



9. TRAVEL ADVANCE CLEAR FORM

Cash Advance <u>230,000/-</u>			
Employee Name	<u>Zwe Thingyan</u>	Estimated Date of Travel	
Position Rank	<u>ASM</u>	Total Day	<u>8 days</u>
BU/BR/Div. Dept	<u>MAC BU</u>	Destination	
Purpose	<u>branch sale support and marketing activity</u>		
<b>Traveling Permit</b>			
Arrival Place	<u>Mogoke by</u>		
Actual Date & Time of Travel	<u>26.11.2024 to 3.12.2024</u>		
Total Day	<u>8 days</u>		
HR Name	<u>Khin Nyein Chan</u>		
HR Sign	<u>[Signature]</u>		
BCRV Authorized Person Name	<u>Ther Hsike Zaw</u>		
BCRV Authorized Person	<u>[Signature]</u>		
<b>Advance Clear</b>			
Actual Date & Time of Travel	<u>26.11.2024 to 3.12.2024</u>	Total Day	<u>8 days</u>
Departure Date & Time	<u>26.11.2024 (8:00 AM)</u>	Arrival Date & Time	<u>3.12.2024 (7:00 PM)</u>
Date	Description	Total Amount	
		Kyats	USD
<u>26.11.2024</u>	<u>Home (81) since Pyi that to Aung Myingalar Taxi</u>	<u>15,000/-</u>	<u>✓</u>
<u>26.11.2024</u>	<u>YGN - MGY Express</u>	<u>30,000/-</u>	<u>✓</u>
<u>3.12.2024</u>	<u>MGY - YGN Express</u>	<u>30,000/-</u>	<u>✓</u>
<u>3.12.2024</u>	<u>63M Station - Home (81) 02642522</u>	<u>15,000/-</u>	<u>✓</u>
<u>26.11.2024</u>	<u>to 3.12.2024 TA charges</u>	<u>120,000/-</u>	<u>✓</u>
Total Expense (Kyats/USD)		<u>210,000/-</u>	
Cash Advance (Kyats/USD)		<u>230,000/-</u>	
Balance Refund/Additional (Kyats/USD)		<u>- 20,000/-</u>	
<b>Job Report Status</b>			
Authorization	Name	Position	Date
Prepared By	<u>Zwe Thingyan</u>	<u>ASM</u>	<u>4.12.2024</u>
Approved By Dept Head	<u>Aung ko latt</u>	<u>NSM</u>	<u>9.12.2024</u>
Approved By GM/AGM/COO	<u>Zaw Min myat</u>	<u>ACOO</u>	
Acknowledged by related Superior for Job Report	<u>Seint Seint Thu</u>	<u>AGM</u>	<u>9.12.2024</u>
HR Check & Approved	<u>Swe Swe Win</u>	<u>HR / DH</u>	<u>9.12.2024</u>
Cash Received			<u>[Signature]</u>
Remark			

# TRAVELLING REPORT

Date : .....

Report To	GM, OM, DH	
Employee Name	Zwe Thingyan	
Position	ASM	
Department	National Sale	
Business	MAC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days	8 days	
Trip Information	1. From YGN To MGY	
	2. From MGY To YGN	
	3. From ..... To .....	
Purpose For Travelling	Branch Sale Support	
Travel Date	Activities ..	Remark
26. 11. 2024	Go to Magway by from Yangon.	order. 15 can, 25 case.
27. 11. 2024.	Go to Magway way with MAC Sale man - Ko Min Min Soe, New Light, သက်သာ, ကျော်စွာ : MGY ပြောချက်များ	
28. 11. 2024	Go to Minbu Way with MAC Sale Man. - Union, ဓမ္မာဝေ, ဧရာဝတီ, Dual power, Super star, MG Tun Ko.	

Reported by

Sign : *[Signature]*  
Name : Zwe Thingyan.  
Position : ASM

Checked by

Sign : Telegram Approve  
Name : Aung ko latt  
Position : NSM  
(DH/AGM/GM)

Approved by

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

Date : .....

