

ADVANCE CLEAR VOUCHER

Requestor Name : Ei Phoo
 Ngone
 Department Name : Unit Sales (ATT)
 Payment Date : 2025-01-07
 Payment Voucher : AC-ATT-2025-01-00015
 No
 Payment Method : Cash/Bank
 Payment Amount : 394000.0
 Currency : MMK
 Exchange Rate : 4,540.0

Budget Type : Include Budget
 Payment Type : Advance Clearing
 Advance No : ADV-ATT-2024-12-00054
 Prepared By : ATT_BudgetDataEntry
 Superior Approved : ATT_S&MDataCheck
 By
 Last Approved By : ATT_F&Amanager

No.	Description	Department	Request Amount	Remark
1	Traveling charges for PIC Ko Myo zin Htwe (NSN,TGY, YGN Sale way)	Unit Sale Department (ATT)	394,000.00	Traveling charges for PIC Ko Myo zin Htwe (NSN,TGY, YGN Sale way)

Expense Total 394,000.00 K
 Advance Total 300,000.00 K
 Additional 94,000.00 K

Note: Traveling charges for PIC Ko Myo zin Htwe (NSN,TGY, YGN Sale way)


 Superior Check By


 F&A


 GM/AGM


 COO

Name : Ma Se Ei Naing
 NRC No : 01229831230
 Date : 7.1.25
 Remark : _____

Name : Zin Mar
 NRC No : _____
 Date : 8.1.2025
 Remark : _____

Name : Ho Maung Maung
 NRC No : 01229831230
 Date : _____
 Remark : _____

Name : _____
 NRC No : _____
 Date : _____
 Remark : _____


 11/01/2025
 Amlites

TRAVELLING REPORT

Date : 23.12.2024.....

Report To	Ko Maung Maung	
Employee Name	Myo Tin Hkue	
Position	Salesman	
Department	Sale	
Business	M&A	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	13.12.2024 8:00 AM	20.12.2024 5:00 PM
Total Days	Sale and	
Trip Information	1. From Taunggyi To Day Pyi Law	
	2. From Day Pyi Law To Yangon	
	3. From To	
Purpose For Travelling	Sale and Marketing Trip	
Travel Date	Activities	Remark
13.12.2024	Pindaya Tsp; Taunggyaychar, Baw Sone, Baw Sine sale visit.	Cus; Ko aung soe min, u soe win, u Than Phay, u Kyaw Hpe
14.12.2024	Ywar Ngan Tsp; Myinwon village customer appointment sale visit.	Cus; u Than Hlaing, Ma Soe Soe, u Kyaw Swar
16.12.2024	Taunggyi to Wundsan branch trip	- Trip
17.12.2024	Linkhay Tsp and Maenae Tsp sale visit.	- Ko Sai Tay moe lin - u Ti Mar - u Than Tun
18.12.2024	Kholan Tsp; sale visit.	- Ko Saw My - u Kyaw
19.12.2024	Wundsan to Taunggyi branch trip.	- Ko Nan Win
20.12.2024	Yatsauk Tsp; M-354 customer appointment.	- Ko Khin Soe - Ko Tin Thu Aung - u Thang Tun

Reported by
 Sign :
 Name : Myo Tin Hkue
 Position : Salesman

Checked by
 Sign :
 Name : Ko Maung Maung
 Position : GM
 (DH/AGM/GM)

Approved by
 Sign :
 Name : Ko Zaw Min Myat
 Position : ACOO
 (COO)

Hi-5 report ခဲ့ ပြီးပါပြီ

 Ei Hkue Ngone

Checked by
 Sign :
 Name : Ko Than Zaw Lin
 Position : OM

11/11/2025
 Assistant



TRAVEL ADVANCE CLEAR FORM

Cash Advance ADU-ATT-2024-12-00054		Estimated Date of Travel (8:00)AM (5:00)PM	
Employee Name	Ko Myo On Hlae	Total Day	8 days working day is 7 days
Position Rank	Sale man	Destination	TAY, NPT, YAN
BU/BR/Div, Dept	ATT BU	Purpose Sale & Marketing	
Travelling Permit			
Arrival Place	TAY	NPT	YAN
Actual Date & Time of Travel	2024.12.13 (8:00) AM	2024.12.20 (5:00) PM	
Total Day	8 days working day is 7 days		
HR Name			
HR Sign	Attached with 222511		
BCR Authorized Person Name			
BCR Authorized Person			
Advance Clear (8:00)AM (5:00)PM		Total Day 7 days	
Actual Date & Time of Travel	2024.12.13 to 2024.12.20	Arrival Date & Time	2024.12.20 (5:00) PM
Departure Date & Time	2024.12.13 (8:00) AM	Total Amount	
Date	Description	Kyats	USD
2024.12.13	13, 14, 15, 17, 18, 19, 20 (7 x 15000)	105000/-	✓
↓	Fuel charges	16000/-	✓
2024.12.20	Express charges	42000/-	✓
	Taxi charges	87000/-	✓
Total Expense (Kyats/USD)		394000/-	
Cash Advance (Kyats/USD)		300000/-	
Balance Refund/Additional (Kyats/USD)		94000/-	
Job Report Status			
Authorization	Name	Position	Date
Prepared By	Ei Hwe Ngone	Admin	2025.1.07
Approved By Dept Head	Su Ei Hlaing	DH	7.1.25
Approved By GM/AGM/COO	Ko Maung Maung	GM	
Acknowledged by related Superior for Job Report	Ko Zou Min Myat	ACOO	11.1.23
HR Check & Approved	Thein Thein Nwey	HR	
Cash Received			
Remark			

11/01/25
 Admin