



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Thao Hlke Suv	Estimated Date of Travel	1.8.24 ~ 17.8.24 / 27.8.24 ~ 31.8.24	
Position Rank	Sale Executive	Total Day	22 days	
OU/BR/DIV, Dept	IS DU	Destination	Mandalay	
Purpose	Branch Sale Support			
Traveling Permit				
Arrival Place	Mandalay Branch	Mandalay Branch		
Actual Date & Time of Travel	1.8.24 ~ 17.8.24	27.8.24 ~ 31.8.24		
Total Day	17 days	5 days		
HR Name	Nyein Hlke			
HR Sign				
BOH/Authorized Person Name	Aung Myint Myint			
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	1.8.24 ~ 17.8.24 / 27.8.24 ~ 31.8.24	Total Day	22 days	
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
1.8.24	MDY Hotel Charges (25000)	25,000		
17.8.24	Cycle Fuel Charge (71W/2814)	30,000		
	Total Expense (Kyats/USD)	55,000		
	Cash Advance (Kyats/USD)			
	Balance Refund/Additional (Kyats/USD)			
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Noso Thazin	Sale Admin	2.9.24	
Approved By Dept Head	Thiha Aungmye	SOH	2.9.24	
Approved By GM/AGM/COO	Chit San Ko	AGM	3.9.24	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Thae Nu Wai	HR	3.9.24	
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02



TRAVELLING REPORT

Date: 27.8.2024

Report To		
Employee Name	Than Hiko Saw	
Position	Sale Executive	
Department	Sale Dept	
Business	IS BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From Mandalay To Mandalay	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
1.8.2024	Customer visit to Myanmar - War Har Har Ice factory, Great Brother Machinery Group.	
~	Kua Point Factory. NADIC distribution, UMT Distribution, Milk Distribution,	
17.8.2024	RCA logistic, Kerry logistic, Alpina, EADC, Myot Sodana, Tea Area Mandalay	
27.8.2024	Golden Fish Food Factory, King Paragon Paper factory, LPGA Paint Co, Ltd,	
~	Appl' Ice Cream Co, Ltd, Mahar Nise	
31.8.2024	San Pys Okanill.	

Reported by
 Sign :
 Name : Than Hiko Saw
 Position : Sale Executive

Checked by
 Sign :
 Name : CSK
 Position :
 (DIV/AGM/GM)

Approved by
 Sign :
 Name : CSK
 Position :
 (COO)

02-CHL-HRM-FRM-064-00

74W-7814



MANDALAY THEIKFAN STATION
Contact No : 09 940 549 267

Receipt No: 03304046
Date/Time : 07-08-2024(15:10)
Pump/Noz : 13/ 1
Product : OCTANE 92 RON
Lit/Price : 1.755 x 2850 K

Total : 5,000 K ✓
MOP : Cash
Plate : 9
Thank you ... See You Again!

74W/7814

Crown 101 (0651)

Chan Mya Thar Zi.
PH.092056254,09945200222

Vr No: C1-4 95 Octane ✓
Date 2024-08-06 11:15:33.330

Cashier user01 CarNo

Gal	Litre	Price	Amount
0.370	1.581	2,975	5,000

ကျပ် - တစ်သောင်း /-
Thank You. See you again.

74W-7814

Crown 101 (0651)

Chan Mya Thar Zi.

PH.092056254,09945200222

Vr No:
Date 2024-08-01 12:10:05.020 ✓
Cashier user01 CarNo

Gal	Liter	Price	Amount
0.740	3.362	2,975	10,000

ကျပ် - တစ်သောင်း /-
Thank You-See you again.

74W-7814

Crown 101 (0651)

Chan Mya Thar Zi.

PH.092056254,09945200222

Vr No:
Date 2024-08-13 12:10:05.020
Cashier user01 CarNo

Gal	Liter	Price	Amount
0.740	3.362	2,975	10,000

ကျပ် - တစ်သောင်း /-
Thank You-See you again.

