



TRAVELLING REPORT

Date : 23.8.24

Report To		
Employee Name	Zaari Hein	
Position	SH	
Department	Sales & Marketing	
Business	MC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	20.8.24 (11:AM)	21.8.24 (4:50)PM
Total Days	2 Days	
Trip Information	1. From HPN To BLN	
	2. From BLN To YGN	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
20.8.24	Go to BLN with HPN Sales Team.	
21.8.24	Go to YGN with HPN Sales Team.	

Reported by

Checked by

Approved by

Sign :
Name : Zaari Hein
Position : SH

Sign :
Name : Phyo Ko Ko
Position : OM

(DH/AGM/GM)

Sign :
Name :
Position :
ZMN.

(COO)