



**TRAVEL ADVANCE CLEAR FORM**

Cash Advance				
Employee Name	Wai Lin Aung.		Estimated Date of Travel	
Position Rank			Total Day	
BUBR/DIV, Dept	MAC. BU.		Destination	
Purpose	MAC Sales Supporting.			
Travelling Permit				
Arrival Place	MPL offic.			
Actual Date & Time of Travel	24.2.25. (7:30 Am),			
Total Day				
HR Name	Theint Theint Thu			
HR Sign	<i>Theint</i>			
BOH/Authorized Person Name	A. Koo, Zau			
BOH/Authorized Person	<i>[Signature]</i>			
Advance Clear				
Actual Date & Time of Travel	24.2.25. (7:30 Am),		Total Day	(5 1/2 days)
Departure Date & Time	1.3.25. (2:30 Pm),		Arrival Date & Time	
Date	Description	Total Amount		
		Kyats	USD	
	Express Chg. MPL to MLM.	30000		
	TA Chg. (5 1/2 x 15000).	82500		
Total Expense (Kyats/USD)		112500/-		
Cash Advance (Kyats/USD)		112500/-		
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Wai Lin Aung	ASM	4.3.25.	<i>[Signature]</i>
Approved By Dept Head	Ko Aung Ko Lat	NSM	18.3.25	Please see Attach
Approved By GM/AGM/COO	Ma Seint <sup>2</sup> Thu	AGM		
Acknowledged by related Superior for Job Report	U Aye Min Htoon	VGM		
HR Check & Approved	Ma Swe <sup>2</sup> Win	HR	19.3.25	<i>[Signature]</i>
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02

MTL



# TRAVELLING REPORT

Date : .....

Report To	AGM.	
Employee Name	Wai Lin Fung	
Position	MAC National Sales	
Department	MAC	
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	24.2.25. (7:30 Am)	1.3.25. (2:30 Pm)
Total Days		
Trip Information	1. From .....	To .....
	2. From .....	To .....
	3. From .....	To .....
Purpose For Travelling		
Travel Date	Activities	Remark
24.2.25.	TGO to MTL.	
25.2.25.	4. visit. Shwe La Min shop. Kyauw shop. Golden Star (PCMO shop). Aung Myint Mo shop.	
26.2.25.	6. visit. Ko Bar Litt workshop. UNION (PCMO. us) Palae Natt shop. Patter shop. Auto Ross (PCMO.us). Nilar shop.	
27.2.25.	5. visit. Aung shop. Point shop. N'ay La shop. New Star shop. Wai Yan Star shop.	
28.2.25.	4. visit. Palae shop. U Kyauw Myint (Quarry) U Aung Win (Quarry).	Than Thi Tar
1.3.25.	MTL to MM.	
	Total visit area - MTL, Thazi, Pyaw Bwe.	
	Total visit shop - 19.	
	Total order - 1 drum	
	17 cases.	

Reported by  
 Sign :   
 Name : Wai Lin Fung  
 Position : AGM.

Checked by  
 Sign : Please See Attach  
 Name : Ko Aung Ko Litt  
 Position : AGM

Approved by  
 Sign :  
 Name : Sozer WAYS min Hlooe  
 Position : VM

(DH/AGM/GM)

(COO)

