



win motors

No. 898/990, Anawrahta Industrial Zone
Mya Sein Young Phayar Road, Yangon-Pathein Highway Road, Hlaingtharya, Yangon



UMG
Relentless Pursuit Of Excellence

ADVANCE CLEAR VOUCHER

Requestor Name : Ei Phoo Ngone
 Department Name : Unit Sales (ATT)
 Payment Date : 2024-09-24
 Payment Voucher No : AC-ATT-2024-09-00089
 Payment Method : Cash/Bank
 Payment Amount : 29000.0
 Currency : MMK
 Exchange Rate : 5,200.0

Budget Type : Exclude Budget
 Payment Type : Advance Clearing
 Advance No : UBG-ATT-2024-08-00069
 Prepared By : None
 Superior Approved By : ATT_S&MDataCheck
 Last Approved By :

No.	Description	Department	Request Amount	Remark
1	UBG-ATT-2024-08-00069, ATT-ADV2024080121, Ei Phoo Ngone [ATT-EM-0095], Advance Payment for traveling charges for PIC Ko Myo Zin Htwe(NPT, TGO) from Sale Support Dept (MMK-100,000/-)	Unit Sale Department (ATT)	29,000.00	UBG-ATT-2024-08-00069, ATT-ADV2024080121, Ei Phoo Ngone [ATT-EM-0095], Advance Payment for traveling charges for PIC Ko Myo Zin Htwe(NPT, TGO) from Sale Support Dept (MMK-100,000/-)

Expense Total 29,000.00 K
 Advance Total 100,000.00 K
 Refund 71,000.00 K

Note: UBG-ATT-2024-08-00069, ATT-ADV2024080121, Ei Phoo Ngone [ATT-EM-0095], Advance Payment for traveling charges for PIC Myo Zin Htwe(NPT, TGO) from Sale Support Dept (MMK-100,000/-)

Superior Check By
 Name : Su Ei Hlaing
 NRC No : 81902
 Date : 2024.09.24
 Remark : _____

F&A
 Name : _____
 NRC No : _____
 Date : _____
 Remark : _____

GM/AGM
 Name : Ko Maung Maung
 NRC No : 1211010101
 Date : 157670
 Remark : _____

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



TRAVELLING REPORT

Date: 18.9.2024

Report To	Ko Maung Maeng	
Employee Name	Myo Zin Htwe	
Position	Salesman	
Department	Sale	
Business	A&T BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	17.9.2024 (8:00am)	17.9.2024 (5:00pm)
Total Days	19-day	
Trip Information	1. From Yangon To Nay Pyi Taw	
	2. From To	
	3. From To	
Purpose For Travelling	Sale and Marketing	
Travel Date	Activities	Remark
2.9.2024	Pobbathiri Tsp; sale visit	
3.9.2024	Pyinmanar Tsp; sale visit	
4.9.2024	Sakkarathiri Tsp; sale visit.	
5.9.2024	Pyinmanar Tsp; sale visit	
6.9.2024	Deikkhina Tsp; sale visit	
7.9.2024	Office prospects customers	
9.9.2024	Pobbathiri Tsp; sale visit.	
10.9.2024	Office prospects customers follow up	
11.9.2024	Office prospects customers	u
12.9.2024	Office prospects customers	u
13.9.2024	Office prospects customers	u
16.9.2024	Office prospects customers	u
17.9.2024	Deikkhina Tsp; sale visit	

Reported by

Checked by

Approved by

Sign :

Name : Myo Zin Htwe
Position : Salesman

Sign :

Name : Ko Maung Maeng
Position : GM

Sign :

Name : Ko Zaw Min Myat
Position : ACOO

(DH/AGM/GM)

(COO)

Checked by

Sign :

Name : Ko Thon Zaw Lin
Position : OM

05-CHL-HRM-FRM-064-01

Remark: Hi-5 report of
အောင်မြင်စွာ

Signature

Gi Hwe Ngone



TRAVEL ADVANCE CLEAR FORM

Cash Advance	MTL-ADU 2024080121	(8:00)AM	(5:00)PM
Employee Name	KO Myo Zn Hwe	Estimated Date of Travel	2024.09.02 to 2024.09.17
Position Rank	Sale man	Total Day	16 days working day is 13 days
BU/BR/DIV, Dept	MTL BU	Destination	NPT
Purpose	Sale & Marketing		