INVOICE VOUCHER

CUSTOMER NAME အမည်		DATE ဇန်နဝါရီ 16 18/24
ADDRESS လိပ်စာ		

NO နံပါတ်	DESCRIPTIONS အမျိုးအမည်	QTY ဦးစရ	UNIT PRICE စတုရန်းပေ	AMOUNT သင့်ငွေ	
				KYATS	USD
	Thon Hlike See.		25000	25,000	
	Hotel chgs for Aug '24				
<input type="checkbox"/> PAID <input type="checkbox"/> DELIVERED				TOTAL GOV TAX ADV / DIS BALANCE	

439

CHECKED BY

AUTHORIZED BY

seventyeight

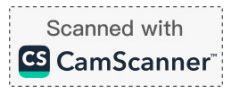
GENERAL EXPENSE CLAIM FORM



Company Name : ISBIJ
 Department Name : Sales & Marketing

No.	Date	Name	Description	Amount	Remark
1	16.8.24	Thon Hlike See	Home Rent - MDX - Br	25,000	
Total Amount				25,000	

Requested by	Approved by	Checked by	Approved by	Approved by
Sign :				
Name : Nae Thazin (Requester)	(Department Head)	(Related FNA/Corp FNA)	(OM/AGM/GM)	(ACOO/COO/MD/VCMD)



August'24 Cycle Way

No	Date	Location	Cycle-No	User Name	Amount (MMK)	Trip (Ways)	Way Purpose	Remark
1	1-Aug-24	MDY-Pyigyitagon	74W/7814	Than Htike Swe	10,000.00	<ul style="list-style-type: none"> * MK Distribution ~ Relation & after sale service follow up. May May Jelly ~ Relation & after sale service follow up. * War Har Har Ice Factory ~ Relation & after sale service follow up. * NABC Distribution - Relation & Forklift introduce follow up. * Mandalay Cotton - Relation & after sale service follow up. * Kyaw Ply Wood Factory - Relation & after sale service follow up. * Myanmar May Kaung Ply Wood Factory - Relation & after sale service follow up. * Myanmar Distribution Group - Forklift introduce appointment follow up * Crown Zinc Factory - Relation & after sale service follow up. * EABC @Asia - Relation & after sale service follow up. * Toe Pwar Mandalay - Relation & forklift introduce appointment follow up. * UMT Distribution Group - Relation & forklift inquiry appointment follow up. 	Customer Job Site Followup	
2	6-Aug-24	MDY-Pyigyitagon	74W/7814	Than Htike Swe	5,000.00	<ul style="list-style-type: none"> * Myanmar May Kaung Ply Wood Factory - Relation & after sale service follow up. * Myanmar Distribution Group - Forklift introduce appointment follow up * Crown Zinc Factory - Relation & after sale service follow up. * EABC @Asia - Relation & after sale service follow up. * Toe Pwar Mandalay - Relation & forklift introduce appointment follow up. * UMT Distribution Group - Relation & forklift inquiry appointment follow up. 	Market Visit Customer Job Site	
3	7-Aug-24	MDY-Pyigyitagon	74W/7814	Than Htike Swe	5,000.00	<ul style="list-style-type: none"> * Myanmar May Kaung Ply Wood Factory - Relation & after sale service follow up. * Myanmar Distribution Group - Forklift introduce appointment follow up * Crown Zinc Factory - Relation & after sale service follow up. * EABC @Asia - Relation & after sale service follow up. * Toe Pwar Mandalay - Relation & forklift introduce appointment follow up. * UMT Distribution Group - Relation & forklift inquiry appointment follow up. 	Market Visit Customer Job Site	
4	13-Aug-24	MDY-Pyigyitagon	74W/7814	Than Htike Swe	10,000.00	<ul style="list-style-type: none"> * Myanmar May Kaung Ply Wood Factory - Relation & after sale service follow up. * Myanmar Distribution Group - Forklift introduce appointment follow up * Crown Zinc Factory - Relation & after sale service follow up. * EABC @Asia - Relation & after sale service follow up. * Toe Pwar Mandalay - Relation & forklift introduce appointment follow up. * UMT Distribution Group - Relation & forklift inquiry appointment follow up. 	Market Visit Customer Job Site	

Prepared By
Sale Admin
Nwe Thazin

Check By
DH
Thiha Thein Aung

Check By
F/A
Zin Ko Htwe

Approved By
AGM
Chit San Ko

Approved By
GA
Maung Maung Htwe

Note will take 1330 data (next month) ✓