



CASH ADVANCE CLEAR FORM

Date : 22.1.2024

BU/BR/Division : MAC

Department : Administration

Advance Issue : 134,000/- Kyats/.....USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance				134,000/-	Naung Lay Pm sale way
2	2 nd Time Advance					Wai Lin Aung (ASM)
3	3 rd Time Advance					
Total Advance					134,000/-	
Total Actual					114,000/-	
Balance Refund/Additional					20,000/-	

Request By

Mya Kay Khang
Requester

Checked By

Mr. Thu
Mgr/DH

Checked By

Thin Wynd Yee
Finance & Account

Approved By

Sent Sent Thu
GM/AGM/COO

Approved By

.....
CMC



TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Wai Lin Aung	Estimated Date of Travel	11.12.23 to 22.12.23
Position Rank		Total Day	
HR DIV. Dept	MAC BU.	Destination	
Purpose	MAC Sales Supporting		
Travelling Permit			
Arrival Place	NLP office		
Actual Date & Time of Travel	11.12.23 (8:00) Am.		
Total Day			
HR Name	Aye Aye Mon		
HR Sign	<i>[Signature]</i>		
HR Authorized Person Name	Kyaw ko ko Htet		
HR Authorized Person	<i>[Signature]</i>		
Advance Clear			
Actual Date & Time of Travel	11.12.23 (8:00 Am.)	Total Day	12 days.
Departure Date & Time	22.12.23 (3:30 Pm.)	Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
	Express Chg MUM to NLP. 15000.	15000	
	NLP to MUM. 15000.	15000	
	TA Chg (12 days). (12 x 7000).	84000	
Total Expense (Kyats/USD)		114000	
Cash Advance (Kyats/USD)		134000	
Balance Refund Addition (Kyats/USD)		20000	
Job Report Status			
Authorization	Name	Position	Date
Prepared By	Wai Lin Aung	ASM	11.1.24.
Approved By Dept Head	Sent Sent Thu	AGM	18.1.24
Approved By GM/AGM/COO	Sent Sent Thu	AGM	18.1.24
Acknowledged by related Superior for Job Report			
HR Check & Approved	Mm Thu	JH	18.1.24
Cash Received			
Remark			

[Handwritten initials]



TRAVELLING REPORT

Date : 11.12.23

Report To	AGM.	
Employee Name	Wai Lin Aung.	
Position	MPC. National Sales.	
Department	Consumable.	
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	11.12.23. 8:00 Am.	22.12.23. 3:30 Pm.
Total Days		
Trip Information	1. FromTo	
	2. FromTo	
	3. FromTo	
Purpose For Travelling		
Travel Date	Activities	Remark
11.12.23.	MUM to NCP.	
12.12.23.	5. Visit. Kal Kayan Lay (MCO shop). Ma Aye Me Sanm (MCO shop). Speed Zone (MCO.ws).	U Soe Myint (MCO shop). Kang Myant (MCO shop).
13.12.23.	7. Visit. PSY (brick industry). Ko Lin (MCO.ws). Ma De Tar (MCO shop). U Aung Thein (PCMO.ws).	MTV (Boick industry). Htan Tout Kyal (MCO shop). Shwe Home (MCO.ws).
14.12.23.	8. Visit. Ko Pu (MCO.ws). UMyo Aung (ATT. service). Ko Min Kyaw (MCO shop).	Saung Thazin (MCO shop). Yanmuna (PCMO.ws).

Reported by

Checked by

Approved by

Sign :

Name : Wai Lin Aung.

Position : ASM.

Sign :

Name :

Position :

Sign :

Name :

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
15.12.23.	5. Visit MDR (Brick industry) A ok (contraction). Ba Wa Thit (MCO shop). Taw Win Myo (MCO shop).	123 (Brick industry).
16.12.23.	5. Visit. Naing Honda (MCO shop). Hlaing Myintdar (MCO shop). Aung Thit Soe (MCO shop).	Myant Kabon (MCO shop). Taw Win (MCO shop).
18.12.23.	5. Visit. Zane Shan Htet (MCO shop). (ATT service). Mu De Pa (MCO shop). MDR (Brick industry). Ko Lin (MCO shop).	Hten Taw Kyal
19.12.23.	4. Visit. 999 (MCO shop). The Rain Htet (MCO shop) Ye Shin (MCO shop).	Shwe Moe (MCO shop).

