



CASH ADVANCE CLEAR FORM

2024.08.16

ATV Bill

Sale Support

Advance Issue : 200000/- Kyats/ up

total attach - 11 pcs
Vs - 7 pcs

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance	ATV-ADV	2024070155		200000/-	Traveling charges
2	2 nd Time Advance					for PTC
3	3 rd Time Advance					Hein Min Hotel
Total Advance					200000/-	1
Total Actual				✓	179,000/-	1
Balance Refund/Additional					210000/-	1

Request By

[Signature]

Checked By

[Signature]

Checked By

[Signature]

Approved By

[Signature]

Approved By

[Signature]

Requester

Ei Phee Ngone ko Thon Zaw Lin

Mgr/DH

Finance & Account

Zin Mar

GM/AGM/COO

ko Maung Maung CD-CAS-FRM-002-03

CNC

1


1


MG


TRAVELLING REPORT

Date :

Report To	U Maung Maung	
Employee Name	Hein Ma Htet	
Position	Salesman	
Department	Sales	
Business	KT87	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days	29.7.2024 (8:00 AM)	4.8.2024 (5:00 PM)
Trip Information	1. From To	MTL MTL
	2. From To	MTL MDX
	3. From To	MTL YANJ
Purpose For Travelling		
Travel Date	Activities	Remark
29.7.2024	✓ Bethin Br to Melikla Br and Pharyga wa way.	
31.7.2024	Go Phazi Delor contract	
1.8.2024	ko Phyo Maing Min.	
2.8.2024	Go to Yamethin 13pg sale way.	
3.8.2024	Go to MDR Space Co Horwester customer Delivery and contract.	
6.8.2024	Go to YanJ	
7.8.2024	Go to YanJ	

Reported by
 Sign : 
 Name : Hein Min
 Position : Sales man.

Checked by
 Sign : 
 Name : ko Maung Maung
 Position : GM

Approved by
 Sign : 
 Name : ko Zaw Min Myat
 Position : ACCO
 (COO)

(DH/AGM/GM)

Check by

Hi-536 060007.1912225



Ei Hwe Nyeone

Sign :



Name : ko Tran Zaaw Lin
Position : OM



TRAVEL ADVANCE CLEAR FORM

Cash Advance ATT-ADV 2024070155		Estimated Date of Travel (8:00)AM (5:00)PM		
Employee Name Hein Min Htet	Position Rank Sale man	Total Day 2024.07.29 to 2024.08.07	10 days working days 10 days	
BU/HR/DIV. Dept ATT BU	Purpose Sale & Marketing	Destination MTL, MDT, YGN		
Travelling Permit				
Arrival Place	MTL	MDT	YGN	
Actual Date & Time of Travel	2024.07.29 (8:00)AM		2024.08.07 (5:00)PM	
Total Day	10 days working days 7 days			
HR Name	Zin Mar Win			
HR Sign	Attached at 02:00:00 on 10/08/24			
BOH Authorized Person Name				
BOH Authorized Person				
Advance Clear (8:00)AM (5:00)PM				
Actual Date & Time of Travel	2024.07.29 to 2024.08.07		Total Day 7 days	
Departure Date & Time	2024.07.29 (8:00)AM		Arrival Date & Time 2024.08.07 (5:00)PM	
Date	Description	Total Amount		
		Kyats	USD	
2024.07.29	5,6, (2 x 15000)	30000/-	1	
2024.08.07	Express charges	46000/-	1	
	Taxi charges	53000/-	1	
Total Expense (Kyats/USD)		129000/-	1	
Cash Advance (Kyats/USD)		200000/-	1	
Balance Refund/Additional (Kyats/USD)		71000/-	1	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Ei Phue Ngone	Admin	2024.08.10	[Signature]
Approved By Dept Head	Ko Then Zaw Lin	OM		[Signature]
Approved By GM/AGM/COO	Ko Maung Maung	GM		[Signature]
Acknowledged by related Superior for Job Report	Ko Zaw Min Myat	ACOO	15.8.24	[Signature]
HR Check & Approved	Zin Mar Win	HR	12.8.24	[Signature]
Cash Received				
Remark				

