




# TRAVELLING REPORT

Date: 30.1.2025.

Report To	CEO, GM, OM, DH.	
Employee Name	Zoe Thingyan.	
Position	ASM	
Department	National Sale.	
Business	MAC BC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	22.1.2025 (8:00) AM.	30.1.2025 (3:30) PM.
Total Days		
Trip Information	1. From YEN To MGW	
	2. From MGW To YEN	
	3. From ..... To .....	
Purpose For Travelling	Branch sale support and finding new customer.	
Travel Date	Activities	Remark
22.1.2025.	Go to Magersey by from Yangon.	<u>Total order</u> 33 Case.
23.1.2025.	Go to Minbu clay with MAC sale and unit sale. - Shwe Lat Yar, Apeywee, U Than Naing Win, Che-fight, Dual power, Hein Htet Aung.	
24.1.2025. and 25.1.2025.	Go to Aung lan clay with MAC sale and - Aung Ta Man, San Thit Aung, San Taw Taung, San Taw Taung, Ngwe Nam Thet, Leon Hein, Shin Ma Taung, Sein Tasa Phu.	

Reported by  
 Sign :   
 Name : Zoe Thingyan.  
 Position : ASM

Checked by  
 Sign :   
 Name : Aung ko latt  
 Position : NSM

Approved by  
 Sign :   
 Name : Zoe min myat  
 Position : ACOO

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01



# TRAVELLING REPORT

Date : 30/1/2025

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
27-10-2025	Effective Coaching Training To. Dae Thiri Chai Aung.	
28-10-2025	Go to Magway camp with MAC Sale Man. - 407, Myat Hein Htet, Shwe Chao Oo, Magway Star, Aung Gyi, @ gungam e, Araw, @ gungam e, Bong e, @ Hkun Ko, Honda Doctor,	

Reported by

Sign : *[Signature]*  
Name : Zae Thengyan.  
Position : ASM

Checked by

Sign : *[Signature]*  
Name : Aung ko left  
Position : NSM

(DH/AGM/GM)

Approved by

Sign : *[Signature]*  
Name : zae min myat  
Position : ACOO

(COO)

05-CHL-HRM-FRM-064-01

: Yellow Color is must be take care. Must be right Part No. and Initial Qty when you make data entry.