Reported by
Sign :
Name :
Position :

Checked by
Sign :
Name :
Position :

Approved by
Sign :
Name :
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
20.12.23.	7. visit. Sapal Phyer (MCO shop). Khit Kang (MCO shop). Moe Sunn (MCO shop). Win (MCO shop). Nan Taw Thit (PCMO shop). Bay Yee Min (MCO/PCMO shop). Zaw Min (MCO shop).	
21.12.23.	4. visit. Kang Thit (MCO shop). Hlu Taw Kyah. Suan Aar (MCO shop). Ko Aung (MCO shop).	
22.12.23.	Saleman product knowledge sharing. NLP to MLM.	

Reported by
 Sign : *[Signature]*
 Name : Wai Lin Aung
 Position : ASM

Checked by
 Sign : *[Signature]*
 Name : Sent Sent Thu
 Position : AGM

Approved by
 Sign : *[Signature]*
 Name : Zaw Min Myat
 Position : ACOO

(DH/AGM/GM)

(COO)

-A. Haining Thar

description	Brand	Item Description	partnumber	Closing Balance
Lubricant	VALVOLINE	Valvoline Hydraulic Oil, Ultramax AW 46 (1 x 200L)		
Lubricant	VALVOLINE	Valvoline Gear Gard Super 90, GL-5 (1 x 18L)	692332	
Lubricant	VALVOLINE	Valvoline Gear Gard Super 140, GL-5 (1 x 18L)	692027	2
Lubricant	VOLVO	Volvo Ultra Diesel Engine Oil VDS-3 SAE 15W-40	692079	2
Lubricant	VOLVO	Volvo Ultra Diesel Engine Oil VDS-3 SAE 15W-40	VOE15067197	5
Lubricant	VOLVO	Volvo Super Hydraulic Oil ISO VG 68	VOE15067404	14
Lubricant	VOLVO	Volvo Super Hydraulic Oil ISO VG 68	VOE15058186	6
Lubricant	VOLVO	Volvo Gear Oil HD GL-5 SAE 80W-90	VOE15058191	2
Lubricant	VOLVO	Volvo Gear Oil HD GL-5 SAE 85W-140	VOE15067515	5
Lubricant	VOLVO	Volvo VCS Coolant Concentrate	VOE15067522	10
Lubricant	VALVOLINE	Valvoline Engine Oil, All Fleet Premium 15W40, CI-4/SL (1 x 18L)	VOE15161234	11
Lubricant	VALVOLINE	Valvoline Engine Oil, All Fleet Premium 15W40, CI-4/SL (1 x 18L)	692053	3
Lubricant	VALVOLINE	Valvoline Engine Oil, All Fleet Premium 15W40, CI-4/SL (1 x 200L)	692052	7
Lubricant	VALVOLINE	Valvoline Hydraulic Oil, Ultramax AW 68 (1 x 18L)	692335	1
Lubricant	VALVOLINE	Valvoline Champ 4T 20W50, SG/CD (24 x 1L)	692249	13
Lubricant	VALVOLINE	Valvoline Hydraulic Oil, Ultramax AW 46 (1 x 18L)	692333	7
Lubricant	ZEREX	Zerex ZX HD Extended Life RTU AFC 6/1 GA	ZXEDRU1	4
Lubricant	MATADOR	Matador Hydraulic Oil AW68 (1/200L)	Thai Hydraulic Oil AW 68(2	3
Lubricant	VALVOLINE	Valvoline Engine Oil, All Fleet Premium 15W40, CI-4/SL (4 x 5L)	692054	2
