



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Soe Htet Tin	Estimated Date of Travel	9.5.25	
Position Rank	AGM	Total Day	1 Day	
BU/BR-DIV, Dept	AG BUS	Destination		
Purpose	Customer Appointment (Cust - Bago Sport Gloves Co., Ltd.)			
Travelling Permit				
Arrival Place	YGN to BGO			
Actual Date & Time of Travel	9.5.25			
Total Day	1 Day			
HR Name				
HR Sign				
BOH/Authorized Person Name				
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel			Total Day	1 Day
Departure Date & Time			Arrival Date & Time	
Date	Description	Total Amount		
		Kyats	USD	
9.5.25	3N-3612 Toll Gate Charges	4000		
	Trip Car Fuel Charges	50000		
Total Expense (Kyats/USD)		54000		
Cash Advance (Kyats/USD)		-		
Balance Refund/Additional (Kyats/USD)		54000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Htet Thu Daw	SH	28.5.25	
Approved By Dept Head	Myi U Lin	DH	29.5.25	
Approved By GM/AGM/COO	Soe Htet Tin	AGM		
Acknowledged by related Superior for Job Report	Ho Aye Min Htoon	NCM		
HR Check & Approved	Phyo U Dai Nyein	HR		
Cash Received				
Remark				

Max Highway Co., Ltd
BG_PLZ.BG01X.09052025



Receipt Number : 2965060
Plaza Name : Bago
Vehicle Number : 3N3612
Vehicle Class : 3
Toll Fare : Ks 800.00 ✓
Total Fare : Ks 800.00
Cash Tendered : Ks 800.00
Cash Changed : Ks 0.00
Date Time : 09-05-2025 12:02:59
Toll Collector ID : tc249
THIS SERVES AS AN OFFICIAL RECEIPT

Max Highway Co., Ltd
BG_PLZ.BG01X.09052025
Township/City Entrance Fees
TEF/CEF Paid Time : N/A
TEF/CEF (Bago) : Ks 0.00
Total TEF/CEF : Ks 0.00
RECEIPT VALID 24hrs AFTER PURCHASE

Max Highway Co., Ltd
BG_PLZ.BG05E.09052025



Receipt Number : 1195052
Plaza Name : Bago
Vehicle Number : 3N3612
Vehicle Class : 3
Toll Fare : Ks 800.00
Total Fare : Ks 800.00
Cash Tendered : Ks 1,000.00
Cash Changed : Ks 0.00
Date Time : 09-05-2025 12:55:04
Toll Collector ID : tc256
THIS SERVES AS AN OFFICIAL RECEIPT

Max Highway Co., Ltd
BG_PLZ.BG05E.09052025
Township/City Entrance Fees
TEF/CEF Paid Time : 09-05-2025 12:55:04
TEF/CEF (Bago) : Ks 200.00 ✓
Total TEF/CEF : Ks 200.00
RECEIPT VALID 24hrs AFTER PURCHASE

Max Highway Co., Ltd
BG_PLZ.BG05E.09052025



Receipt Number : 1194896
Plaza Name : Bago
Vehicle Number : 3N3612
Vehicle Class : 3
Toll Fare : Ks 800.00
Total Fare : Ks 800.00
Cash Tendered : Ks 1,000.00
Cash Changed : Ks 0.00
Date Time : 09-05-2025 11:50:00
Toll Collector ID : tc256
THIS SERVES AS AN OFFICIAL RECEIPT

Max Highway Co., Ltd
BG_PLZ.BG05E.09052025
Township/City Entrance Fees
TEF/CEF Paid Time : 09-05-2025 11:50:00
TEF/CEF (Bago) : Ks 200.00
Total TEF/CEF : Ks 200.00 ✓
RECEIPT VALID 24hrs AFTER PURCHASE

Max Highway Co., Ltd
HK_PLZ.HK05X.09052025



Receipt Number : 3213651
Plaza Name : Htaukkyant
Vehicle Number : 3N3612
Vehicle Class : 3
Toll Fare : Ks 800.00 ✓
Total Fare : Ks 800.00 ✓
Date Time : 09-05-2025 13:37:20
Toll Collector ID : tc205
THIS SERVES AS AN OFFICIAL RECEIPT

