

# TRAVELLING REPORT

Date : .....

Report To	Ko Mg Mg	
Employee Name	Myo Zin Htwe	
Position	Salesman	
Department	Sale	
Business	AT and T BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From ..... Tsp ..... To .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
10.12.2024	Kalaw Tsp, sale visit	
11.12.2024	Kalaw Tsp, sale visit	
12.12.2024	Tunggyi Tsp, sale visit	

Reported by

Checked by

Approved by

Sign :  
Name : ko Myo Zin Htwe  
Position : Sale Man

Sign :  
Name : ko Maung Maung  
Position : GM

Sign :  
Name : ko Zaw Min Myet  
Position : ACOO

(DH/AGM/GM)

(COO)

Hi-5 report ရဲ့ ဝန်ထမ်း: ၁၂၁၂၂၄

Check by

05-CHL-HRM-FRM-064-01

Sign :  
Ei Hwe Ngone

Sign :  
Name : ko Than Zaw Lin  
Position : OM