Lubricant	VALVOLINE	Champ 4T Scooter 10W30, SL/JASO MB 0.8L	844573	10
Lubricant	VALVOLINE	Valvoline Gear Oil Tube for Scooter (120ml)	3140115-120	64
Lubricant	MATADOR	20W50 4T SG JASO MA(1.5L x 12 Bottle)	MTD 102	150
Lubricant	MATADOR	Matador Scooter Gear Oil GL5 80W90(48x120ml)	adv 1217	22
Lubricant	VALVOLINE	All Climate Diesel 15W40, CI4	896345	120
Lubricant	MATADOR	20W50 4T SG JASO MA (1L*24 Bottle)	MTD 101	4
Lubricant	VALVOLINE	Maxlife Dex/Merc ATF 3/1 GA	891553	132
Lubricant	MATADOR	Valvoline Engine Oil, Durablend 10W40, SN (4 x 4L)	894333	4
Lubricant	VALVOLINE	Super Coolant Green	450013	12
Lubricant	VALVOLINE	Valvoline 4T Premium 20W40, SL, JASO MA (24 x 1L)	692247	36
Lubricant	VALVOLINE	Maxlife DEX/MERC ATF 6/1QT	VV3246	17
Lubricant	VALVOLINE	Synpower 5w30 API	894325	14
Lubricant	MATADOR	Matador HDDEO Engine Oil SAE 15W40 CL-4,18L	MTD 112	4
Lubricant	MATADOR	Brake Fluid DOT 4 (30Bot*0.4L)	adv 1201-MAC	10
Lubricant	MATADOR	Matador Premium 10W40 SEMI Mas Additive 24*1L	adv 1003	70
Lubricant	MATADOR	Matador Premium 10W40 SEMI Mas Additive 4*4L	adv 1002	24
Lubricant	MATADOR	Matador 15W40 CI4/SL Mas Additive 24*1L	adv 1013	14
Lubricant	MATADOR	Matador All Fleet Premium 15W40 CI4/SL Mas Additive 4*5L	adv 1004	17
Lubricant	MATADOR	15W40 CI4 MAS (4*7L)	adv 1192	8
Lubricant	MATADOR	Power Steering Fluid (24*1L)	adv 1203	16
Lubricant	MATADOR	MATADOR PREMIUM ENGINE OIL 20W50 CI4/SL,18L	MTD 115	102
Lubricant	MATADOR	Matador 4T20W50 SG(Competitive Grade)24*1L	adv 1001	5
Lubricant	Valvoline	VAL ZEREX NITRITE FREE RTU COOLANT (18L)	889677	156
Lubricant	MATADOR	Premium 10w30 Semi MAS(4*4L)	adv 1190	1
Lubricant	MATADOR	SAE 10w30 CI4 (4*6L)	adv 1198	24
Lubricant	VALVOLINE	Valvoline Champ Extra 4T SAE 10W40, API SM/JASO MA2 (24 x 1L)	869084	4
Lubricant	VALVOLINE	Premium Protection 10W-30 SN Plus 4/4L	897409	120
Lubricant	VALVOLINE	VALVOLINE HYDRAULIC 68 DR 200L	887713	20
Lubricant	MATADOR	Matador HDDEO Engine Oil SAE 15W40 CL-4,25L	MTD 111	3
Lubricant	MATADOR	ATF CVT (4*6L)	adv 1197	5
Lubricant				4
Lubricant				1289

MAP

negot kaeng kepac

Thandar Oo

ceai lin Aeng

kepac to ko H

[Signature]

[Signature]

[Signature]

[Signature]

sale Mar

Center Sale

ASM

ABOH

(16-12-23)