ame-Meiktila Branch  
 Stock Date- 24.2.2025

	Item Description	Part No	Unit	Closing Balance Qty 28-	Ground Stock Checking
1	Valvoline Gear Gard Super 90, GL-5 (1 x 200L)	692026	drum	1 ✓	
2	Valvoline Gear Gard Super 90, GL-5 (1 x 18L)	692027	can	1 ✓	
3	Volvo Ultra Diesel Engine Oil VDS-3 SAE 15W-40	VOE15067197	can	0	
4	Volvo Super Hydraulic Oil ISO VG 68	VOE15058186	can	2 ✓	
5	Volvo Gear Oil HD GL-5 SAE 80W-90	VOE15067515	can	1 ✓	
6	Volvo Gear Oil HD GL-5 SAE 85W-140	VOE15067522	can	1 ✓	
7	Valvoline 4T Premium 20W40, SL, JASO MA (24 x	692247	bottle	24 ✓	
8	Valvoline Champ 4T 20W50, SG/CD (24 x 1L)	692249	bottle	149 ✓	
9	Valvoline Engine Oil, All Fleet Premium 15W40,	691970	bottle	11 ✓	
10	Zerex ZX HD Extended Life RTU AFC 6/1 GA	ZXEDRU1	bottle	6 ✓	
11	Valvoline Long Life Coolant RTU SING 18L	881285	Can	4 ✓	
12	Matador Premium 10W40 SEMI Mas Additive	adv 1002	bottle	28 ✓	
13	Valvoline Champ Extra 4T SAE 10W40, API	869084	bottle	43 ✓	
14	Valvoline Engine Oil, Durablend 10W40,API SN	887716	bottle	12 ✓	
15	Valvoline Long Life Coolant RTU Sing (4*4L)	888811	bottle	4 ✓	
16	Valvoline Coolant All Weather (4*4L)	888770	bottle	9 ✓	
17	4T Scooter Gear Oil 10W30 Semi SL JASO	adv 1216	bottle	120 ✓	
18	Premium 10W30 Semi MAS (4*4L)	adv 1190	bottle	13 ✓	
19	Lithium Grease EP3 NLGI3 (12*1.5KG)	adv 1202	bottle	2 ✓	
20	Valvoline Maxlife ATF 4/4L	891553	bottle	8 ✓	
21	Matador SAE 20W50 API SG 4T (12*1.5L)	MTD 102	bottle	11 ✓	
22	VALVOLINE DURABLEND 10W40 API SP 4/4L	894333	Bottle	15 ✓	
23	SynPower 5W30 API SP 4 x 4L	894325	Bottle	4 ✓	
24	Brake Fluid DOT 3 (30*400G)	adv 1200-MAC	Bottle	58 ✓	
25	Brake Fluid DOT 4 (30*400G)	adv 1201-MAC	Bottle	30 ✓	
26	Premium Conventional Motor Oil,SAEW	887513	Bottle	1 ✓	
27	Matador Scooter Gear Oil GL5 80W90 (48x120	adv 1217	Bottle	120 ✓	
28					
29					
30					
31					

678



Check By;

F&A

Sann Mi Mi Kyaw



A.S.M.  
Wai Lin Aung



Relate By;

Sparepart Admin

Sann Mi Mi Kyaw



Acknowledge By;

Admin Head

Theint Theint Thu



Approved By;

