



CASH ADVANCE CLEAR FORM

Date : 22.1.2024

BU/BR/Division : MAC BU

Department : Administration


Advance Issue : 190,000/- Kyats/.....USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance				190,000/-	Mogoke branch sale way
2	2 nd Time Advance					Zwe Thingyan (ASOM)
3	3 rd Time Advance					
Total Advance					190,000/-	
Total Actual					166,500/-	
Balance Refund/Additional					23,500/-	

Request By


Mya Kay Khin
Requester


Checked By


Min Thu
Mgr/DH

Checked By


Thin Aung Yee
Finance & Account

Approved By


Sent Sent Thu
GM/AGM/COO

Approved By

.....
CMC



TRAVEL ADVANCE CLEAR FORM

Cash Advance 190000-				
Employee Name	Zwe Thingyan		Estimated Date of Travel	7.1.2024 to 16.1.2024
Position Rank	ASM		Total Day	9 1/2 days
BU/IR DIV. Dept	MAC BU		Destination	
Purpose	Finding new customer and branch sale support.			
Travelling Premit				
Arrival Place	Mogoke branch.			
Actual Date & Time of Travel	7.1.2024 (6:00PM) to 8.1.2024 (3:20PM)			
Total Day				
IR Name	Ei Ei Phyo			
IR Sign	[Signature]			
IRI Authorized Person Name	Aung Phyo Lin			
IRI Authorized Person	[Signature]			
Advance Clear				
Actual Date & Time of Travel	7.1.2024 (6:00PM) to 16.1.2024 (8:00PM)		Total Day	9 (0.5) day
Departure Date & Time	7.1.2024 (6:00PM)		Arrival Date & Time	8.1.2024 (3:20PM)
Date	Description	Total Amount		
		Kyats	USD	
7.1.2024	အိမ်ထောင်ရေးအဖွဲ့အစည်း (အိမ်ထောင်ရေးအဖွဲ့) အဖွဲ့	18000		
7.1.2024	YGN to MOG	50000		
8.1.2024	MOG to MDY	35,000		
7.1.24 to 16.1.24	TA (7.1.24 to 16.1.2024) 9 (0.5) day	66,800		
		7		
Total Expense (Kyats/USD)		166,800		
Cash Advance (Kyats/USD)		190,000		
Balance Refund/ Additional (Kyats/USD)		23,200		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Zwe Thingyan	ASM	16.1.2024	[Signature]
Approved by Dept Head	Saint Saint Thu	AGM		[Signature]
Approved by GM/AGM/CUD	Saint Saint Thu	AGM		[Signature]
Acknowledged by related Superior for Job Report				
IR Check & Approved	Min Thu	DH	18.1.2024	[Signature]
Cash Received				
Remark				

TRAVELLING REPORT

Date : 15.1.2024

Report To	OM, AGM, COO	
Employee Name	Zoe Thingyan	
Position	ASM	
Department	National Sale	
Business	MAC BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	7.1.2024 (6:00 PM)	8.1.2024 (3:30 PM)
Total Days		
Trip Information	1. From YGN To MDG	
	2. From 7.1.2024 (6:00 PM) To 8.1.2024 (3:30 PM)	
	3. From To	
Purpose For Travelling	Finding New Customer and As sale support.	
Travel Date	Activities	Remark
7.1.2024	Go to Mongk downtown Cangye (8:30) with sale Girl.	Kuang Myat Aung, five star, Ai, Hs, Kyau, That son, Lin latt twin,
10.1.2024.	Go to Ball lone Coy Mine with BOH and Unit selection	Ko la Pyae Wunn, Ko Gau Si, Ko Nay Myo Khawng, Ko Kawaw Hmaw.
12.1.2024.	Go to Ball lone Coy Ruby Mine and Pyaw That Ruby Mine with BOH on Unit Sale Team	Ko Zaw Lin, Ko la pye Wun, Ko Nay Wlin Myat U Aung Wlin,
13.1.2024.	Basic Customer Service online Training. To - Ma Khain Moh Mah Theint.	

Reported by

Checked by

Approved by

Sign : 
 Name : Zoe Thingyan
 Position : ASM

Sign :
 Name :
 Position :

Sign :
 Name :
 Position :

(DI/AGM/GM)

(COO)

TRAVELLING REPORT

Date : 15.1.2024

Report To	OM, AGM, COO	
Employee Name	Zaw Thingyan	
Position	ASM	
Department	NS	
Business	M/Ac	
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
15.1.2024	Go to Market (transport) with Sale Girl	
16.1.2024	Go to Share Bo	

Reported by
 Sign : *[Signature]*
 Name : Zaw Thingyan
 Position : ASM

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

Approved by
 Sign : *[Signature]*
 Name : Zaw Min Myat
 Position : ACOO
 22/24

(DH/AGM/CM)

(COO)