Monday
Express



Destination
ဧည့်ခန်း

---*မန္တလေးမြို့*---

Vehicle No:
ယာဉ်နံပါတ်

---0040287---

Passenger Name

ဧည့်သည်အမည် *ဒေါ်ခင်အောင်*

Date of Issue

ထုတ်ပေးသည့်နေ့

Departure Date

ခရီးစဉ်မတင်ရန်

NRC No (or) Passport No

မှတ်ပုံတင်အမှတ် (သို့) နိုင်ငံတော်လက်မှတ်

Departure Time

ထွက်ခွာချိန် *10:00*

Departure Place

ထွက်ခွာမည့်နေရာ

Contact Phone No

ဆက်သွယ်ရန်ဖုန်းနံပါတ်

Ticket Fare

လက်မှတ်တန်ဖိုး *15000*

Seat No

တိုင်ခုံအမှတ် *5*

Agents Signature

အရောင်းဌာနလက်မှတ်

မြတ်မန္တလာထွန်း

0003296

အဆင့်မြင့်ခရီးသည်စီမံအောင်စော

ရန်ကင်း ● မန္တလေး ● နေပြည်တော် ● စစ်ကိုင်း ● မြစ်ကြီးနား ● ပုသိမ် ● ရွှေဘိုမြို့ ● မိုးကုတ် ● မော်လမြိုင် ● ယားဝယ် ● ကော့သောင်း

ပြင်ဦးလွင် ● ကရင် ● ပုသိမ် ● ကောင်တီး ● ကျွဲဘဲ ● ကချင်ပြည်

အမည်

လေလင်းအောင်

နေ့စွဲ

11.12.2013, Bus

ယာဉ်ထွက်ချိန်

(နံနက် - ၁၂:၀၀ နာရီ) (ည - နာရီ)

နံအမှတ်

16

ကျသင့်ငွေ

15000

ယာဉ်ထွက်ချိန်ထက် မိနစ်(၃၀) အတွင်းထွက်ကြပါမည်။

- တာဝန်ပိတ်၊ ☎ 09-4011 22771, 09-4011 22772
- တိုက်ဆုံး၊ ☎ 09-4011 22773
- တောင်ကြီး၊ ☎ 09-4011 22774, 09-4011 22775
- တော့သောင်းမြို့၊ ☎ 09-89100 1717, ယားဝယ်မြို့၊ ☎ 09-89100 1818
- ရွှေဘိုမြို့၊ ☎ 09-89100 5511, 09-89100 5522
- မိုးကုတ်မြို့၊ ☎ 09-89100 2424, ကျောက်ဆည်မြို့၊ ☎ 09-8910 2233

- ရန်ကင်း (အောင်မော်ဂတာကတွင်း) ☎ : 09-2050919, 09-2050907, 09-2031413, (၄-33156234, 09-2031414, 09-2031411, 09-799530059
- ရန်ကင်း (အောင်ဆန်းတွင်း) ☎ : 01-8255940, 01-8249492, 09-2050915, 09-2050920, 09-73174640 မိုးကုတ် ☎ : 09-89 100 5588, 09-89 100 5599
- မန္တလေး (မင်းဦးစံမြို့နယ်) ☎ : 09-2050910, 09-7651410, 09-2050918, 09-255508568, 02-2832016 စစ်ကိုင်း ☎ : 072-22687, 09-91029909
- မန္တလေး (မြို့တွင်း) ☎ : 02-4071142, 02-4067119, 09-2031410, 09-442031410 မြစ်ကြီးနား ☎ : 074-2521170, 09-2050902
- နေပြည်တော် ☎ : 067-420266, 09-250689183, 09-952324156 ပြင်ဦးလွင် ☎ : 085-029095, 09-2050917 ပုသိမ် ☎ : 09-2031405, 09-790778896
- ကယားမြို့ ☎ : 082-2202085, 09-2050914 ပုသိမ် ☎ : 09-2050908, 09-429039825 မော်လမြိုင် ☎ : 09-891005533, 09-891005544 သံဖြူဇရပ် ☎ : 09-891005656



Ma Hnin Myat Thet

last seen at 1:09 PM



OK

6:02 PM

ကျေးဇူးပါ မကြီး 6:03 PM

Dear Ma Hnin ,

I would like to request for ASM travelling approve.

BU -MAC BU for National Sales Team

ASM name -Wai Lin Aung

Travel branch name -Nyaung Lay Pin Branch

Reason-Branch MAC sales support

Trip date-11-12-2023 (Estimate 1 weeks)

Travel plan -Express (MLM-NLP)

Stay location NLP office

Thanks
Mi Mi Zin
Please approve for NLP trip Ma Hnin

6:05 PM

Mi Mi Zin

Dear Ma Hnin , I would like to request for A...

OK

6:05 PM

December 11

Mi Mi Zin



Message

