



### TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>			
Employee Name	Ko See Pyae Bo	Estimated Date of Travel	17.2.25 to 22.2.25
Position Rank	RSM	Total Day	6 days
BU/BR DIV, Dept	MAC	Destination	Pyay, GBK
Purpose	For MAC Sales Visit		

<b>Travelling Permit</b>			
Arrival Place	Pyay	GBK	
Actual Date & Time of Travel	17.2.25	to	22.2.25
Total Day	6 days		
HR Name	Thir Su Htwe		
HR Sign			
BOH/Authorized Person Name	Chue Nye Aung		
BOH/Authorized Person			

**Advance Clear**

Actual Date & Time of Travel	17.2.25 ~ 22.2.25	Total Day	6 days
Departure Date & Time	17.2.25 (9:00 Am)	Arrival Date & Time	22.2.25 (5:30pm)

Date	Description	Total Amount	
		Kyats	USD
(7:00am) 17.2.25	Home to Aungmye Thar Bus station Taxi Charge	22,000	-
17.2.25	Yangon to Pyay Bus Ticket	15,000	-
17.2.25	Guest house Charge in Pyay 2 night x 12350	24,700	-
22.2.25	GBK to Yangon Bus Ticket	13,000	-
(17:30) 22.2.25	Aungmye Thar Bus station to home Taxi charge	22,000	-
17/2 to 22/2	meal allowance 6 days x 15000	90,000	-
<b>Total Expense (Kyats/USD)</b>		<b>186,700</b>	<b>-</b>
<b>Cash Advance (Kyats/USD)</b>			
<b>Balance Refund/Additional (Kyats/USD)</b>		<b>Additional 186,700</b>	<b>-</b>

**Job Report Status** In this time GBK Br MAC salesman regularly visit to PCMO shops.

Authorization	Name	Position	Date	Sign
Prepared By	See Pyae Bo	RSM	21/2/2025	
Approved By Dept Head	Ko Aung Ko Lat	NSM	28/2/25	Please See Attach
Approved By GM/AGM/COO	Ma Seint Thar	AGM		
Acknowledged by related Superior for Job Report	Ma Aye Min Hlon	VCM		
HR Check & Approved	Ma Swe Win	HR OH		
Cash Received				

**Remark**

# TRAVELLING REPORT


Date : 24.2.2025.....

Report To	NSM / AGM / ACOO	
Employee Name	Soe Pyae Bo.	
Position	RSM.	
Department	National Sales.	
Business	MAC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	17.2.25 8 am.	22.2.25 5:30 pm.
Total Days	6 days.	
Trip Information	1. From ..... YEN ..... To ..... PYAY .....	
	2. From ..... PYAY ..... To ..... GBK Ba. / Min Hla. Tsp. ....	
	3. From ..... GBK ..... To ..... YEN .....	
Purpose For Travelling	MAC Sales support visit to GBK Ba.	
Travel Date	Activities	Remark
17.2.25.	Go Yangon to Pyay.	Orders.
18.2.25.	Visit in Pyay Tsp. Ko Yar Zar mco ws / Pyae San Aung <del>st</del> pcmo shops. Ko Chit Ko pc mo ws. UNION pc mows.	MTD 101 - 10 cases MTD 102 - 1 case. 892247 - 5 cases 892249 - 5 cases.
19.2.25.	Visit in Aung Ta Loe Tsp. ATP pcmo ws. Ko Min Naing. mco (ws)	ADV 1001 - 5 cases. MTD 1192 (7/4) - 7 Bots. ADV 1002 - 2 cases.
20.2.25.	Visit in GBK TSP CM pcmo ws. Ko Thi Ha. mco ws.	Hydraulic 46 - 1 Drum. ADV 1004 - 5 cases.
21.2.25	Closing meeting with GBK ABOH and visit to Min Hla. Tsp.	
22.2.25.	Come Back to YEN.	


Reported by

Checked by

Approved by

Sign :   
Name : Soe Pyae Bo  
Position : RSM.

Sign : Please See Attach  
Name : Ko Aung ko lat  
Position : NSM

Sign :   
Name : Soe W Aye min Htoon  
Position : VCM

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01

Arrival Date And Time

စစ်ခွင်

ပြည် ⇌ ရန်ကုန်

အဆင့်မြင့်ခရီးသည် ပို့ဆောင်ရေးလုပ်ငန်း

အမှတ် ၁၂

ကျသင့်ငွေ 13000

ခရီးရက် ၂၂.၂

တင်ထွက်ခွာချိန် ၁၀:၃၀ မနက်

ယာဉ်ထွက်ခွာပီ (၃၀) မိနစ်ကြို တင်၍ အရောက်လာပေးပါရန် မေတ္တာရပ်ခံအပ်ပါသည်။  
၀၅-၈၈၂၄၆၅၄၃၀ ဘို. ယ. ဆက်(၀) -

