



## TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Aung Thu Win, Aung Bo Hein		Estimated Date of Travel	13. Jan. 25 to 15. Jan. 25
Position Rank	AGM, AE		Total Day	3
BU/BR/DIV, Dept	CFE		Destination	Branch visit
Purpose	To make assessment & to meet prospect customer			
Travelling Permit				
Arrival Place	Shwekyin			
Actual Date & Time of Travel				
Total Day	3 days			
HR Name	Aye Aye Mon			
HR Sign				
BOH/Authorized Person Name	Kyaw Ko Ko Htet			
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel			Total Day	3
Departure Date & Time	13.1.25 (6:00AM)		Arrival Date & Time	15.1.25 (9:00PM)
Date		Description		Total Amount
				Kyats      USD
13 to 15. Jan. 25		TA allowance (2 x 3 x 15000)		90000
13 to 15. Jan. 25		Gate pass charges		5,500
13. Jan. 25		Hotel charges		25,000
14. Jan. 25		Car wheel repair charges		6,000
13 to 15. Jan. 25		Fuel charges		280,063
		Total Expense (Kyats/USD)		406,563
		Cash Advance (Kyats/USD)		
		Balance Refund/Additional (Kyats/USD)		406,563
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Tin Lin Cho	ADH	21. Jan. 25	
Approved By Dept Head	Tin Lin Cho	ADH		
Approved By GM/AGM/COO	Aung Thu Win	AGM		
Acknowledged by related Superior for Job Report	Zaw Min Myat	COO		
HR Check & Approved	Moe Thazin	Admin		
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02





## TRIP CAR USED FORM

BU/BR/DIV : CEE  
Driver Name : Aung Bo Bo Hein  
Car User Name : Aung Thu Win  
Trip Title : To make credit assessment for hot prospect customer  
Trip Location : Shwe Kyin  
Car No. : 1319164  
Car Type : BAIC  
Estimate Date : 3 days  
Participant : Aung Thu Win, Aung Bo Bo Hein

Date	Start Kilo	End Kilo
18. Jan. 25	48498	

Request By

  
13/1/25

Requester

Ei Ei Nang

Checked By

Related GM/AGM

Aung Thu Win

Acknowledge By

GAV Head

Approved By

CAM GM/AGM/COO

05-CHL-GAV-FRM-015-01

Print Date : 21-Jan-2025

**Monthly Fuel Claim**

Vehicle Number	Holding Business	Request Date	For Month	Contract Name	Approved amount	Actual Issue Gallon	Actual Charges Amount	Actual Approved Status	Monthly Usage Kilo	Remark
1S/9164	Construction Equipment 2	2025-01-20	January	Aung Thu Win	250,000	19	280,063	Close	496	Go to Shwe Kyin trip to make credit safe assessment & to meet hot prospect customer

Print Date : 21-Jan-2025

Monthly Kilo Record

Vehicle No	Holding Business	Out Date	Time Out	In Date	Time In	Start Kilo	End Kilo	Mile	Purpose	Way	Driver Name	Remark
18,9164	Construction Equipment 2	2025-01-13	07:10	2025-01-13	18:34	48,515	48,705	118,750	Customer Collected checking at Shwe Kyo	Tabin Shwe Htoo / Shwe Kyo	Moe Thazin	Aung Tin Win, Aung Bo So Han
18,9164	Construction Equipment 2	2025-01-14	07:19	2025-01-14	17:15	48,705	48,791	51,750	Customer appointment	Shwe Kyo	Moe Thazin	Aung Tin Win
18,9164	Construction Equipment 2	2025-01-15	07:01	2025-01-15	21:24	48,791	49,011	117,500	Customer Appointment and go back YGN	Shwe Kyo - YGN	Moe Thazin	Aung Tin Win