Max Highway Co., Ltd
HK_PLZ.HK03E.09052025



Receipt Number : 3784693
Plaza Name : Htaukkyant
Vehicle Number : 3N3612
Vehicle Class : 3
Toll Fare : Ks 800.00 ✓
Total Fare : Ks 800.00 ✓
Date Time : 09-05-2025 09:25:10
Toll Collector ID : tc195
THIS SERVES AS AN OFFICIAL RECEIPT



HLAINGTHAYA (1) STATION

Contact No ; 09 940 549 227

Receipt No: 10810886
Date/Time : 09-05-2025 (08:19)
Pump/Noz : 12/ 2
Product : Premium Diesel
Lit/Price : 16.779 x 2980 K

Total : 50,000 K
MOP : Cash
Plate : LH 3N3612
Thank you ... See You Again!

WS



TRIP CAR USED FORM

BU/BR/DIV : PG1 BU
Driver Name : Soe Htet Tin
Car User Name : Soe Htet Tin
Trip Title : Customer Appointment
Trip Location : MDY
Car No. : 3N-3612
Car Type : ISUZU Double Cab
Estimate Date : 3.5.2025 to 4.5.2025
Participant : Soe Htet Tin , Si Thee Aung (YGN)

Date	Start Kilo	End Kilo
3.5.2025	209320	209939
4.5.2025	209939	210634

Request By

Checked By

Acknowledge By

Approved By

Requester

Htet Thee Aung

Related GM/AGM

Soe Htet Tin

GAV Head

CAM GM/AGM/COO

Ko Aye Min Hleon.



TRAVELLING REPORT

Date : 6.5.25.....

Report To	Ko Aye Min Htoon	
Employee Name	Soe Htet Tin	
Position	AGM	
Department	PGN BU	
Business	PGN BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	3.5.25 (6:00 AM)	
Total Days		
Trip Information	1. From YGN To MDY	
	2. From MDY To YGN	
	3. From To	
Purpose For Travelling	Customer - U Sai Stroe Bau Their Delivery Late Complain	
Travel Date	Activities	Remark
3.5.25	YGN to MDY customer site delivery Late Complain &	VP-7708, 700KVA
4.5.25	MDY to YGN.	

Reported by

Checked by

Approved by

Sign :

Name : Soe Htet Tin

Position : AGM

Sign :

Name : Soe Htet Tin

Position : AGM

(DH/AGM/GM)

Sign :

Name : Ko Aye Min Htoon

Position : VCM

(COO)

CGD & PG BU...

16 members, 2 online

May 3

ကိုစိုးထက်တင် admin

ကိုစိုးထက်တင်

Dear Sayar U Aye Min Htoon and K...

Dear Sayar U Aye Min Htoon and Ko Zaw Min Myat,
 3 Customer အား ကျွန်တော်တို့ အဲတုန်းကသွားရောက်ကာ 700 kva တလုံး deal ခဲ့ပါသည်။ သူ လိုချင်တာ Silent type ဖြစ်သော် ကြောင့် delivery အခက်အခဲ အရ Canopy သပ်သပ်မှာပြီး ရုံးမှာ silent type ဆင်ပြီး customer ဆီ ပို့မယ်လို့ Deal request မှာတင် ခဲ့ပါသည်။ Delivery time အနေ နဲ့ကတော့ Thingyan မတိုင်ခင် Customer ဆီအရောက်ပို့ပေး ရမယ်ဆိုပြီး deal ခဲ့တာပါ။ မ ရောက်ခင်ရင် rental ချပေးမယ်ဆို ပြီး ပြောထားတာရှိပါတယ်။ Rental charges ကိုလဲ selling price ထဲ မှာ 1 လ စာ cover လုပ်ခဲ့ပါတယ် တကယ်တန်း Canopy ရောက်လာ တဲ့အချိန်က Thingyan မတိုင် လေးမှကပ်ရောက်လာတဲ့အတွက် Customer ကို Thingyan ပိတ် ရက်ပြီးတာနဲ့ လွှဲပေးမယ်ဆိုပြီး request လုပ်ခဲ့ပါသည်။ ကျွန်တော် တို့လဲ Thingyan ပိတ်ရက်အတွင်း မှာ OT ဆင်းပြီး Canopy ကိုအပြီး ဆင်သော်လည်း မပြီးနိုင်ခဲ့တ

CGD & PG BU...