Report To	Gen, Gen, DH	
Employee Name	Zwe Thingyan	
Position	ASM	
Department	nation sales	
Business	MAC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days	8 day	
Trip Information	1. From YAM To MGY	
	2. From MAY To YGA	
	3. From To	
Purpose For Travelling	Branch sale support	
Travel Date	Activities	Remark
29.11.2024.	Go to Taerong Twin City along with MAC and BOH - 2000, Theng Theng Celi, Gen Mar Yi, Hello, 407, Smart, Ko Gee Naing	
2.12.2024	Go to Magway and Minbu way with MAC Sale Man. - em, Ko Than Naing, Ayeyarwaddy, Dual power	
3.12.2024	Go to Yangon from Magway.	

Reported by

Sign : *[Signature]*  
Name : Zwe Thingyan  
Position : ASM

Checked by

Sign : *[Signature]*  
Name : Aung ko latt  
Position : ASM

(DH/AGM/GM)

Approved by

Sign : *[Signature]*  
Name : Zaw min myat  
Position : ACCO

(COO)

ဒီးယန်းအ  
ရီးသွားအာမ  
pool - ပါ

DESTINATION (FROM - TO) သွားရောက်မည့်မြို့ (မှ - သို့)

YG. MG

NAME OF PASSENGER

ရီးသည်အမည်

စွဲသကြီး

N.R.C / PASSPORT NO.

မှတ်ပုံတင်အမှတ်

FARE PRICE

သင့်ငွေ (ကျပ်)

၃၀၀၀၀

DATE OF DEPARTURE

သွားမည့်နေ့

၂၆. ၁၁. ၂၄

SERVICE CHARGES

ဝန်ဆောင်ခ

၀၉၄၀၈၄၂၀၀၀၇

TIME OF DEPARTURE

သွားမည့်အချိန်

၈:၀၀AM

TOTAL AMOUNT (KYAT)

စုစုပေါင်းကျသင့်ငွေ (ကျပ်)

PLACE OF DEPARTURE

ထွက်ခွာမည့်နေရာ

AMG

AUTHORISED SIGNATURE

တာဝန်ခံလက်မှတ်

CLASS & SEAT NO.

ခုံအမှတ်

၃.A

၀၅၅၇၈၄၄





018999

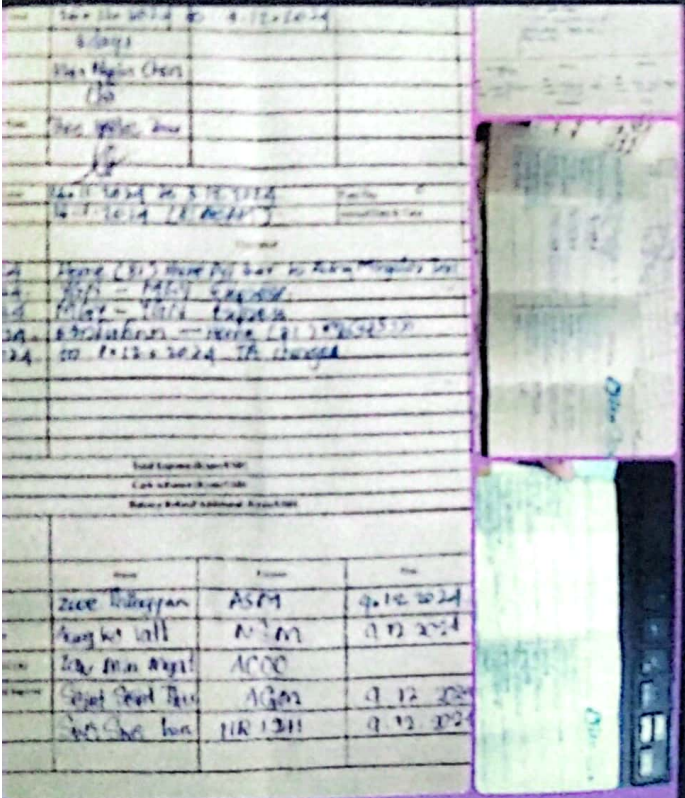
ORIGIN (FROM - TO) သွားရောက်မည့်မြို့(မှ-သို့)	
NAME OF PASSENGER ဧည့်သည်အမည်	N.R.C / PASSPORT NO. မှတ်ပုံတင်အမှတ် 09-408420007
FARE PRICE သင့်ငွေ (ကျပ်)	DATE OF DEPARTURE သွားမည့်နေ့ 3.12.24
SERVICE CHARGES ဝန်ဆောင်ခ	TIME OF DEPARTURE သွားမည့်အချိန် 8:00AM
TOTAL AMOUNT (KYAT) စုစုပေါင်းကျသင့်ငွေ (ကျပ်)	PLACE OF DEPARTURE ထွက်ခွာမည့်နေရာ MG-76N
AUTHORISED SIGNATURE တာဝန်ခံလက်မှတ်	CLASS & SEAT NO. ရုံအမှတ် 30

