



# TRAVELLING REPORT

Date : 21/12/2024

Report To	NSM, AGM, ACOO	
Employee Name	Soe Pyae Bo	
Position	RSM	
Department	National Sale	
Business	MAC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	11/Dec/2024 8:30 am	21/Dec/2024 5:00 pm
Total Days	18 Days	
Trip Information	1. From Yangon To Nay Pyi Taw, Pyin Ma Nar	
	2. From Le wei, Tet Kane To A Ler, Ya Mae Thin	
	3. From Pyaw, Gyabin Kyau To Yangon	
Purpose For Travelling	MAC Sale Support.	
Travel Date	Activities	Remark
11. Dec. 2024 12. Dec. 2024	Go to NPT Branch. Visit to Pyin ma Nar Tsp. ① Nat Myin Pyan pemo shop. ② Pyae Soan pemo work shop. ③ MARVEL Pemo Work Shop. ④ Khit Thit Pemo work shop. ⑤ Kabar Kyaw pemo work shop. ⑥ Gee Sar pemo work shop. ⑦ Best choice pemo work shop.	Order Valvoline 20W50 (2)cases Valvoline 10W30 (2)cases Matador 15W40 (2)cases.
18. Dec. 2024	Visit to Za Bu Thi Yi Tsp. ⑧ Aung Yadonar pemo Work Shop. ⑨ Myint Ngwe and Brother pemo ⑩ Htoo Aung pemo work shop. ⑪ Desiere pemo work Shop. ⑫ Mae Lwin pemo work shop.	Order Valvo 2 cans. Matador 15W40 (2)cases

Reported by

Checked by

Approved by

Sign :

Sign :

Sign :

Name : Soe Pyae Bo

Name : Aung ko lat

Name : Zaw min myat

Position : RSM

Position : OVS M

Position : ACOO

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01

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
14. Dec. 2024. 16. Dec. 2024	Visit to Za Bu Thi Ri Tsp. Visit to Taung Phi Lar Village ⑬ Max Cement Factory ⑭ Maw Lite PCMO shop. ⑮ Naing Hein San MCO shop.	Order Matador 10W40 (1) cases
17. Dec. 2024. 18. Dec. 2024.	Visit to Thar Wyat Hti Tsp. Visit to Le wei Tsp. ⑯ Ko Thita (MCO) work shop. ⑰ Sa Yar Ma (MCO) shop. ⑱ Shwe Bee Pyan (MCO) shop. ⑲ Shwe Kaung (PCMO) workshop	Order Matador 68 (1) drum. Valvoline 20W50 (1) case Matador 20W50 (5) case
19. Dec. 2024.	Visit to Tet Kone Tsp. ⑳ Sky MCO shop. ㉑ Set Kane Na PCMO shop ㉒ Ko Hlaing Klin MCO shop.	Order Matador 68 (1) drum.

Reported by

Checked by

Approved by

 Sign : 

Name : Soe Pyae Bo

Position : RSM.

 Sign : *Telegram Approve*

Name : Aung ko lat

 Position : NSM  
(DH/AGM/GM)

Sign :

Name : Zaw min myat

 Position : ACOO  
(COO)

05-CHL-HRM-FRM-064-01

# 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. Dec. 2024.	23 KO Ni Tote PCMO work shop. 24 KO Kyaw Lin mco stop. 25 Ma Aye Myein Trac (mining) Visit to Pyin Oa Naor Tsp. matador engine way. 26 Forward stop 27 Hkun shop. 28 Bulet super star shop. 29 myo win stop.	Order matador 10 W40 2 cases matador 20W50 10 cases inquiry m6E 420.
28. Dec. 2024.	Visit to Baw Ga Thi Ri Tsp. 30 Ma Thet Nay pyi Taw PCMO whole sale shop.	Order. matador 10 W40 20 cases matador 15 W40 10 cases
24. Dec. 2024	Visit to Jet khi Na Thiri Industrial zone. 31 Kha Yan Young PCMO WIS.	Order Valvoline <del>At</del> ma life 10 cases.

Reported by

Checked by

Approved by

Sign :

Name : Sae Pyae Bo

Position : R S M.