# INVOICE VOUCHER

CUSTOMER NAME အမည်	ကိုဦးပြည့်မိုး	DATE ဇန့်	19/2/25
ADDRESS လိပ်စာ			

NO စဉ်	DESCRIPTIONS အမျိုးအမည်	QTY ဦးရေ	UNIT PRICE စျေးနှုန်း	AMOUNT သင့်ငွေ	
				KYATS	USD
1.	102				
	17.2.2025	1	12000	12000	0/-
	18.2.2025	1	12000	12000	0/-
	Tax				700/-



TOTAL	24700/-
GOV TAX	
ADV / DIS	
BALANCE	

PAID

DELIVERED

**GOLDEN STAR MOTEL**

326

CHECKED BY 09-531-0578 သို့ ဖု.ဆက်

CONFIRMED BY \_\_\_\_\_

AUTHORIZED BY \_\_\_\_\_

# Booking Confirmation

Booking Ref: 1145-1360 | Aung Sitt Khaing Express |



## Booking Details

Route	Departure Time	Departure Gate
Yangon - Pyay	Feb 17, 10:00 AM	Aungmingalar Highway Bus Terminal
Bus Operator	Booking Date	Total
Aung Sitt Khaing Express	Feb 16, 05:31 PM	15000.0 MMK

## Traveller Information

Traveller Name	Phone Number	Seat Number
Soe Pyae Bo	09966240094	5

Special Request to Aung Sitt Khaing Express  
( Not Filled )

## Terms & Condition

- All the tickets bought are not refundable or exchangeable.
- Travellers must reach the bus station 45 minutes before the departure time.

Contact us - 09 777 111 811


Facebook - <https://www.facebook.com/MMbusticket>


\* K pay g mon Bus Ticket ၀၃၆  
Aung Sitt Khaing Express @ ၆.၀၇၀၀၀၀၀  
Cd

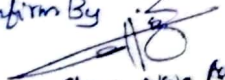
### Weekly Ground Stock(20-02-2025)

Brand	Item Description	partnumber	Closing Balance
VOLVO	Volvo Ultra Diesel Engine Oil VDS-3 SAE 15W-40	VOE15067197	1 ✓
VALVOLINE	Valvoline 4T Premium 20W40, SL, JASO MA (24 x 1L)	692247	9 ✓
VALVOLINE	Valvoline Hydraulic Oil, Ultramax AW 46 (1 x 18L)	692333	1 ✓
VALVOLINE	Maxlife DEX/MERC ATF 6/1QT	VV3246	6 ✓
VALVOLINE	Auto Gear Oil (CVT) 6/1QT	804751	6 ✓
MATADOR	Matador Premium 10W40 SEMI Mas Additive 4*4L	adv 1002	12 ✓
MATADOR	Matador Premium 10W40 SEMI Mas Additive 24*1L	adv 1003	24 ✓
VALVOLINE	Valvoline Champ Extra 4T SAE 10W40, API SM/JASO MA2 (24 x 1L)	869084	47 ✓
VALVOLINE	Valvoline Engine Oil, Durablend 10W40,API SN Plus(6 x 1L)	887716	7 ✓
VALVOLINE	Valvoline Coolant All Weather (4*4L)	888770	7 ✓
MATADOR	4T Scooter Gear Oil 10W30 Semi SL JASO MB(12*0.8L)	adv 1216	43 ✓
MATADOR	Premium 10W30 Semi MAS (4*4L)	adv 1190	1 ✓
MATADOR	Premium 10W30 Semi MAS (24*1L)	adv 1191	23 ✓
MATADOR	15W40 CI4 MAS (4*7L)	adv 1192	7 ✓
MATADOR	SAE 10W30 CI4 (4*6L)	adv 1198	22 ✓
MATADOR	Brake Fluid DOT 4 (30*400G)	adv 1201-MAC	30 ✓
VALVOLINE	SynPower 5W30 API SP 4 x 4L	894325	12 ✓
VALVOLINE	Valvoline Maxlife ATF 4/4L	891553	7 ✓
MATADOR	Matador SAE 20W50 API SG 4T (12*1.5L)	MTD 102	4 ✓
MATADOR	Matador Scooter Gear Oil GL5 80W90 (48*120ml)	adv 1217	132 ✓
VALVOLINE	VALVOLINE DURABLEND 10W40 API SP 4/4L	894333	8 ✓
<b>TOTAL</b>			<b>409</b>

*Handwritten notes:*  
 7 Kyan Chemie / Ruby 2 pcs  
 5 pcs spacers: nyl.  
 22 Borneo = 10 pcs + 12 pcs = 22 pcs  
 2 pcs spacers: 20 pcs

Check By  
  
 SWS See Mept Sare

Check By  
  
 See Pyae Bo (RSM)

