

TRAVELLING REPORT

Date :

Report To	AGM, COO, VCM	
Employee Name	Ye Ko Ko, Shine Wai Phyo, Thon Hlike Swe, Zin Ko Ko	
Position	DH, DH, ASM, Sr Mechanic	
Department	Service, Rental, Unit Sale	
Business	ISBU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	3.11.2024 (8:00 AM)	14.11.24 (10:30 AM)
Total Days		
Trip Information	1. From YGN To MDY	
	2. From MDY To NPT	
	3. From NPT To MDY to YGN	
Purpose For Travelling	1. Forklift Operators Training 2. Rental Market visit 3. Customer visit 4.	
Travel Date	Activities	Remark
3.11.2024	Travel YGN to MDY	
4.11.2024	MDY MPL customer visit	
5.11.2024	Rental market and MPL visit	
6.11.2024	Rental market and MPL visit	
7.11.2024	Meeting with Ngue Yee Pale customer, and then go to NPT	
8.11.2024	Machine inspection at Gems Museum & site visit to Moe Thuzar Bakery	
9.11.2024	Appoint with forklift BST prospect customer & support NPT team	
11.11.2024	NPT to MDY	
12.11.2024	Operator Training at Myawady Deungger	
13.11.2024	Sharing OP Training data & knowledge to ASM & MDY service	
14.11.2024	MDY to YGN	

Reported by
 Sign :
 Name : Ye Ko Ko
 Position : DH

Checked by
 Sign :
 Name : Ye Ko Ko
 Position : (DH/AGM/GM)

Approved by
 Sign :
 Name :
 Position : (COO)

MDY] Travelling Report ၀၅.၁၁.၂၀၂၄
 NPT]



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

Print Date : 29-Nov-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	2024-11-14	Industrial Systems	Service	Ye` Ko Ko(3)	Return to Yangon from NPT/MDY Trip (Forklift Safety & Operation Training for Operator)	09:45	Aung Mingalar	Karya Thkha Street (Insein)	23,800	20,000	GA Manager Approved	Grab Taxi Used

Prepared By
Sale Admin

Ye ko ko
DH

Thawee Thawee Mar
FA

29/11/24

chit San ko
AGM

OK

Print Date : 29-Nov-2024

Petrol Requisition By Month Report

No.	Vehicle No	Issued Date	Reference	For Month	Contract Name	Charges /	Advance				Actual				
							Req: gl	Amount	Statu s	Voucher No.	Issued gallon	Extra gallon	Allow	Amount	Statu s
1	5J/6688 PICKUP(4X4)(L)	22-Nov-2024	MCS/F/39453	Nov-2024	Wai Yan Oo(2)	0	0	200,000	✓		16	16		382,000	✓
Total Charges :								200,000						382,000	

Nwe Tha Zin
Sale Admin

Thiha Threin Aung
DH

Khin Yadana Tun
FA

Extra
 $200,000 + 182,000 = 382,000 \text{ Ks}$

$1708 \div 32 = 53 \text{ Kilo per Gal}$



No. 589-592, New Tha Ka Ta (1), Bo Aung Kyaw Street,
Hlaing Thar Yar Township, Yangon, Myanmar.

Date : 29-Nov-2024

Vehicle Exit Permit Summary

No.	VehicleNo	OutDate	TimeOut	InDate	TimeIn	Start Kilo	End Kilo	Purpose	Destination
1	5J/6688	03-Nov-2024	8:30	03-Nov-2024	16:30	354753	355485	Forklift Operator Training&Rental Market Survery MDY to NPT trip	YGN to MDY
2	5J/6688	04-Nov-2024	8:30	04-Nov-2024	16:30	355485	355566	Forklift Operator Training & Rental Market Survery MDY to NPT trip	MDY Pyi Gyl Dagon
3	5J/6688	05-Nov-2024	8:30	05-Nov-2024	16:30	355566	355579	Forklift Operator Training & Rental Market Survery MDY to NPT trip	MDY area way
4	5J/6688	06-Nov-2024	8:00	06-Nov-2024	16:30	355579	355663	Forklift Operator Training& Rental Market Survery MDY to NPT trip	MDY Pyi Gyl Dagon Customer Appointment Ngwe Yi Pale
5	5J/6688	07-Nov-2024	8:30	07-Nov-2024	16:30	355663	355978	Forklift Operator Training&Rental Market Survery MDY to NPT	MDY to NPT
6	5J/6688	08-Nov-2024	8:30	08-Nov-2024	16:30	355978	356037	Forklift Operator Training & Rental Market Survery MDY to NPT trip	NPT way customer appointment
7	5J/6688	10-Nov-2024	8:30	10-Nov-2024	16:30	356037	356052	Forklift Operator Training & Rental Market Survery MDY to NPT trip	NPT way customer appointment
8	5J/6688	10-Nov-2024	8:30	10-Nov-2024	16:30	356037	356052	Forklift Operator Training & Rental Market Survery MDY to NPT trip	NPT way customer appointment
9	5J/6688	11-Nov-2024	8:30	11-Nov-2024	16:30	356052	356461	Forklift Operation Training & Rental Market Survery MDY to NPT trip	NPT to YGN

1708 kilo



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	YKK, SWP, ZKK, THS		Estimated Date of Travel	8.11.24 to 11.11.24
Position Rank	SH, SM, ASM		Total Day	4 day
HR. / SEC. DIV. Dept	S, G		Destination	Nay Pij Tao Branch
Purpose	After sale service / Customer relation			
Traveling Permit				
Arrival Place	Nay Pij Tao Branch			
Actual Date & Time of Travel	8.11.24 to 11.11.24			
Total Day	4 day			
HR Name	Pipe Phep The Hlay			
HR Sign	<i>[Signature]</i>			
BOH Authorized Person Name	Pipe Phep The Hlay			
BOH Authorized Person	<i>[Signature]</i>			
Advance Clear				
Actual Date & Time of Travel			Total Day	A day
Departure Date & Time			Arrival Date & Time	
Date	Description	Total Amount		
		Kyats	USD	
8.11.24 to 11.11.24	YKK - THS (2 Pcs x 4 Day x 15000)	120,000		
8.11.24 to 11.11.24	Tinkoko (1 Pcs x 4 Day x 15000)	60,000		
8.11.24 to 9.11.24	Shine Wai Phep (1 Pcs x 2 Day x 15000)	30,000		
9.11.24	SWP (NPT to YGN) 200 Tax charges	22,000		
11.11.24	YKK/THS (NPT to MDY) Car charges	40,000		
	SWP-Renta-DH Taxi charges	20,000		
Total Expense (Kyats/USD)		292,000		
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Nwe Tha Zin	Sale Admin	29.11.24	<i>[Signature]</i>
Approved By Dept Head	Zo KO KO	Service. DH	29.11.24	
Approved By GM/AGM/COO	Chit San KO	AGM	29.11.24	<i>[Signature]</i>
Acknowledged by related Superior for Job Report				
HR Check & Approved	Thae Nue Wai	HR.	29.11.24.	<i>[Signature]</i>
Cash Received				
Remark				

2024.11.29 17:01:09

→ 2024.11.29



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

Print Date : 29-Nov-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	2024-11-09	Industrial Systems	Rental	shine wai phyo	Return to Yangon from NPT/MDY Market Visit Trip	11:00	Aung Mingalar	Hlaing Thar Yar (Tabinshwehti)	20,000	20,000	GA Manager Approved	Grab Taxi Charges (26,100 MMK) ✓

Prepared By
Sale Admin

shine wai phyo
DH

Mee² Mar
FA

29/11/24

chit san ko
AGM