ABOH

Arkar Zaw

ame-Meiktila Branch

Stock Date- 28.2.2025

	Item Description	Part No	Unit	Closing Balance Qty 28-	Ground Stock Checking
1	Valvoline Gear Gard Super 90, GL-5 (1 x 200L)	692026	drum	1	
2	Valvoline Gear Gard Super 90, GL-5 (1 x 18L)	692027	can	1	
3	Volvo Ultra Diesel Engine Oil VDS-3 SAE 15W-40	VOE15067197	can	0	
4	Volvo Super Hydraulic Oil ISO VG 68	VOE15058186	can	2	
5	Volvo Gear Oil HD GL-5 SAE 80W-90	VOE15067515	can	1	
6	Volvo Gear Oil HD GL-5 SAE 85W-140	VOE15067522	can	1	
7	Valvoline 4T Premium 20W40, SL, JASO MA (24 x	692247	bottle	24	
8	Valvoline Champ 4T 20W50, SG/CD (24 x 1L)	692249	bottle	149	
9	Valvoline Engine Oil, All Fleet Premium 15W40,	691970	bottle	11	
10	Zerex ZX HD Extended Life RTU AFC 6/1 GA	ZXEDRU1	bottle	6	
11	Valvoline Long Life Coolant RTU SING 18L	881285	Can	4	
12	Matador Premium 10W40 SEMI Mas Additive	adv 1002	bottle	28	
13	Valvoline Champ Extra 4T SAE 10W40, API	869084	bottle	43	
14	Valvoline Engine Oil, Durablend 10W40,API SN	887716	bottle	12	
15	Valvoline Long Life Coolant RTU Sing (4*4L)	888811	bottle	4	
16	Valvoline Coolant All Weather (4*4L)	888770	bottle	9	
17	4T Scooter Gear Oil 10W30 Semi SL JASO	adv 1216	bottle	120	
18	Premium 10W30 Semi MAS (4*4L)	adv 1190	bottle	13	
19	Lithium Grease EP3 NLGI3 (12*1.5KG)	adv 1202	bottle	2	
20	Valvoline Maxlife ATF 4/4L	891553	bottle	8	
21	Matador SAE 20W50 API SG 4T (12*1.5L)	MTD 102	bottle	11	
22	VALVOLINE DURABLEND 10W40 API SP 4/4L	894333	Bottle	15	
23	SynPower 5W30 API SP 4 x 4L	894325	Bottle	4	
24	Brake Fluid DOT 3 (30*400G)	adv 1200-MAC	Bottle	58	
25	Brake Fluid DOT 4 (30*400G)	adv 1201-MAC	Bottle	30	
26	Premium Conventional Motor Oil,SAEW	887513	Bottle	1	
27	Matador Scooter Gear Oil GL5 80W90 (48x120	adv 1217	Bottle	120	
28					
29					
30					
31					

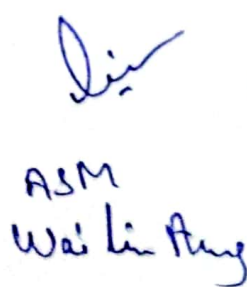
678



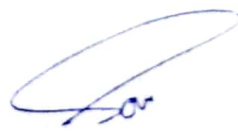
Check By;

F&A

Sann Mi Mi Kyaw



ASM  
Wai Lin Aung



Relate By;

Sparepart Admin

Sann Mi Mi Kyaw



Acknowledge By;

Admin Head

Theint Theint Thu



Approved By;

ABOH

Arkar Zaw

# အထွေထွေအချက်အလက်

18618

## အဆင့်မြင့် ခရီးသည့်ပို့ဆောင်ရေး

ကျေးဇူးတင်ပေးရန် -> ပြန်လည်ရောက်ရှိရန် -> ဝန်ဆောင်မှုပေးရန် -> ခရီးစဉ် -> ပြန်

- 09-772779278
- 09-772779097
- 09-775522625
- 09-755272703
- 09-755272705
- 09-755272706

ခရီးစဉ် (Trip)		
အမည် (Name)	ထိုင်ခုံအမှတ် (Seat Number)	ထွက်ခွာချိန် (Departure Time)
စောစောစော	၇၄	၆:၀၀

ကျေးဇူးတင်ပေးရန် ပေးအပ်ပါသည်

ကားအမှတ် (Bus Number) ၀၉-၇၇၅၅၂၂၆၂၅ ကျသင့်ငွေ (Amount) ၃၀၀၀၀

မှတ်ချက်။ ယာဉ်ပစ္စည်းစီမံခန့်ခွဲမှု (၃၀) ကြိုတင်အရောက်လာရမည်။ ဝယ်ပြီးလက်မှတ် ထွက်ခွာအမိန့်ပါ။ လက်မှတ်ဝယ်ယူပါက သွားလျှပ်စက်၊ အချိန်၊ ခရီးစဉ်အား သေချာစွာစီမံခန့်ခွဲမှု ဝယ်ယူပါက

UMG OVERTIME REQUEST FORM

BU/HR/TEV Name : (MAC)  
 Department Name : Sales (CHR/ONA)  
 Reason for Overtime : (CHR/ONA) / (Sales Support)

