Refund/Additional					5,000/-	

Request By

M. Me Zin
Requester

Checked By

Aung Ho Latt
Mgr/DH

Checked By

Thin Wyeat Yee
Finance & Account

Approved By

Sent Sent Thu
GM/AGM/COO

Approved By

.....
CMC

04-CFD-CAS-FRM-002-0



TRAVEL ADVANCE CLEAR FORM

Cash Advance 199,000/-		Employee Name		Zaw Thingyan	Estimated Date of Travel	14.2.2024 (7:00AM) to 19.2.2024 (9:00AM)
Position Rank		ASM		Total Day	10 1/2 days	
BU/BR/DIV. Dept		MAC		Destination		
Purpose		Branch Sale Support and find new customer.				
Travelling Permit						
Arrival Place		YGN BR				
Actual Date & Time of Travel		4.2.24 to 13.2.24				
Total Day		10 1/2 days.				
HR Name		May Thin Chel				
HR Sign						
BOH/Authorized Person Name		Thein Mye				
BOH/Authorized Person						
Advance Clear						
Actual Date & Time of Travel		4.2.2024 (6:00 AM)		Total Day	10 1/2 days.	
Departure Date & Time		13.2.2024 (5:30 PM) 4 1/2		Arrival Date & Time	14.2.2024 (9:00AM)	
Date		Description			Total Amount	
					Kyats	USD
4.2.2024	YGN to TGI Express.			25000	-	
4.2.2024	တစ်နေ့ (နေ့စဉ်) - ဝတ်စုံအင်္ကျီ			15000	-	
13.2.2024	TGI to YGN Express (၃၀၀၀)			25000	-	
14.2.2024	တစ်နေ့ (နေ့စဉ်) - ဝတ်စုံအင်္ကျီ			15000	-	
14.2.2024	TA (4.2.2024 - 14.2.2024) ၁၀ ၁/၂ days.			105000	-	
				7		
Total Expense (Kyats/USD)				185000		
Cash Advance (Kyats/USD)				199000		
Balance Refund/Additional (Kyats/USD)				5000		
Job Report Status						
Authorization	Name	Position	Date	Sign		
Prepared By	Zaw Thingyan	ASM	14.2.24			
Approved By Dept Head	Seint Seint Thu	AGM				
Approved By GM/AGM COO	Seint Seint Thu	AGM.				
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	16.2.24			
HR Check & Approved	Min Thu	DHR				
Cash Received						
Remark						



Report To	DH, OM, GM and COO	
Employee Name	Zwe Thingyan	
Position	ASM	
Department	National Sale	
Business	MAC BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	4.2.2024 (6:00 AM)	14.2.2024 (9:00 AM)
Total Days	10 1/2 days	
Trip Information	1. From YGN To VHM TGI	
	2. From To	
	3. From To	
Purpose For Travelling	Branch Sale Support and finding new Customer.	
Travel Date	Activities	Remark
4.2.2024	Go to Taenggyi from Yangon	
5.2.2024	Go to Taenggyi with Ko Min The	Marina, Noci Ko Chan, Kyping Tone, T-Donuts, Ko Thae
6.2.2024	Go to Nyaeing Shwe and Hae Ho with Ko Min The	Aung Zay Pa, Phoe La Min, Ma Thandar, Daw Htay, U Htay.
7.2.2024	Go to Taenggyi and shwe Nyaeing with Ko Min The	Nol Ko Chan, U San, Ko Phyo
8.2.2024	Go to Pa Le Len with Ko Min The	Ko Thein Than, GST ၁၅၅၆၆၆၆ (A.E), Goodzelar, U Thein Win.

Reported by

Checked by

Approved by

Sign :

Sign :

Sign :

Name : Zwe Thingyan.

Name : Sein Sein Thee.