16

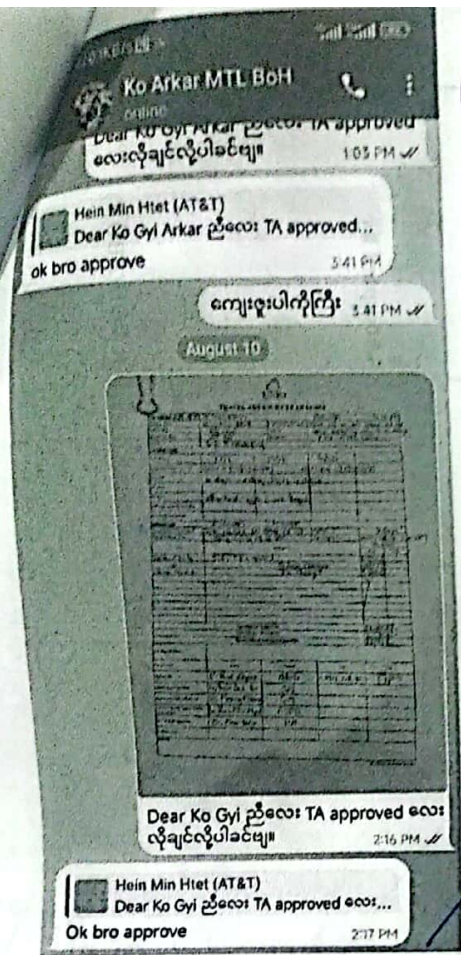


No. 589, 592, Bu Aung Kyaw Street, Yangon, Myanmar

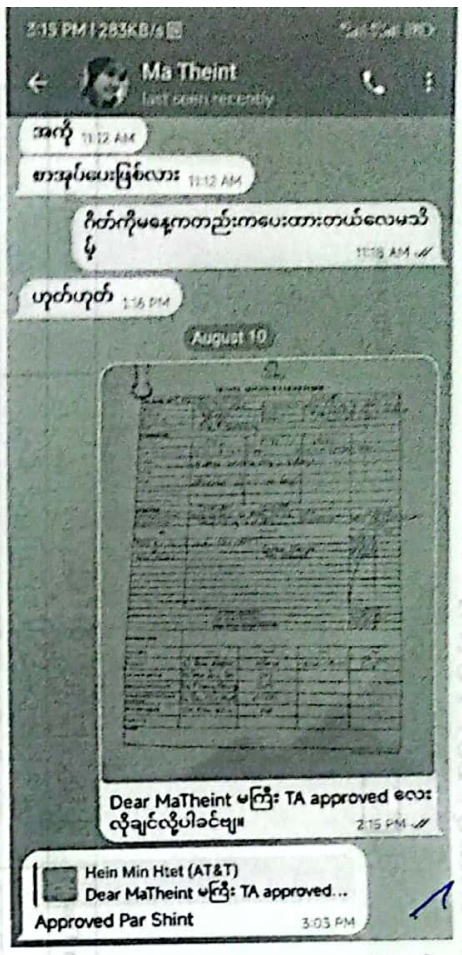
Print Date: 16-Apr-2024

Taxi (Bus, Motorcycle, 3-wheel etc...) Charges Form

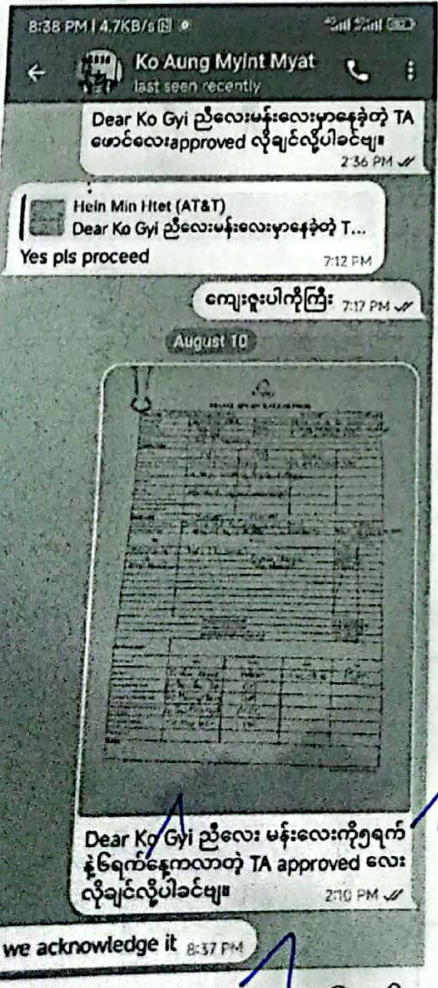
No	Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	State	Remark
1	2024-07-30	Agriculture Tractor & Truck	Sales	Hein Min Htet(6)		04:00	285 Mile	ပိတ်လားတံတိုင်း	15,000	15,000	GA Manager Approved	ပတ်ပတ်လည်လည် Customer Visit ရှိပါသည်။
2	2024-08-05	Agriculture Tractor & Truck	Sales	Hein Min Htet(6)		09:00	Mandalay	တောင်ပုလဲ	5,000	5,000	GA Manager Approved	Machine Delivery ရှိပါသည်။
3	2024-08-06	Agriculture Tractor & Truck	Sales	Hein Min Htet(6)		08:00	တောင်ပုလဲ	ရောင်းခင်း	15,000	15,000	GA Manager Approved	တောင်ပုလဲရောင်းခင်းပတ်ပတ်လည် Customer လာရောက်ပေးပါသည်။
