



### TRAVEL ADVANCE CLEAR FORM

| Cash Advance                                    |  |                          |           |                  |
|---|--|--------------------------|-----------|------------------|
| Employee Name                                   | Zwe Thingyan   | Estimated Date of Travel |           |                  |
| Position Rank                                   | ASM  | Total Day                | 7 days    |                  |
| BU/BR/DIV, Dept                                 | MAC  | Destination              |           |                  |
| Purpose   | Nyaung-U branch sale support and finding new customers |                          |           |                  |
| Travelling Permit                               |  |                          |           |                  |
| Arrival Place                                   | Nyaung-U br.   |                          |           |                  |
| Actual Date & Time of Travel                    | 13.1.2025 (8:00AM) - 19.1.2025 (8:00PM)                |                          |           |                  |
| Total Day                                       | 7 days   |                          |           |                  |
| HR Name   | Swe Swe Win  |                          |           |                  |
| HR Sign   | Telegram Approve                                       |                          |           |                  |
| BOH/Authorized Person Name                      | Thee Thee Htay   |                          |           |                  |
| BOH/Authorized Person                           | Telegram Approve                                       |                          |           |                  |
| Advance Clear                                   |  |                          |           |                  |
| Actual Date & Time of Travel                    |  | Total Day                |           |                  |
| Departure Date & Time                           |  | Arrival Date & Time      |           |                  |
| Date  | Description  | Total Amount             |           |                  |
|   |  | Kyats                    | USD       |                  |
| 13.1.2025                                       | YGN - Nyaung-U Express charges                         | 31,000                   |           |                  |
| 13.1.2025                                       | 02(42522)(81 hr) - Garmentment + 601 6(9)              | 13,000                   |           |                  |
| 19.1.2025                                       | NGH - YGN Express charges                              | 31,000                   |           |                  |
| 19.1.2025                                       | 6016(9) + 6016(9) - 02(42522)                          | 13,000                   |           |                  |
| 13.1.2025 - 19.1.2025                           | TA charges 7 days                                      | 105,000                  |           |                  |
| Total Expense (Kyats/USD)                       |  | 197,000                  |           |                  |
| Cash Advance (Kyats/USD)                        |  |                          |           |                  |
| Balance Refund/Additional (Kyats/USD)           |  | 197,000                  |           |                  |
| Job Report Status                               |  |                          |           |                  |
| Authorization                                   | Name   | Position                 | Date      | Sign             |
| Prepared By                                     | Zwe Thingyan   | ASM                      | 20.1.2025 | [Signature]      |
| Approved By Dept Head                           | NSM  | Aung Wo Lat              | 28.1.2025 | Telegram Approve |
| Approved By GM AGM COO                          | Seird 2 Thee   | AGM                      |           |                  |
| Acknowledged by related Superior for Job Report | Zaw min myat   | ACCO                     |           |                  |
| HR Check & Approved                             | Swe Swe Win  | HR I/OH                  | 21.1.2025 | [Signature]      |
| Cash Received                                   |  |                          |           |                  |
| Remark  |  |                          |           |                  |

04-CFD-CAS-FRM-006-02



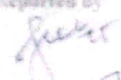
# TRAVELLING REPORT

Date : 20.01.2025


Report To  
Emp

| Report To              |   |                       |
|------------------------|---|-----------------------|
| Employee Name          |   |                       |
| Position               |   |                       |
| Department             |   |                       |
| Business               |   |                       |
| Departure & Arrival    | Departure Date And Time   | Arrival Date And Time |
|                        |   |                       |
| Total Days             |   |                       |
| Trip Information       | 1. From ..... To .....  |                       |
|                        | 2. From ..... To .....  |                       |
|                        | 3. From ..... To .....  |                       |
| Purpose For Travelling |   |                       |
| Travel Date            | Activities  | Remark                |
| 16.01.2025             | Go to Kyaukse pan daung way with MAC sale team.<br>- U Htee Pu, Ko Bin Kwa, မောင်မောင်, မောင်မောင်, မောင်မောင်, မောင်မောင်, |                       |
| 17.01.2025             | Go to Nyaung-U way with MAC sales man.<br>- မောင်မောင်, မောင်မောင်, မောင်မောင်, မောင်မောင်, See Kabas, Sein Hlayin Moe.     |                       |