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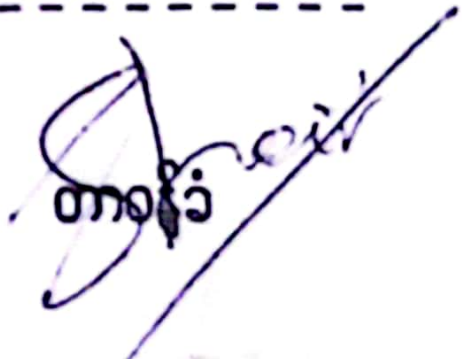
0115

ခရီးသည်ပို့ဆောင်ရေး အမြန်ယာဉ်ငယ်အသင်း

မိုးကုတ် ⇄ ပြင်ဦးလွင် ⇄ မန္တလေး

နေ့စွဲ	16.1.2024
အမည်	၁၂၉
ခရီးစဉ်	မန္တလေး
ကားအမှတ်	-
ထိုင်ခုံအမှတ်	A 1
ကျသင့်ငွေ	35,000/-

စာရင်း





TAXI CHARGES FORM

BU/HR DIV Name : MAC BCI					Department Name : National Sale.				
No.	Date	Name	Description	Departure Time	Routes		Cost	Remark	
					From	To			
1.	7-1-2024	Zee Thingyan	MOG for sale support.	6:00 PM	၆၆၆၆၆၆၆၆ : ၁ ၁၆၆၆၆၆၆၆	၆၆၆၆၆၆၆၆ ၆၆၆၆၆၆၆၆	15,000		
							7		
Total Taxi Charges								15,000	

Requested by
 Sign :
 Name : Zee Thingyan
 Dept. : NS.
 (Requestor)

Acknowledged by
 Sign :
 Name : Ko Min Thu.
 Dept. : HR.
 (HR/Admin)

Acknowledged by
 Sign :
 Name : Ma Seint Seint Thee.
 Dept. : AGM
 (DII)

Approved by
 Sign :
 Name : Ma Seint Seint Thee.
 Dept. : AGM
 (ABOH/BOH/AGM/GM)

Acknowledged by
 Sign :
 Name : Kyaw Hyan Win
 Dept. : GM
 (HO-GA)



CASH ADVANCE CLEAR FORM

Date : 24.1.2024

BU/BR/Division : MAC

Department : MKT

Advance Issue : 120,000 Kyats / USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance	12.12.2023	2023120021		120,000	Valvoline PP
2	2 nd Time Advance					Bored 31and Perduction
3	3 rd Time Advance					Charge 3 for PIN BP
Total Advance					120,000	
Total Actual					260,000	
Balance Refund/Additional					PV- 140,000	

Request By

Checked By

Checked By

Approved By

Approved By

Requester

Mgr/DR

Finance & Account

GM/CM/COO

CMC

Lin Nordea Win

Ryie Sone Hen

Phin Wad Kee

၎င်း

၎င်း

သံသ ၂၀၀၂၁

ရေခဲအိတ်

မုန့် ၊ အလှူမိန့်ယံ နှင့် စတီးတပ်ဆင်ရေး

ပိုင်အောင်ကျော်လမ်း (၆)သမုတ်တိုင်း၊ ပီးခွက်စွေး နှင့် ပင်လုံစွေးကြား၊ လိုင်သာယာမြို့နယ်။

Ph:09-431 640 64, 09-772 822 728

အမည် ----- နေ့စွဲ ၂၁.၁.၂၀၂၁.

နေရပ်လိပ်စာ ----- ရမည်နေ့ -----

စဉ်	ပစ္စည်းအမျိုးအမည်	စာရေအတွက်	ဈေးနှုန်း	သင့်ငွေကျပ်
1				
2	မုန့်: ရေခဲအိတ်၊ ဆိပ်ကတ်	1	160000	160000
3	စတီးတပ်			
4	(အနိမ့်အနိမ့်)			
5				
6				
7				
8				
9				
10				
11				
12				

ဝယ်ယူအားပေးမှုအတွက် ကျေးဇူးအထူးတင်ရှိပါသည်

ခုစုပေါင်း

160000/

စရံပေးငွေ

ကျန်ငွေ

လက်ခံသူ -----

ရောင်းသူ -----

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နေဝင်းစိ

မှန် ၊ အလှူမိနိယံ နှင့် စတိုးတပ်ဆင်ရေး
 ဝိသေသကောလိယံ (၆)သမုတ်တိုင်း ပိခွက်စေ့ နှင့် ပင်လုံချေးကြေး လှိုင်သာယာပြုနယ်
 Ph:09-431 640 64, 09-772 822 728

အမည် ----- နေ့စွဲ 24.1.2024.
 နေရပ်လိပ်စာ ----- ရမည်နေ့ -----

စဉ်	ပစ္စည်းအမျိုးအမည်	အရေအတွက်	ဈေးနှုန်း	သင့်ငွေကျပ်
1				
2	ဒီဇယ် ဖိနပ် အိမ်အိမ်	1	100000	100000
3				
4	(smile.)			
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ဝယ်ယူစားပေးမှုအတွက် ကျေးဇူးအထူးတင်ရှိပါသည်

စုစုပေါင်း

100000

စရိတ်ပေးငွေ

ကျန်ငွေ

လက်ခံသူ -----

ရောင်းသူ -----

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အမှတ် ၆၃၇

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