

CASH ADVANCE CLEAR FORM

Date: 7.06.2024
 BU/BR/Division: ISBU
 Department: Sale & Marketing
 Advance Issue: 435,000 Kyats/.....USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance	17.5.24	53054		435,000	clear for TA - charges
2	2 nd Time Advance					THS M.O.Y. Br (for May's)
3	3 rd Time Advance					
Total Advance				✓	435,000	
Total Actual				✓	380,000	
Balance Refund/Additional				✓	55,000	

Request By

Checked By

Checked By

Approved By

Approved By



Requester



Mgr/DH



Finance & Account

5/06/24
Z ko Hwe



GM/AGM/COO

chit san ko

.....

CMC

04-CFD-CAS-FRM-002-03

awer hakin

Thira Thain Aung

2024/06/07
 2mm.



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Thao Hlike Soe	Estimated Date of Travel	1.5.24 to 31.5.24	
Position Rank	Sales Executive	Total Day	31 days	
BU/HR DIV. Dept	IS BIL	Destination	Mandalay Branch	
Purpose	Sales and Marketing			
Travel Itinerary				
Arrival Place	Mandalay Branch			
Actual Date & Time of Travel	1.5.24 to 31.5.24			
Total Day	31 days			
HR Name	Nyan H Hwe			
HR Sign				
BOH/Authorized Person Name	Aung Myint Myat			
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	1.5.2024 to 31.5.2024		Total Day	31 days
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
1.5.24 to 31.5.24	TA charges (31 x 10000)	310,000		
	MDV Hostel Charges	25,000		
	Cycle Fuel Charge (7AW/78K)	45,000		
Total Expense (Kyats/USD)		380,000		
Cash Advance (Kyats/USD)		435,000		
Balance Refund/Additional (Kyats/USD)		55,000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Nasa Thazin	Sales Admin	4.6.24	
Approved By Dept Head	Thiha Thain Aung	D. H	7.6.24	
Approved By GM/AGM/COO	Chit San Ko	NGM	7.6.24	
Acknowledged by related Superior for Job Report	Zaw Min Myat	ALOO	7.6.24	
HR Check & Approved	Thao No Wai	HR	6.6.24	
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02

Report To			
Employee Name		Than Hike Swo	
Position		Sales Executive	
Department		Sales Dept	
Business		IS BII	
Departure & Arrival		Departure Date And Time	Arrival Date And Time
Total Days			
1. FromYAN.....ToMandalay.....			
2. FromTo			
3. FromTo			
Purpose For Travelling		Branch Sales Support for MDY Branch	
Travel Date	Activities	Remark	
6.5.2024 to 16.5.2024	Customer visit to MDY Industrial Zone - Li Zhen" Mao, MK Distribution, EADC, Aasia, Green Circle Co, Ltd, Kyan Phy Wood, Myanmar May Kung Phy Wood, Advantis Beyond logistic		
28.5.2024 to 31.5.2024	Customer appointment to MDY - Alpina Drinking Water Factory, MK Distribution, UPG Paint Co, Ltd, Kerry Logistics, Grand Mandalay Hospital, Hotel Mandalay		

Reported by

Checked by

Approved by

 Sign :
 Name : Than Hike Swo
 Position : Sales Executive

 Sign :
 Name :
 Position :

 Sign :
 Name :
 Position :

(DH/AGM/GM)

(COO)

02-CHL-HRM-FRM-064-00

ကောင်းကောင်းသန့်

28236

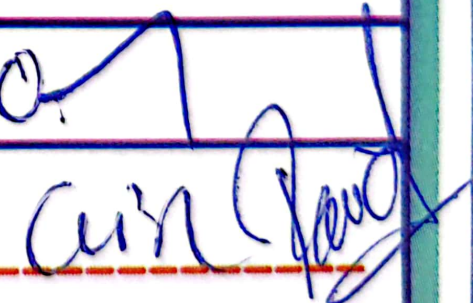
စက်သုံးဆီရောင်းဝယ်ရေး

ပန်ဆိုင်

အမျိုးအစား-

နေ့စွဲ - 30-5-2020

တ-၁၂/၉+၁၂၊ ၆၂လမ်းနှင့်ကျန်စစ်သားလမ်းထောင့်၊ (ဃ)ရပ်ကွက်၊ ပြည်ကြီးတံခွန်မြို့နယ်၊ မန္တလေး။
02-4081408, 09-2024761, 09-962024761, 09-777202777

ယာဉ်အမှတ်	74W-7824
တစ်လီတာဈေးနှုန်း	
တစ်ဂါလံဈေးနှုန်း	
ရောင်းချသည့်လီတာပေါင်း	
စုစုပေါင်းသင့်ငွေ	15000
၁ ဂါလံ ၄.၅၅ လီတာနှုန်း	လက်မှတ် 

GENERAL EXPENSE CLAIM FORM

Company Name : ISBU

Department Name : Sales & Marketing

No.	Date	Name	Description	Amount	Remark
1.	6.5.24	H.S.D	cycle-74W-7814, Customer Visit to MDY, Myanmar May Road	15000 Ks	ASM-Than Htike swe
2.	14.5.24	H.S.D	cycle-74W-7814, Customer Appointment to MDY, Mk - Distribution Group; EABC, UPG.	15000 Ks	ASM-Than Htike swe.
Total Amount				30,000 Ks	

Requested by

Sign : 

Name : Nwe Ma Zin
(Requester)

Approved by


(Department Head)


Checked by


21/5/24
Chit San Ko
(Related FNA/Corp FNA)

Approved by


Chit San Ko
(OM/AGM/GM/BOH)

Approved by


21/5/24
(ACOO/COO/MD/VCM)

02-IDS-FNA-FRM-001-01

H . S . D

5489

နေ့စွဲ

6.5.24

ယာဉ်အမှတ်

74W-7214

ယာဉ်အမျိုးအစား

၉၅

လီတာ

သင့်ငွေ

15000

Said

လက်မှတ်

[Signature]

Customer visit to you

- Myanmar May Kaung Py Woch

- Kyau Py Woch

- Alpine Drinking Water Factory

8.

5762 **H.S.D**

နေ့စွဲ 14.5.24

ယာဉ်အမှတ် 7AW-7814

စာဉ်အမျိုးအစား 95

လီတာ

သင့်ငွေ 15000/-

လက်မှတ်

Customer Appointment to MDY

125.0.11

- MK Distribution Group

- EABC

2p

- HPG

8