Reported by

Sign :   
Name : Zau Thingyan  
Position : ASM

Checked by

Sign :   
Name : Aung Ko Latt  
Position : ASM  
(DH/AGM/GM)

Approved by

Sign :   
Name : Zau Min Myat  
Position : ACOO  
(COO)

05-CIL-HRM-FRM-064-01

# TRAVELLING REPORT

Date : 2001.2025.

| Report To              |  |                       |
|------------------------|--|-----------------------|
| Employee Name          |  |                       |
| Position               |  |                       |
| Department             |  |                       |
| Business               |  |                       |
| Departure & Arrival    | Departure Date And Time  | Arrival Date And Time |
|                        |  |                       |
| Total Days             |  |                       |
| Trip Information       | 1. From ..... To .....   |                       |
|                        | 2. From ..... To .....   |                       |
|                        | 3. From ..... To .....   |                       |
| Purpose For Travelling |  |                       |
| Travel Date            | Activities   | Remark                |
| 1801-2025.             | Go to Chaek and seek<br>Phyu way with BOH,<br>visit site, RE installed and<br>MAC team.<br>- National, Mya Shwe<br>Sin, (U)Ae Nae, Ko Kaung<br>Myat, Ma Zin Myo Kyaw |                       |

Reported by

Sign :

Name :

Position :

*[Signature]*  
 Zee Thingyan  
 ASM

Checked by

Sign :

Name :

Position :

*[Signature]*  
 Telegram Approve  
 Aung Ko Latt  
 NSM  
 (DHVAGM/GM)

Approved by

Sign :

Name :

Position :

*[Signature]*  
 Zee Min Myat  
 ACOO  
 (COO)

05-CHL-HRM-FRM-064-01

# ကုမ္ပဏီ

tan.dalarmino.com.mm

To (သို့)  
Bagan/Hyaung-U

Seller (ခရီးသည်)  
E Thingyan

Contact (စုန်းနဝါဇ်)  
09408420007

Seat(s) (ခုံနံပါတ်များ)  
12

Bus No. (ကားနံပါတ်)  
**5P-3887**

Class/Type  
ရိုးရိုး - Scania

Booking Reference  
4576-1176

Status  
CONFIRMED

Departure (ထွက်ခွာ)  
Jan 13, 7:30 AM

Gate (ဂိတ်)  
Aung Mingalar Bus  
Terminal

Special Request (မှတ်ချက်)  
ကားလက်မှတ်ယူပါမည့်။

Printed Time : Jan 13, 6:55 AM

Passengers  
Total 1  
31,000

NRC or Passport is necessary to travel  
\*မှတ်ပုံတင် ဝါး စီနစ်နှင့် ပြုပါမည်\*

Check-in 30 min before the departure time.  
ကားအထွတ်စီ မိနစ် 30 ပြီးတစ်ပျောက်ရှိရန် လိုအပ်ပါသည်။

Each passenger is allowed one carry-on luggage.  
ခရီးသည်တစ်ဦး တစ်ဦးအတွက် ခုခံဆွဲယူခွင့် ရှိပါသည်။

No refund will be issued after the departure.  
ကားထွက်ပြီးနောက် မှတ်ပုံတင်ခွင့် ပြုပါမည်။

ကားထွက်ခွင့် ပြုပါမည်။ မှတ်ပုံတင် ဝါး စီနစ်နှင့် မှတ်ပုံတင် ဝါး စီနစ်  
နှင့် မှတ်ပုံတင် ဝါး စီနစ် မှတ်ပုံတင် ဝါး စီနစ် မှတ်ပုံတင် ဝါး စီနစ်  
သည်။ \* K pay ဝါး စီနစ် ဝါး စီနစ်