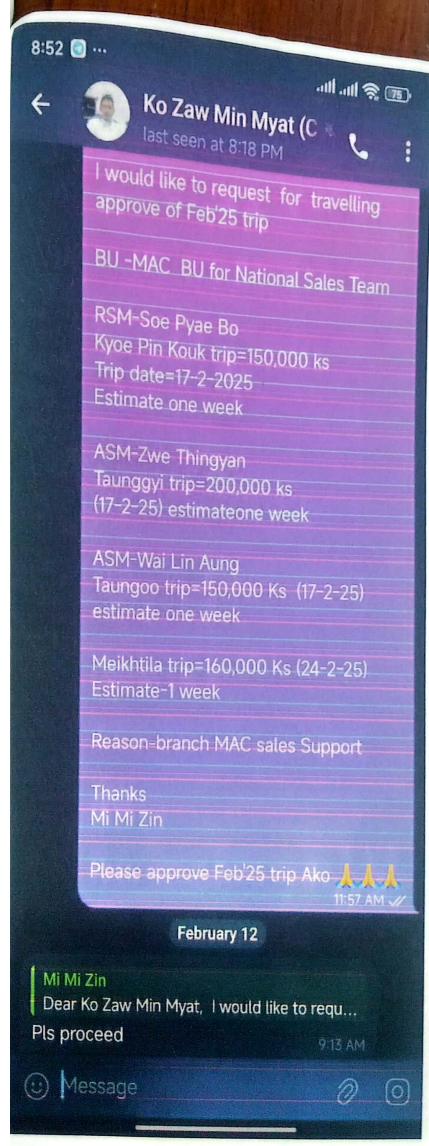
No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	17-2-2025	Soe Pye Bo		07:00	07:30	0.5	8000	for trip
2	17-2-2025	Pin Kouk		07:00	07:30	0.5		for trip
3	17-2-2025	Zwe Thingyan		07:00	07:30	0.5		for trip
4	17-2-2025	Wai Lin Aung		07:00	07:30	0.5		for trip
5	17-2-2025	Meikhtila		07:00	07:30	0.5		for trip
6	17-2-2025			07:00	07:30	0.5		
7	17-2-2025			07:00	07:30	0.5		
8	17-2-2025			07:00	07:30	0.5		
9	17-2-2025			07:00	07:30	0.5		
						Total Hours	4.5	
						Total Amount	36000	

Requested by:   
 Name: Soe Pye Bo (Requestor)

Approved by:   
 Name: (DH)

Checked by:   
 Name: (DH)

05-CB-1034-FRM-002





Ma Mhone

last seen recently

DO NOT DO FOR National sales team

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) 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  
(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 ✓

TRAVELLING REPORT

Date : .....

Report To	AGM.	
Employee Name	Wai Lin Aung	
Position	MAC National Sales	
Department	MAC.	
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	24.2.25. (7:50 Am)	1.3.25. (2:30 Pm)
Total Days		
Trip Information	1. From ..... To .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
24.2.25.	TGO to MTL.	
25.2.25.	4. visit. Shwe La Min shop. Kyaw shop. Golden Star (PCMO shop). Aung Myint Mo shop.	
26.2.25.	6. visit. Ko Bar Sitt workshop. UNION (PCMO.us) Palace Natt shop. Palter shop. Auto Boss (PCMO.us). Nilas shop.	
27.2.25.	5. visit. Aung shop. Point shop. Nay La shop. New Star shop. Wai Yan Star shop.	
28.2.25.	4. visit. Palace shop. U Kyaw Myint (Quarry). U Aung Win (Quarry).	Thari Thi Tar
1.3.25.	MTL to MLM.	Thari, Pyaw Bwe.
	Total visit area - MTL	
	Total visit shop - 19.	
	Total order - 1 drum	
	17 cases.	

Reported by  
 Sign : *[Signature]*  
 Name : Wai Lin Aung  
 Position : ASM.

Checked by  
 Sign : *[Signature]*  
 Name : ko Aung ko latt  
 Position : ASM  
 (DIV/AGM/GSI)

Approved by  
 Sign :  
 Name : Soay W Aye min Hlcon  
 Position : VM  
 (COO)

02-CITL-IRM-FRM-064-00