ကိုစွာ သန့်

30000 Ks

# Admin and National Sal

10 members



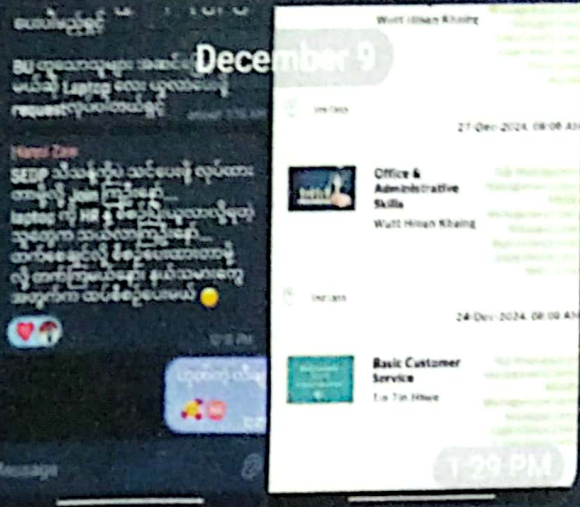
Dear Ko Aung Ko Latt,  
 ASM Ko Zwe Thingyan,  
 Branch sale support and Marketing  
 activity Magway Branch သွားထား  
 တဲ့ TA report and TA clear အတွက်စီ  
 စစ်ပြီး approve ပေးပေးပါအုံးကိုကြီး  
 HR and Admin မှစစ်ဆေးပြီးပါပြီ။

Total advance=230000/  
 Total Expense= 210000/  
 Refund=20000/  
 YGN To Magway ကားလတ်မှတ်မှာ k  
 pay မှတိုက်စစ်ပြီးပါပြီ  
 Taxi charges ကိုလဲ grab ဖြင့်  
 တိုက်စစ်ဆေးထားပါတယ်ကိုကြီး

2 edited 10:36 AM

# Admin and National Sal

10 members, 2 online



Swe @Aung\_Ko\_Latt ဒီလ  
 28/31 2ရက် Photoshop training  
 join ပါမိခင်ဗျ။



1:29 PM

HR Ma Swe admin

Ko Zwe Thingyan  
 Swe @Aung\_Ko\_Latt ဒီလ 28/31 2...  
 ဟုတ်ကဲ့ပါမောင်လေး



1:30 PM



Ko Zwe Thingyan  
 ဟုတ်ကဲ့ဗျ 1:30 PM

Ko Aung Ko Latt

Aung Thiha Myo  
 Dear Ko Aung Ko Latt, ASM K...



Please proceed

2:04 PM

Ko Aung Ko Latt



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

Date : 13-Dec-2024

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	2024-11-26	Consumable (Yangon)	National Sales	Zwe Thingyan		08:00	81 Bus Stop Shwe Pyi Thar	Aung Mingalar Highway	15,000	15,000	GA Manager Approved	Branch sale support and marketing activity
✓ 2	2024-12-03	Consumable (Yangon)	National Sales	Zwe Thingyan		07:00	Aung Mingalar Highway	81 Bus stop Shwe Pyi Thar	15,000	15,000	GA Manager Approved	Branch sale support and marketing activity for Magway Branch
X 3	2024-11-18	Consumable (Yangon)	National Sales	Soe Pyae Bo		05:30	Hlaing Thar Yar ( Tabin Shwe Htee Tower)	Dagon Ayar Highway	5,000	5,000	GA Manager Approved	Branch sale support for Pathein,Ngwe Saung,MyaungMya

ko Zwe Thingyan Taxi charges ၃၀၀၀၀၀၀

\* Grab Taxi ဇယား တွဲကပ်ပေးပါ။