Confirm By  
  
 Chae Nwe Ang

**Weekly Ground Stock(22-02-2025) Closing**

Brand	Item Description	partnumber	Closing Balance
VDLVO	Volvo Ultra Diesel Engine Oil VDS-3 SAE 15W-40	VOE15067197	1 ✓
VALVOLINE	Valvoline Hydraulic Oil, Ultramax AW 46 (1 x 18L)	692333	1 ✓
VALVOLINE	Maxlife DEX/MERC ATF 6/1QT	VV3246	6 ✓
VALVOLINE	Auto Gear Oil (CVT) 6/1QT	804751	6 ✓
MATADOR	Matador Premium 10W40 SEMI Mas Additive 4*4L	adv 1002	8 ✓
MATADOR	Matador Premium 10W40 SEMI Mas Additive 24*1L	adv 1003	24 ✓
VALVOLINE	Valvoline Champ Extra 4T SAE 10W40, API SM/JASO MA2 (24 x 1L)	869084	47 ✓
MATADOR	4T Scooter Gear Oil 10W30 Semi SL JASO MB(12*0 8L)	adv 1216	31 ✓
VALVOLINE	Valvoline Engine Oil, Durablend 10W40,API SN Plus(6 x 1L)	887716	7 ✓
VALVOLINE	Valvoline Coolant All Weather (4*4L)	888770	7 ✓
MATADOR	Premium 10W30 Semi MAS (4*4L)	adv 1190	1 ✓
MATADOR	Premium 10W30 Semi MAS (24*1L)	adv 1191	23 ✓
MATADOR	SAE 10W30 CI4 (4*6L)	adv 1198	22 (20)
MATADOR	Brake Fluid DOT 4 (30*400G)	adv 1201-MAC	30 ✓
VALVOLINE	SynPower 5W30 API SP 4 x 4L	894325	12 ✓
VALVOLINE	Valvoline Maxlife ATF 4/4L	891553	7 ✓
MATADOR	Matador SAE 20W50 API SG 4T (12*1 5L)	MTD 102	4 ✓
MATADOR	Matador Scooter Gear Oil GL5 80W90 (48*120ml)	adv 1217	132 ✓
VALVOLINE	VALVOLINE DURABLEND 10W40 API SP 4/4L	894333	8 ✓
<b>TOTAL</b>			<b>377</b>

*Handwritten note:* 20 items of 2000...  
20 items of 2000...

Check By

*Signature*  
Sms  
Sms

Check By

*Signature*

Sms Pjoe Bo (RSM)

Confirm By

*Signature*

Cher Nae Ang



Ko Zaw Min Myat (C)

last seen at 8:18 PM



I would like to request for travelling approve of Feb'25 trip

BU -MAC BU for National Sales Team

RSM-Soe Fyee Bo

Kyoe Pin Kouk trip=150,000 ks

Trip date=17-2-2025

Estimate one week

ASM-Zwe Thingyan

Taunggyi trip=200,000 ks

(17-2-25) estimateone week

ASM-Wai Lin Aung

Taungoo trip=150,000 Ks (17-2-25)

estimate one week

Meikhtila trip=160,000 Ks (24-2-25)

Estimate-1 week

Reason-branch MAC sales Support

Thanks

Mi Mi Zin

Please approve Feb'25 trip Aka



11:57 AM ✓

February 12

Mi Mi Zin

Dear Ko Zaw Min Myat, I would like to requ...

Pls proceed

9:13 AM

Message





Ma Mhone

last seen recently



RSM-Soe Pyae Bo  
Kyo Pin Kouk trip=150,000 ks  
Trip date=17-2-2025  
Estimate one week

ASM-Zwe Thingyan  
Taunggyi trip=200,000 ks  
(17-2-25) estimate one week

ASM-Wai Lin Aung  
Taungoo trip=150,000 Ks (17-2-25)  
estimate one week

Meikhtila trip=160,000 Ks (24-2-25)  
Estimate-1 week

Reason-branch MAC sales Support  
(Together with COO approve)

Thanks  
Mi Mi Zin

Please approve Feb'25 trip Ama 🙏🙏🙏  
8:53 PM ✓



Mi Mi Zin

Dear MD Ma Mhone, I would like to r...

Please process

8:55 PM

Ma Mhone

Please process

Noted & Thanks Ama 🙏🙏🙏 8:57 PM ✓



Message





No. 888 582 No Aung Mye Thar Street, Yangon Pathon High Way Road, Hlaing Thar Yar Township, Yangon, Myanmar.