# TRAVELLING REPORT

Date: 17.1.25

Report To	Ko Zaw Min myat	
Employee Name	Aung Thu Win	
Position	Asst General Manager	
Department	Mgt	
Business	CE 2 + 5	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	13.1.25 6:00 AM	15.1.25 9:30 PM
Total Days		
Trip Information	1. From Ygn To SKN	
	2. From SKN To BHO	
	3. From BHO To Ygn	
Purpose For Travelling		
Travel Date	Activities	Remark
13.1.25	<ul style="list-style-type: none"> <li>- Go to Ygn to NLP.</li> <li>- Go to NLP to SKN</li> <li>- meet with U Kyaw Lin Aung, wife and access their working condition and business situation</li> <li>- Meet with Ko <del>Zaw</del> Lin Aung, who is outside service team leader and ask about Ko Zaw Lin Aung Background and U Aung Win Background.</li> <li>- meet with customer Ko U Kyaw and Ko Myi for relation and gold job site situation.</li> </ul>	<ul style="list-style-type: none"> <li>Meet with BOH</li> <li>Go to Customer U Kyaw Lin Aung Home to assess his property. for end sale</li> </ul>
14.1.25	<ul style="list-style-type: none"> <li>- meet with customer U Myo with Pen. and go to Phayon Lay job site visit and meet with U Kyaw Min Nain S.</li> </ul>	<ul style="list-style-type: none"> <li>Go back to NLP.</li> </ul>
15.1.25	<ul style="list-style-type: none"> <li>- Meeting with BOH and Elemen for market meeting.</li> </ul>	<ul style="list-style-type: none"> <li>Go back to Ygn.</li> </ul>

Reported by: Name: Aung Thu Win Position: Asst General Manager

Checked by: Name: Ko Zaw Min Myat Position: Asst General Manager

Approved by: Name: Ko Zaw Min Myat Position: Asst General Manager

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01

**စစ်တောင်းတံတား (မဒေါက်-ရွှေကျင်)**  
**တံတားအသုံးပြုခြေခံကောက်ခံရေးဂီတီ**

နေ့စွဲ 13 / 1 / 2025

ယာဉ်အမျိုးအစား \_\_\_\_\_

ယာဉ်အမှတ် 15 9164

တံတားခိတ်ကျသင့်ငွေ = 300 ကျပ်

တံတားခိတ်ဒဏ်ကြေး(၁၀)ဆ( )တန်သင့်ငွေ = \_\_\_\_\_ ကျပ်

စုစုပေါင်းသင့်ငွေ = 300 ကျပ်

ပြေစာအမှတ် - 017261

လက်မှတ်

**စစ်တောင်းတံတား (မဒေါက်-ရွှေကျင်)**  
**တံတားအသုံးပြုခြေခံကောက်ခံရေးဂီတီ**

နေ့စွဲ 13 / 1 / 2025

ယာဉ်အမျိုးအစား \_\_\_\_\_

ယာဉ်အမှတ် 15 9164

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တံတားခိတ်ဒဏ်ကြေး(၁၀)ဆ( )တန်သင့်ငွေ = \_\_\_\_\_ ကျပ်

စုစုပေါင်းသင့်ငွေ = 300 ကျပ်

ပြေစာအမှတ် - 017260

လက်မှတ်

Max Highway Co., Ltd  
 HK\_PL2.HK05X.15012025



Receipt Number : 2923564  
 Plaza Name : Htaukkyant  
 Vehicle Number : 159164  
 Vehicle Class : 3  
 Toll Fare : Ks 800.00  
 Total Fare : Ks 800.00  
 Date Time : 15-01-2025 15:52:26  
 Toll Collector ID : tc174  
 THIS SERVES AS AN OFFICIAL RECEIPT

HLEGU Tollgate  
 CITY TAX  
 Gate-3

Section \_\_\_\_\_  
 Station \_\_\_\_\_  
 Entry Date 15-01-2025 15:41:26  
 License Number \_\_\_\_\_  
 Plate Number \_\_\_\_\_  
 WEIGHT (Kg) \_\_\_\_\_  
 OVER HEIGHT (Kg) \_\_\_\_\_  
 OVER HEIGHT (OV) \_\_\_\_\_  
 PAYMENT \_\_\_\_\_

Thank You!