Contact Phone: CallCenter-09772 089  
998, YGN-095020181, NPT-09251251277, Meiktila-09285  
085-952, MDY-09402651991, Bagan-09429291000, POE-09  
Hkkaka-09 7735 45 666, Myingyan-09 771 9680  
Tatkyay-09 2500 83 936, Tatkone-094480 12 556



Bus No. 2G. 5756

# Mandalar Min Express

Ph: 09-429291000, 09-402753313

From ( Bgn ) to ( Ygn )

အမည် Zwe Thingyan Date 19. Jan. 25

Seat No. 29 Amount 31000/-

Depature Time 7:30 AM Arrive Time

ယာဉ်ထွက်ခွာပိုမိုနှစ်(၃၀)ကြိုတင်ကျော်ရိမည်။ သတ်မှတ်ချိန်ကျော်လွန်ကျော်ရိဘိုသည်အားတစ်ခန့်လျှော့ပါ။

\* K pay ဇစ်. ဝိနာဝစ် (၀) (၀)

10:45

4G 43%



Ma Thu Thu Htay

last seen recently



Zwe Thingyan

Story

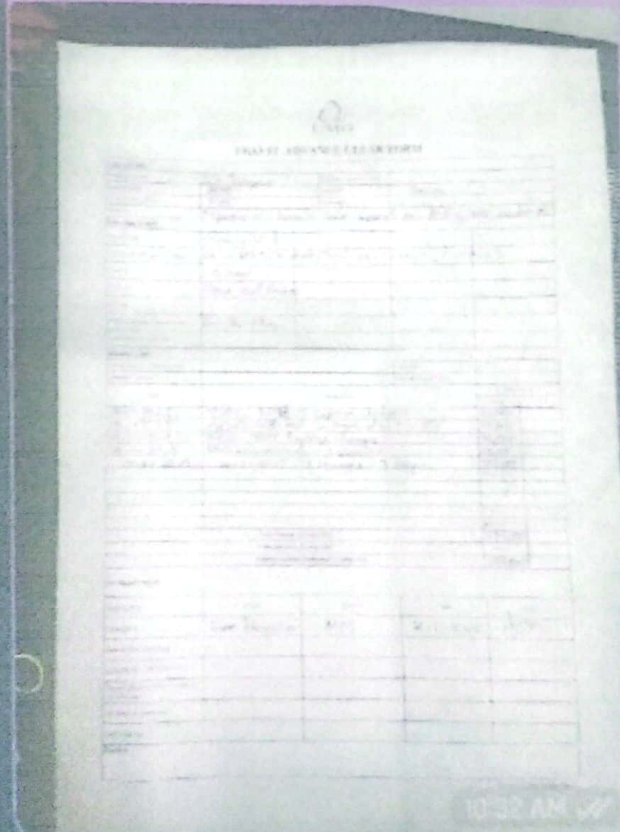
မအေတုပါကော 🤔

8:03 PM

January 20

Forwarded from

Zwe Thingyan



10:32 AM ✓

Forwarded from

Zwe Thingyan

အဲဒါ approve လေးလိုချင်လို့ပါခင်ဗျ။

10:32 AM ✓



Zwe Thingyan

Photo

Approve ပါရှင်

10:44 AM



Message



BCH - Approve @

2020/1/20

10:45

8:23 AM 59% 4G



Shwe Wutt Hmone (N)

last seen recently



3:53 PM ✓

January 17

Forwarded from

Ma Me Me Zin (MDY adm)