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Taxi (Bus/Motorcycle, 3 wheel etc...) Charges Form

No.	Date	Building Business	Department	Name	Reason Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	Status	Remark
1	2024.04.14	Construction (Yangon)	National Police	Sue Pyar Su		07:00	Tabin Shwe Thon Circle	Aung Mye Thar Highway	22,000	22,000	GA Manager Approved	Branch support for GBR
2	2024.04.22	Construction (Yangon)	National Police	Sue Pyar Su		17:30	Aung Mye Thar Highway	Tabin Shwe Thon Circle	22,000	22,000	GA Manager Approved	Branch support for GBR

Taxi Charges မြန်မာ: → 22,000/-  
 Taxi Charges မြန်မာ → 22,000/-  


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 Total = 44,000/-



TRAVEL ADVANCE CLEAR FORM

<b>CASH ADVANCE</b>				
Employee Name	Ko See Poo Bo		Forecasted Date of Travel	17.2.25 to 22.2.25
Position Rank	RSM		Total Day	6 days
ICU/NO. DIV, Dept	MAC		Destination	Puyay, GBK
Purpose	For MAC Sales Visit			
<b>TRAVEL DETAILS</b>				
Arrival Place	Puyay	GBK		
Actual Date & Time of Travel	17.2.25	to	22.2.25	
Total Day	6 days			
ICU Name	Thon Su Htue			
ICU Sign	<i>[Signature]</i>			
ICU Authorized Person Name	Che Nue Aung			
ICU Authorized Person	<i>[Signature]</i>			
<b>ADVANCE CLEAR</b>				
Actual Date & Time of Travel	17.2.25 ~ 22.2.25		Total Day	6 days
Departure Date & Time	17.2.25 (7:00 AM)		Arrival Date & Time	22.2.25 (5:30 PM)
			Total Amount	
			Kyats	USD
(7:00 AM) 17.2.25	Home to Aungmye Thar Bus Station Taxi Charge		22,000	-
17.2.25	Yangon to Puyay Bus Ticket		15,000	-
17.2.25	Guest house charge in Puyay 2 night x 11350		22,700	-
22.2.25	GBK to Yangon Bus Ticket		13,000	-
(17:30) 22.2.25	Aungmye Thar Bus Station to home Taxi charge		22,000	-
17/2 to 22/2	meal allowance 6 day x 15000		90,000	-
Total Expense (in Kyats USD)			186,700	-
Cash Advance (Kyats USD)				
Balance Refund/Additional (Kyats USD)			Additional	186,700
Job Report Status	In-charge of GR for MAC element regularly visit to PCMO Group.			
Authorization	Name	Position	Date	Sign
Prepared By	Ko Aung Ko Latt	RSM	21/2/2025	<i>[Signature]</i>
Approved By Dept Head	Ko Aung Ko Latt	OSRN	28/2/2025	<i>[Signature]</i>
Approved By GM/AGM/CEO	Ma Sein O Thun	AGM		
Acknowledged by related Superior for Job Report	Ma Sein O Thun	AGM		
HR Check & Approved	Ma Sein O Thun	HR OH		
Cash Received				
Remark				

640DC1512M-000-07

# TRAVELLING REPORT


Date: 24/11/2025


Report To	NIM IAGM LAGOA	
Employee Name	Soe Pyne So	
Position	RSM	
Department	National Sales	
Business	MAC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	17.2.25 8 am	22.2.25 5:10 PM
Travel Days	6 days	
Trip Instruction	1. From YGN To RYAY	
	2. From RYAY To GBK (K/Min Hia) Trip	
	3. From GBK To YGN	
Purpose For Travelling	MAC Sales support visit to GBK Br.	
Travel Date	Activities	Remark
17.2.25	Go Yengon to RYAY.	Ordery.
18.2.25	Visit in RYAY Tp.	MTD 101 - 10 cases
	Ko Ya Zar meo ws/Payee Sean	MTD 102 - 1 case.
	Along shopemo shops. Ko Chit	892247 - 5 cases
	Ko PC mo ws.UNION REMO WS	892249 - 5 cases.
19.2.25	Visit in RYAY to Loe Tp.	ADV 1001 - 5 cases.
	ATP Remo vs. Ko Min Nang.	MTD 1192 (781) - 7 Bats.
	meo (ws)	ADV 1002 - 2 cases.
20.2.25	Visit in GBK TSP cm Remo	Hydraulic 46 - 1 Drum.
	ws. Ko Titta. meo ws.	ADV 1004 - 5 cases.
21.2.25	Closing meeting with GBK	90% of customer orders
22.2.25	AGOH and visit to Min Hia. Trip.	are stock shortage.
	Come Back to YGN.	

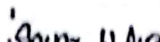
Reported by

Checked by

Approved by

Sign:   
 Name: Soe Pyne So  
 Position: RSM

Sign:   
 Name: Ko Aung Ko Lett  
 Position: WSM

Sign:   
 Name: Aung W Hys Min Hloon  
 Position: VCM

(DIVAGM/GM)

(COO)

05-CIL-TRM-FRM-064-01