16 members, 2 online

အပူက MDY လိုက်ပြီး သွားရန် ပြုပါရန် request လုပ်ပါသည်။
 နောက်ပြီး သူ့ရဲ့ Naypyidaw မှာ ဆောက်နေသည့် စက်ရုံကလဲ ပြီး တော့မှဖြစ်တဲ့အတွက် နောက်ထပ် deal နိုင်အောင်လဲ တခါထဲ try ခဲ့ပါ မယ်။

6:09 AM

Ko Zaw Myit Myat admin

ကိုစိုးထက်တင်
Dear Sayar U Aye Min Htoon and K...

Pls proceed to visit to MDY and try to fix issues. Pls also study the market and branch sale team during trip.

10:02 AM

May 4

Ko Aye Min Htun

ကိုစိုးထက်တင်
Dear Sayar U Aye Min Htoon and K...

Please proceed to go to MDY

7:48 PM

May 5

Ko Aye Min Htun added Aye Min Htoon

Ko Aye Min Htun left the group

May 6

May 23

Dear MD,

We would like to request the approve approval for AGM went to customer (MDY trip, BGO trip).

AGM went to Customer site (U Sai Shwe Baw Thein) in Mandalay at 3.5.2025 and Bago customer site (Bago Sports Gloves) at 9.5.2025 with VCM,ACCO approve.

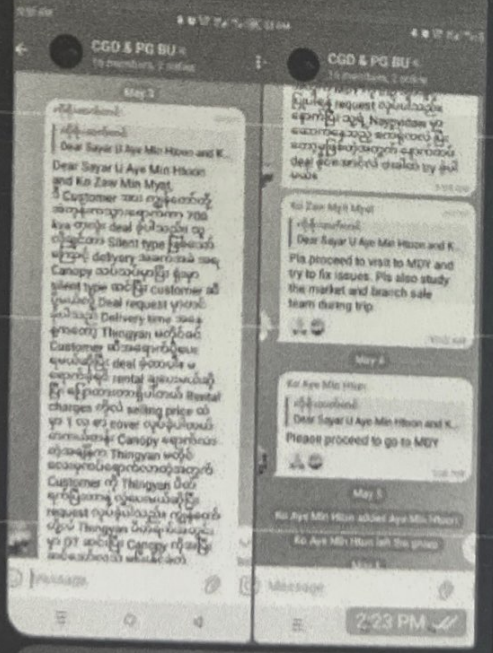
We apologize for forgot to request your approve because AGM need to go urgently customer site.

So, We would like to request your approve approval to trip clear procedure for MDY & BGO Trip. 🙏🙏🙏

Kyi Kyi Win
 Department Head
 Marketing & Sale Support Dept
 PG BU

2:23 PM ✓

Forwarded from Htet Thuzar



Forwarded from Htet Thuzar



2:24 PM ✓

KKW
 Dear MD, we would like to request the appro...
 Please process

2:25 PM

Thanks MD 🙏 2:26 PM ✓



No.589-592,Bo Aung Kyaw Street,Yangon-Pathein High Way Road,Hlaing Thar Yar Township, Yangon, Myanmar.

Print Date : 03-Jun-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
3N/3612	Power Generator	2025-05-28	May	Soe Htet Tin	280,000	25	345,000	Close	1,314	Customer - Sai Shwe Baw Thein, VP-770S, Machine delivery late complain and site visit
3N/3612	Power Generator	2025-05-28	May	Soe Htet Tin	280,000	4	50,000	Close	168	Customer - Bago Sport Gloves Co.,Ltd.

Htet Thee Zar

Kyi Lin

Phyo Wai Nyein

Soe Htet Tin

Fuel = 50000L
GAL = 4 gal

Net Consumption = 211030 - 211198 = 168 ÷ 4 = 42 kilo