05-CHL-OPC-FRM-002-00 Meeting Attendance List.docx

683.6 KB DOCX

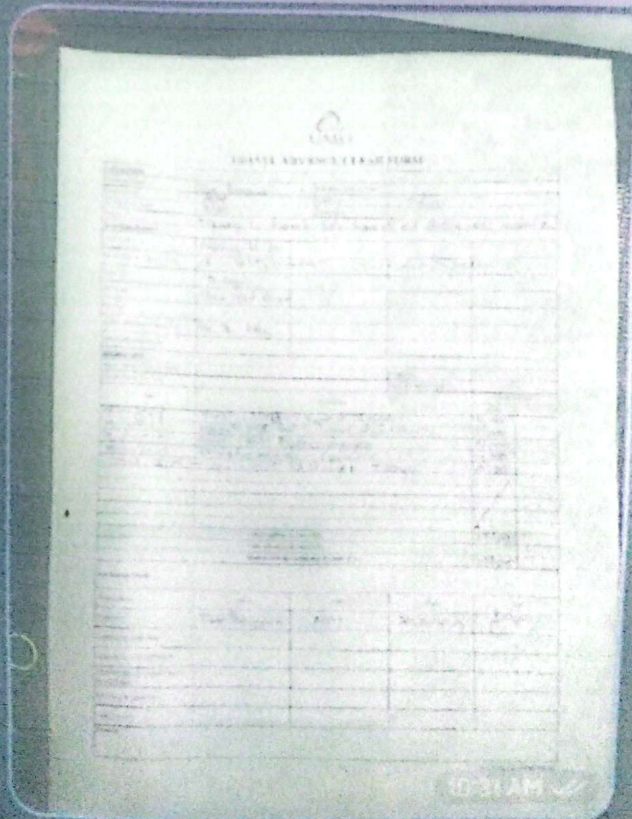
Meeting Attendance Form update

10:54 AM ✓

January 20

အမ approve လေးလိုချင်လို့ပါခင်ဗျ။

10:31 AM ✓



10:31 AM ✓

Approved ဝါရှင်

10:35 AM

Message




*HR Approve*

Print Date : 23-Jan-2025

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  | 2025-01-13 | Consumable (Yangon) | National Sales | Zwe Thingyan |                | 08:00          | Shwe Pyi Thar (81 Bus Stop) | Aung Mingalar Highway       | 15,000       | 15,000         | GA Manager Approved | Branch sale supporting for Nyanug-U |
| 2  | 2025-01-19 | Consumable (Yangon) | National Sales | Zwe Thingyan |                | 20:00          | Aung Mingalar Highway       | Shwe Pyi Thar (81 bus stop) | 15,000       | 15,000         | GA Manager Approved | Branch sale supporting for Nyanug-U |

Taxi Charges ၁၀၀၀၀၀ -> ၇၀၀၀၀  
= ၃၀,၀၀၀၀၀၀၀



← AD Admin and National Sal 10 members, 3 online

Dear Ko Aung Ko Latt,  
 ASM Ko Zwe Thingyan,  
 Branch support for Nyaung -  
 ထားတဲ့ TA claim and TA report  
 အတွက်စိစစ်ပြီး approve ပေးပေးပါ  
 ဦးကိုကြီး  
 YGN to Bagan (Nyaung U)  
 Bagan (Nyaung U) to YGN  
 ကားလတ်မှတ်အား k pay ဖြင့်  
 တိုက်စစ်ပြီး confirm ယူထားပါတယ်  
 အကို။  
 Taxi charges အား grab taxi ဖြင့်  
 တိုက်စစ်ပြီး GA approve ရပြီးပါပြီ  
 ခင်ဗျ။

Total claim - 197000/

Thanks And Best Regards,  
Aung Thiha Myo,  
Administration Department.

← 2 4:24 PM ✓✓

Ko Aung Ko Latt



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



Please proceed

4:54 PM

Ko Aung Ko Latt  
Please proceed

Thanks Ko Gyi

5:52 PM ✓✓



Message



MMBusTicket

← Search Trip EN

Yangon → Bagan/Nyaung-U  
Jan 24 • Local • 1 Seat

THU 23 **FRI 24** SAT 25 SUN 26 MON 27

Morning Afternoon Evening

**07:05 AM** Morning MMK 43,000  
Mandalar Minn Express • VIP 1 Seat x 43,000  
Scania (2+1)  
Yangon-Kyaukpadaung-Bagan/Nyaung-U-Pakokku  
Yangon 07:05 AM, Jan 24 (departure)  
Bagan/Nyaung-U 06:35 PM, Jan 24 (ETA)