Sign :

 Name : Telegram Apprve  
 Name : Aung ko latt

Position : NSM

(DH/AGM/GM)

Sign :

Name : Zaw Shin myat

Position : ACCO


(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
	Total Visit In NPT Br (31) - visits Total Orders 67 cases. 2 Drums 2 Cans.  Total Visit in GBK Br (15) - visits. Total Orders 28 cases 3 Cans.	

Reported by

Sign :   
 Name : Soe Pyae Bo  
 Position : R Sm.

Checked by

Sign : Telegram approve  
 Name : Aung ko latt  
 Position : D/SM  
 (DH/AGM/GM)

Approved by

Sign :  
 Name : Zaw min myat  
 Position : ACOO  
 (COO)

05-CHL-HRM-FRM-064-01



ကားလတ်မှတ်အားကား K pay ဖြင့်  
တိုက်စစ်ပြီး အထူးတန်းဖြစါနပေါသ  
ဖြင့် ရိုးရိုးကားလတ်မှတ်ခသာ Claim  
ထားပါသည်

Taxi charges အား Grab Taxi ဖြင့်  
တိုက်စစ်ပြီး GA AMS system run ပြီး  
ပါပြီဗျ။

Total Expense-251800/  
Thanks And Best Regards,  
Aung Thiha Myo.

← 2 edited 1:45 PM ✓✓

Ko Aung Ko Latt



Aung Thiha Myo  
Dear Ko Aung Ko Latt, ကိုကြီး...  
Proceed please.

3:22 PM

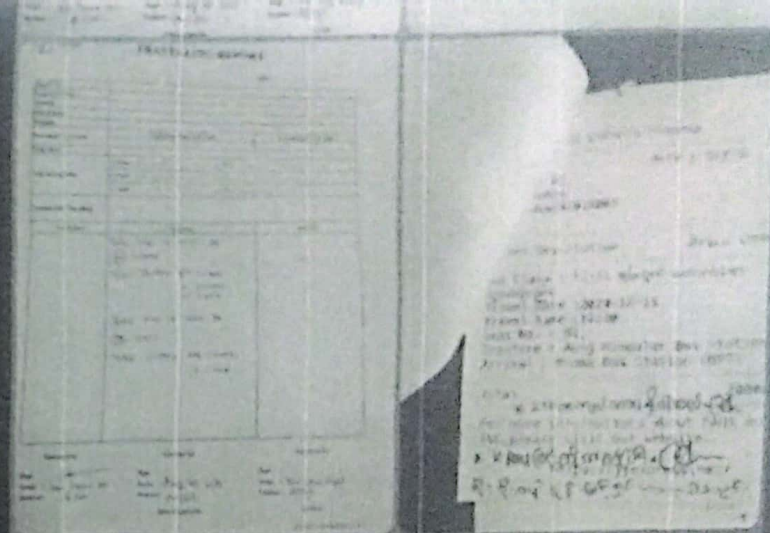


Aung Thiha Myo  
Dear Ko Aung Ko Latt, ကိုကြီး...  
Ok pls proceed

3:24 PM

Ko Aung Ko Latt  
Ok pls proceed

Thanks Ko Gyi 🙏🙏



Dear Ko Aung Ko Latt, ကိုကြီးဗျ

RSM Ko Soe Pyae Bo YGN to NPT  
သွားထားတဲ့ TA report and TA claim  
အတွက်စိစစ်ပြီး approve ပေးပေးပါ  
အုံးကိုကြီး

ကားလတ်မှတ်အားကား K pay ဖြင့်  
တိုက်စစ်ပြီး အထူးတန်းဖြစါနပေါသ  
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တိုက်စစ်ပြီး GA AMS system run ပြီး  
ပါပြီဗျ။

Total Expense-251800/  
Thanks And Best Regards,  
Aung Thiha Myo.

Print Date : 15-Jan-2025

**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	2024-12-11	Consumable (Yangon)	National Sales	Soe Pyae Bo		08:00	HTY(Tapin Shwe Htee Tower)	Aung Mingalar Highway	20,000	20,000	GA Manager Approved	Branch support for RSM Soe Pyae Bo NPT and Pyay
2	2025-01-28	Consumable (Yangon)	National Sales	Soe Pyae Bo		18:00	Aung Mingalar Highway	HTY(Ta Pin Shwe Htee Tower)	15,000	15,000	GA Manager Approved	Branch support for RSM Soe Pyae Bo NPT and Pyay

Taxi Charges မှတ်တမ်း: 