4	2024-08-08	Agriculture Tractor & Truck	Sales	Hein Min Htet(6)		04:00	Aung Mingalar	လှိုင်သာယာ	18,000	18,000	GA Manager Approved	Product Training ရှိပါသည်။
5	2024-08-02	Agriculture Tractor & Truck	Pre-ship	Wai Yan Physo		07:00	Hlaing Thar Yar	Aung Mingalar	19,000	19,000	GA Manager Approved	Yangon ရောင်းခင်းပတ်ပတ်လည်
6	2024-08-07	Agriculture Tractor & Truck	Pre-ship	Wai Yan Physo		06:00	Aung Mingalar	လှိုင်သာယာ	19,000	19,000	GA Manager Approved	Product Training ရှိပါသည်။
7	2024-08-07	Agriculture Tractor & Truck	Sales	Wai Yan Htet(2)		08:30	Aung Mye	Mye Mak	5,000	5,000	GA Manager Approved	Product Training အတွက် Yangon သို့ ပြန်လာပါသည်။
8	2024-08-08	Agriculture Tractor & Truck	Sales	Wai Yan Htet(2)		04:30	Aung Mingalar	ပိတ်လားတံတိုင်း	18,000	18,000	GA Manager Approved	Product Training အတွက် Yangon သို့ ပြန်လာပါသည်။



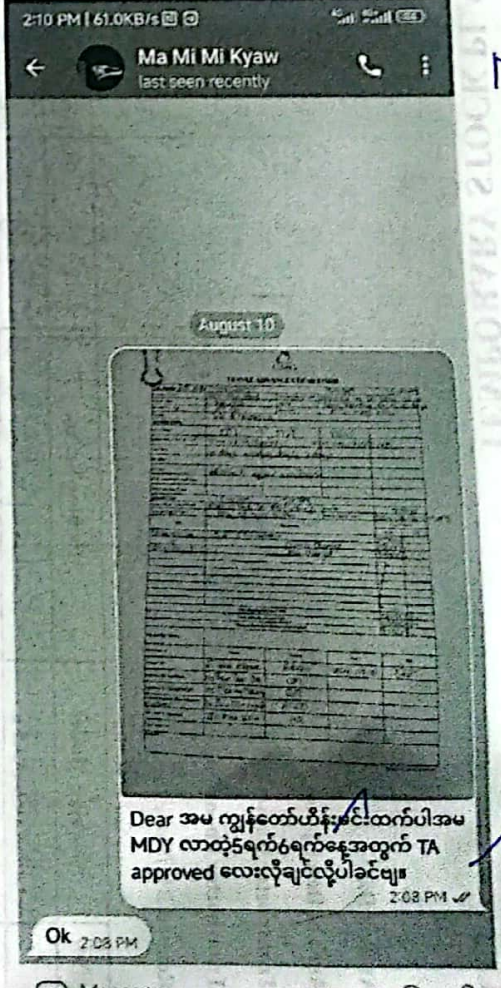
MTL BOH



MTL HR



MDY BOH



MDY HR

TELEPHONE LOCKER/BIOMETRIC/BIOMETRY/BIOMETRY