Photos Select

**07:30 AM** Morning MMK 31,000  
Mandalar Minn Express • VIP 1 Seat x 31,000  
Standard - Scania  
Yangon-Kyaukpadaung-Bagan/Nyaung-U  
Yangon 07:30 AM, Jan 24 (departure)  
Bagan/Nyaung-U 05:30 PM, Jan 24 (ETA)

Photos Select

Yangon To Bagan

MMBusTicket

← Search Trip EN

Bagan/Nyaung-U → Yangon  
Jan 24 • Local • 1 Seat

THU 23 **FRI 24** SAT 25 SUN 26 MON 27

Morning Afternoon Evening

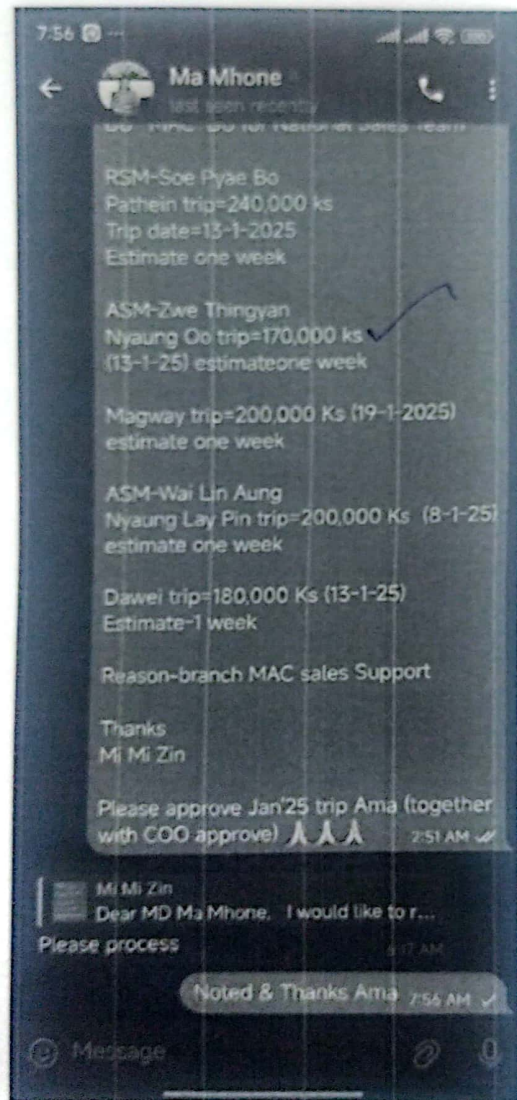
**07:35 AM** Morning MMK 31,000 ✓  
Mandalar Minn Express • 1 Seat x 31,000  
Standard - Scania  
Bagan/Nyaung-U-Kyaukpadaung-Yangon  
Bagan/Nyaung-U 07:35 AM, Jan 24 (departure)  
Yangon 06:05 PM, Jan 24 (ETA)