Max Highway Co., Ltd  
BG\_PLZ.BG05E.15012025



Receipt Number : 956642  
Plaza Name : Bago  
Vehicle Number : 1S9164  
Vehicle Class : 3  
Toll Fare : Ks 300.00  
Total Fare : Ks 300.00  
Cash Tendered : Ks 1,000.00  
Cash Changed : Ks 0.00  
Date Time : 15-01-2025 10:34:22  
Toll Collector ID : tc254  
THIS SERVES AS AN OFFICIAL RECEIPT

Max Highway Co., Ltd  
BG\_PLZ.BG05E.15012025  
Township/City Entrance Fees  
TEF/CEF Paid Time : 15-01-2025 10:34:22  
TEF/CEF (Bago) : Ks 200.00  
Total TEF/CEF : Ks 200.00  
RECEIPT VALID 24hrs AFTER PURCHASE

Max Highway Co., Ltd  
BG\_PLZ.BG05E.15012025



Receipt Number : 2705851  
Plaza Name : Bago  
Vehicle Number : 1S9164  
Vehicle Class : 3  
Toll Fare : Ks 300.00  
Total Fare : Ks 300.00  
Cash Tendered : Ks 1,000.00  
Cash Changed : Ks 0.00  
Date Time : 13-01-2025 08:40:57  
Toll Collector ID : tc243  
THIS SERVES AS AN OFFICIAL RECEIPT

Max Highway Co., Ltd  
BG\_PLZ.BG05E.15012025  
Township/City Entrance Fees  
TEF/CEF Paid Time : 13-01-2025 08:40:57  
TEF/CEF (Bago) : Ks 200.00  
Total TEF/CEF : Ks 200.00  
RECEIPT VALID 24hrs AFTER PURCHASE

ရွှေသံလွင်ဟိုင်းဝေးကုမ္ပဏီလီမိတက်  
ပံ့ပိုးဆောင်ရွက်ပေးသည့်အခန်းကဏ္ဍ : ၈၀/၀ မှ ၉၈/၀ ထိ  
(၄၈ နိုင်၊ ရွာသစ် တို့ကို)  
လမ်းတဘက်အသုံးပြုခကောက်ခံပြေစာ  
YI.L3UP.13012025

Receipt No : 1.3.09512666  
Date : 13/01/2025  
Time : 09:44:53 AM  
Toll Collector ID : 031

Car No : 1S-9164  
Class : Class 3  
Toll Fare : Ks 700  
ကောလိယတ်တား : Ks 100  
ပုံနှိပ်တား : Ks 100  
ခြောက်တံတား : Ks 100  
ခရယ်ဒါတား : Ks 100  
Total Fare : Ks 1100



Thank You

Max Highway Co., Ltd  
HK\_PLZ.HK03E.13012025



Receipt Number : 3495469  
Plaza Name : Htaukkyant  
Vehicle Number : 1S9164  
Vehicle Class : 3  
Toll Fare : Ks 800.00  
Total Fare : Ks 800.00  
Date Time : 13-01-2025 07:08:43  
Toll Collector ID : tc199  
THIS SERVES AS AN OFFICIAL RECEIPT

# Excellent Apex (MOONSUN)

Ph : 09-969742151, 09-255055341



MAX ENERGY

Please Scan QR Code on Pump -  
7051 5107 5075 5507

ES Code : MaxEnergy (Inntakay)  
Voucher : JE 25 20250115-0677  
Date : 15/01/2025 3:24:20 PM  
Car No : 1S 9164  
Pump : Pump 7  
F.S Ph : \*09-891755019, 09-8651619\*



Fuel Type	Price x liter	Amount
Premium Diesel	3355 x 20.8650	MMK 70000
<b>Total (Inclusive Tax)</b>		MMK 70000

Thank You. Please come again.  
Have a safe journey.

PTT

Open Daily at : 24 Hours

Cashier Admin

Voucher No C2-491

Pump No P7

Date 12/01/25 5:31 PM

ယာဉ်အမှတ် 1S/9164

Gal	Liter	Price	Amount
13.835	62.893	3340	210063

ကျပ် - နှစ်သိန်းတစ်သောင်းခြောက်ဆယ့်သုံး - တိတိ

THANK YOU





# GENERAL EXPENSE CLAIM FORM

Company Name : Common Purpose Co., Ltd

Department Name : MSS

No.	Date	Name	Description	Amount	Remark
1	21 Jan. 25	Aung Thu Win	Car wheel repair charges	6,000	
Total Amount				6,000	

	Requested by	Approved by	Checked by	Approved by	Approved by
Sign :					
Name :	Tin Lin Cho (Requester)	Tin Lin Cho (Department Head)	Tinzar Hlaing (Related FNA/Corp FNA)	Aung Thu Win (OM/AGM/GM)	(ACOO/COO/MD/VCM)

02-COP-FNA-FRM-001-01