Name :

Position : ASM

Position : AGM

Position :

(DH/AGM/GM)


(COO)

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
9.2.2024	Go to Taunggyi with Ko Min Thu.	Bo Sar (75%), Ko San Win, U Khun Thee Tan, Ko Aung Kyaw Zau, Ko May, U Aung See Min, U Aung See Min
10.2.2024	Go to Shan Tae with Ko Min Thu.	OBD car service, Shwe Thee Sar, Shwe Ngazing Car Polish, Sayar Ngel
13.2.2024	Go to Za Lae, Pau Me with Ko Min Thu.	Thee Min, Ko Kyaw Zau Aung, Daw San Kyi (Quary)
13.2.2024	Go to Yangon from Taunggyi (20 min).	

Reported by


Sign : 
 Name : Zwe Dingyan.
 Position : ASM.

Checked by

Sign : 
 Name : Seint Seint Thee
 Position : AGM.

(DH/AGM/GM)

Approved by

Sign : 
 Name : Zaw Min Myet
 Position : ACOO

(COO)



TAXI CHARGES FORM

BU/BR/DIV Name : **MAG BU**

Department Name : **National Sales**

No.	Date	Name	Description	Departure Time	Routes		Cost	Remark
					From	To		
1.	4.2.2024	Zee Thingyan	Tacing gyi branch - Sele Support	6:00 AM	လှိုင်သာယာ, ဖင်ရှ်ဇွဲး	မကွေးမြို့နယ်, အဝေးမြို့	15,000/-	/
2.	14.2.2024	Zee Thingyan	Tacing gyi branch - Sele Support	9:00 AM	မကွေးမြို့နယ်, အဝေးမြို့	လှိုင်သာယာ, ဖင်ရှ်ဇွဲး	15,000/-	/
							7	
Total Taxi Charges							30,000/-	

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 : **Ryau Ryau Win**
 Dept. : **Management**
 (HO-GA)

05-CHL-GAV-FRM-018-01

UNN ဒို့ညီနောင်

အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး

တောင်ကြီး -
 ဓမ္မလေး -
 ရန်ကုန် -
 နေပြည်တော် -
 ဗတေး -
 မြင်းခြံ -
 ပြည် -
 တိုင်းတုံ -
 တာချီလိတ် -
 နဂုံစန် -
 ပိုင်းတုံ -
 ပိုင်းဆတ် -
 မြဝတီ -
 ဂုသိမ် -
 ဂုဆယ်

Name Of Passenger အမည် ခွဲသက်	Departure Time ထွက်ခွာချိန် ၇:၀၀AM	Fare သင့်ငွေ ၂၅၀၀၀/-
Seat No. ခုံအမှတ် ၇	Date Of Departure ထွက်မည့်နေ့ ၄.၂၀.၂၄	Check in Time အရောက်လာရန်အချိန် ၇:၀၀



တောင်ကြီး 081-2125507, 202152, 2125579, 09-428321362, 09-255504003

အေးသာယာ 081-208346, 09-788812009, 09-676131488

ဓမ္မလေး 09-444028105, 09-777760113, 09-969805461

ရန်ကုန် 09-444028106, 09-777760117

နေပြည်တော်(ဘာဝ) 067-26353, 09-448537190, 09-43169439

(မြို့ပရော) 067-422421, 09-969805462

ဗတေး 09-676767232, 09-777760114

မြင်းခြံ 09-402701003, 09-777760116

တိုင်းတုံ 09-666653344, 09-969805463

ပိုင်းဆတ် 09-2504276441

ပိုင်းတုံ 09-440434302, 09-36099692

တာချီလိတ် 09-49242823, 09-424199540

ပြည်မြို့ 09-777760115, 09-440100055

ပုသိမ် 09-765911556, 09-765911557, 09-765911558

မြဝတီ 09-775991348, 09-793909125

ပုဆယ် 09-789598588, 09-400606832

နဂုံစန် 09-774100057, 09-440100057

လွိုင်တော် 083-240070, 09-49402066

05200

တာဝန်ခံလက်မှတ် -----



KBZMS
General Insurance

အထူးခရီးသွားအာမခံပါရှိပြီး