Photos Select

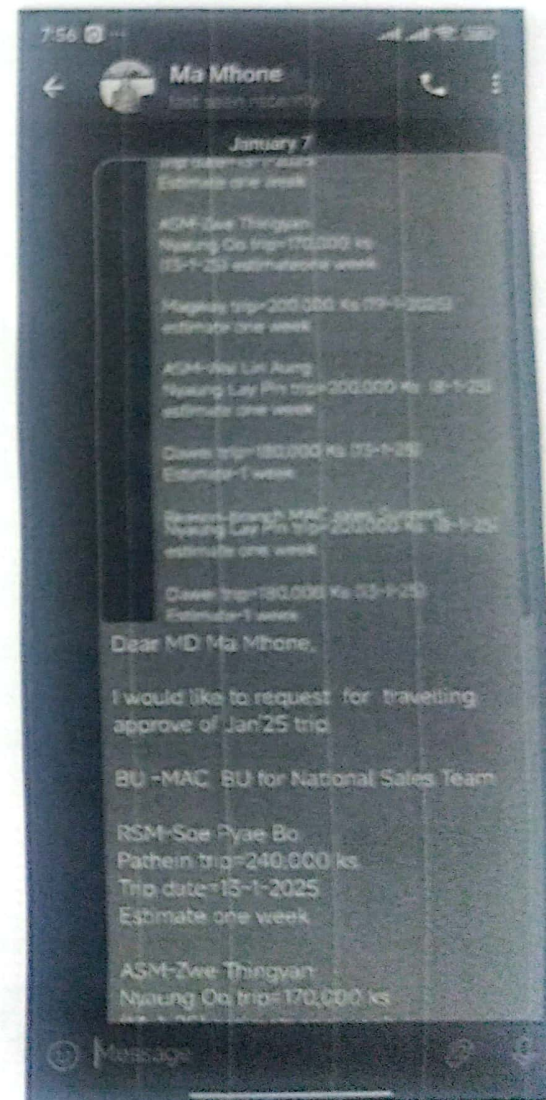
**08:00 AM** Morning MMK 43,000  
Mandalar Minn Express • VIP 1 Seat x 43,000  
Scania (2+1)  
Pakokku-Bagan/Nyaung-U-Kyaukpadaung-Yangon  
Bagan/Nyaung-U 08:00 AM, Jan 24 (departure)  
Yangon 06:00 PM, Jan 24 (ETA)

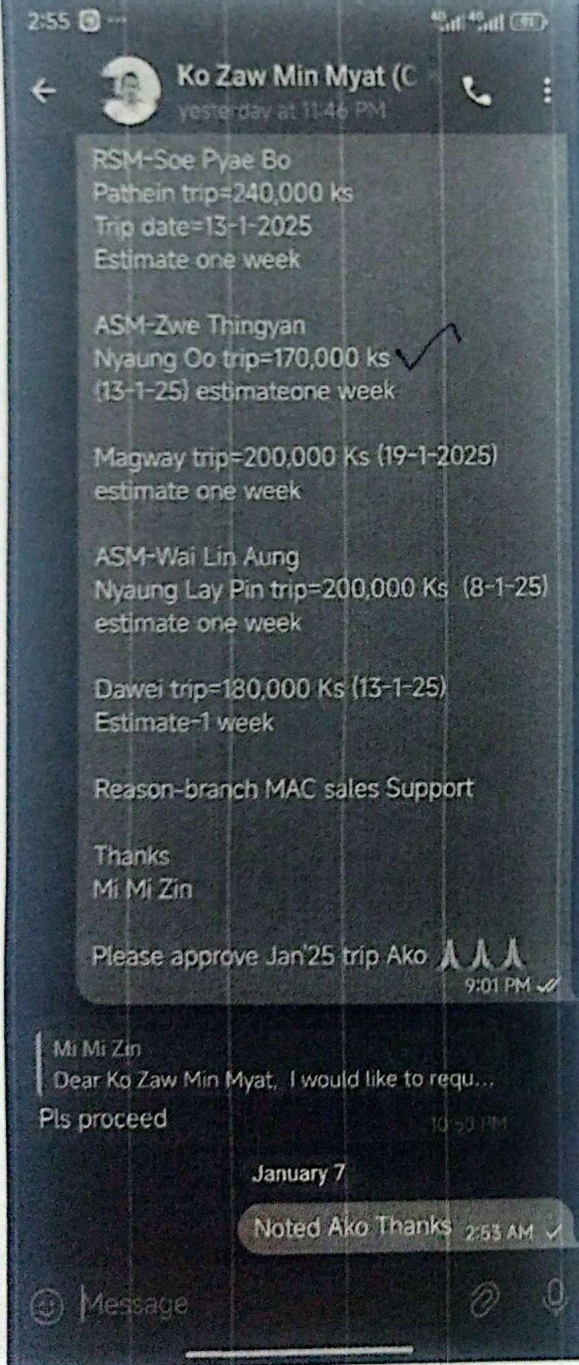
Photos Select

Bagan To Yangon



on D Approve





ACOO Approve