Traveling Permit			
Arrival Place	NPT		
Actual Date & Time of Travel	2024.09.02 (8:00)AM to 2024.09.17 (5:00)PM		
Total Day	16 days working day is 13 days		
HR Name			
HR Sign	Attached signature: မိုးညွှန့်		
BOH/Authorized Person Name			
BOH/Authorized Person			

Advance Clear	(8:00)AM	(5:00)PM
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Actual Date & Time of Travel	2024.09.02 to 2024.09.17	Total Day	13 days
Departure Date & Time	2024.09.02 (8:00)AM	Arrival Date & Time	2024.09.17 (5:00)PM
Date	Description	Total Amount	
		Kyats	USD
2024.09.02	Fuel charges	29000/-	
2024.09.17			
Total Expense (Kyats/USD)			
Cash Advance (Kyats/USD)		29000/-	
Balance Refund/Additional (Kyats/USD)		100000/-	
		71000/-	

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Ei Pwe Ngone	Admin	2024.09.24	[Signature]
Approved By Dept Head	Su Ei Hlaing	DH		
Approved By GM/AGM/COO	KO Maeng Maeng	GM		
Acknowledged by related Superior for Job Report	KO Zaw Min Mye	ACOO		
HR Check & Approved	Zn Mar	HR		
Cash Received				
Remark				

PT Power-NPT (1176)

PT Power-NPT (1176)

PT Power-NPT (1176)

No. 19, Between Of Hantalay St & Hyawaddy St, Ottaraithiri Township, NayPyi Taw
09457154789 0673433339

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09457154789 0673433339

92 Ron Octane

92 Ron Octane

92 Ron Octane

Vi No: 1106 20240901 1176
Date: 01/09/2024 11:48:24 AM
Pump: Pump 10 Car No: 59W76764
Cashier: Daw Palawmyat Shwe Sin

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Vi No: 1106 20240901 1176
Date: 01/09/2024 11:48:24 AM
Pump: Pump 10 Car No: 59W76764
Cashier: Daw Palawmyat Shwe Sin

Gal	Liter	Price	Amount
0.000	1.160	1160	5.000

Gal	Liter	Price	Amount
0.000	1.160	1160	5.000

Gal	Liter	Price	Amount
0.000	1.160	1160	5.000

Thank You See You again!

Thank You See You again!

Thank You See You again!



NAYPYIDAW (1) STATION
Contact No : 09 940 549 293

No. 19, Between Of Hantalay St & Hyawaddy St, Ottaraithiri Township, NayPyi Taw
09457154789 0673433339

92 Ron Octane

Receipt No: 05026914
Date/Time: 01-09-2024(17:50)
Pump: 6/4
Product: OCTANE 92 RON
Lit Price: 1.899 x 3160 K

Vi No: 1106 20240901 1176
Date: 01/09/2024 11:49:16 AM
Pump: Pump 10 Car No: 59W76764
Cashier: Daw Palawmyat Shwe Sin

Total : 6,000 K
MOP : Cash
Plate : 959W76764
Thank you ... See You Again!

Gal	Liter	Price	Amount
0.000	1.160	1160	5.000

Thank You See You again!



Ko Pyae Phyo Thu Hta
last seen at 5:00 PM



Powered by WPS Office

8:43 AM

September 24

UMG
TRAVEL ADVANCE CLEAR FORM

Organization	UMG	Department	...
Employee Name	...	Position	...
Travel Purpose	...		
Travel Dates	...		
Travel Itinerary	...		
Travel Expenses	...		
Remarks	...		

Approved: _____
Date: _____

ကိုပြည့် Adv လေးရှင်းချင်လို့ **Approved**
လေးပေးပေးပါအုံးခင်ဗျာ 3:35 PM

ကိုပြည့် **Approved** လေးပေးပေးပါအုံးခင်ဗျာ
🙏 4:38 PM

Myo Zin Htwe
ကိုပြည့် Adv လေးရှင်းချင်လို့ **Approved...**
Ok Approved အစ်ကို 😊 4:43 PM