No.	Brand	Item Description	partnumber	Pack Size	Unit	oving It	Closing Balance
17	VOLVO	Volvo Ultra Diesel Engine Oil VDS-3 SAE 15W-40	VOE15067197	20	L	can	7
25	VOLVO	Volvo Gear Oil HD GL-5 SAE 85W-140	VOE15067522	20	L	can	1
26	VOLVO	Volvo Lithium Grease EP2	VOE15067640	16	L	can	1
29	VALVOLINE	Valvoline Engine Oil, All Fleet Premium 15W40, CI-4/SL (1 x 18)	692053	18	L	can	4
41	VALVOLINE	Valvoline 4T Premium 20W40, SL, JASO MA (24 x 1L)	692247	1	L	bottle	24
43	VALVOLINE	Valvoline Champ 4T 20W50, SG/CD (24 x 1L)	692249	1	L	bottle	39
63	ZEREX	Zerex ZX HD Extended Life RTU AFC 6/1 GA	ZXEDRU1	1	GA	bottle	7
71	VALVOLINE	Maxlife DEX/MERC ATF 6/1QT	VV3246	0.946	L	bottle	3
72	VALVOLINE	Auto Gear Oil (CVT) 6/1QT	804751	0.946	L	bottle	12
74	VALVOLINE	Champ Gear Oil (60x120ml)	3140115-120	0.12	L	bottle	1
105	MATADOR	Matador All Fleet Premiun 15W40 CI4/SL Mas Additive 4*5L	adv 1004	5	L	bottle	13
111	MATADOR	Matador Heavy Duty Grease 15K	adv 1010	15	L	Can	2
122	MATADOR	Matador 15W40 CI4/SL Mas Additive 24*1L	adv 1013	1	L	bottle	6
130	VALVOLINE	Valvoline Engine Oil, Durablend 10W40,API SN Plus(6 x 1L)	887716	1	L	bottle	15
134	MATADOR	4T Scooter Gear Oil 10W30 Semi SL JASO MB(12*0.8L)	adv 1216	0.8	L	bottle	48
135	MATADOR	Premium 10W30 Semi MAS (4*4L)	adv 1190	4	L	bottle	12
137	MATADOR	15W40 CI4 MAS (4*7L)	adv 1192	7	L	bottle	7
153	MATADOR	Brake Fluid DOT 4 (30*400G)	adv 1201-MAC	0.4	L	bottle	14
161	MATADOR	20W50 4T JASO MA(1.5Lx12 Bottle)	MTD 102			bottle	60
162	VALVOLINE	All Climate Diesel 15W40 API CI-4/SL 7L	896345			bottle	3
163	VALVOLINE	Valvoline Maxlife ATF 4/4L	891553			bottle	4
164	MATADOR	Matador HDDEO Engine Oil SAE 15W40 CI-4	MTD 110			Drum	1
166	VALVOLINE	VALVOLINE DURABLEND 10W40 API SP 4/4L	894333			bottle	7
167	MATADOR	MATADOR CVT 4*4L	adv 1226			bottle	23
168	VALVOLINE	SynPower 5W30 API SP 4 x 4L	894325			bottle	6
169	MATADOR	Matador Scooter Gear Oil GL5 80W90(48x12ml)	adv 1217			bottle	96
170	VALVOLINE	Valvoline Premium protection 10W30 SP 4/4L	897409			bottle	6
	MATADOR	MATADOR PREMIUM ENGINE OIL 20W50 CI4/SL,18L	MTD 115			Can	3
172	VALVOLINE	Valvoline Champ Gear Oil Matic 24/120ML	900685			bottle	4
173	VALVOLINE	VALVOLINE 4TECH ULTIMATE 10W40, API SN(4 x 1)	883081			bottle	7
174	MATADOR	MATADOR PREMIUM ENGINE OIL 15W40 CI4/SL,18L	MTD 112			Can	1
							437

*Si Pau Thu Soe.*  
Admission.

*Zwe Mye Khank*  
Sale Man

*Zwe Thingyan*  
ASM.

*Than Hlike Zaw*  
ABOH

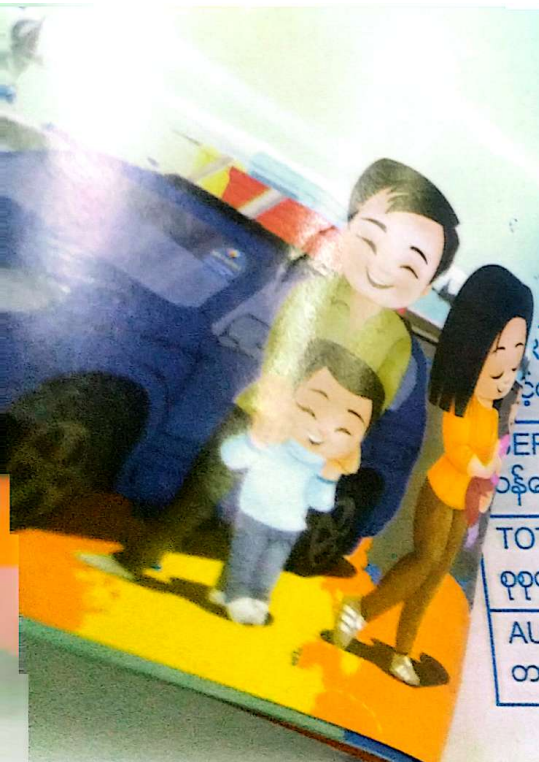


010129

ORIGIN (FROM - TO) သွားရောက်မည့်မြို့(မှ - သို့)	
NAME OF PASSENGER နာမည်အမည်	ကိုဇွဲ
TICKET FARE PRICE သင့်ငွေ(ကျပ်)	
SERVICE CHARGES ဝန်ဆောင်ခ	
TOTAL AMOUNT (KYAT) စုစုပေါင်းကျသင့်ငွေ(ကျပ်)	27000 kc
AUTHORISED SIGNATURE တာဝန်ခံလက်မှတ်	
N.R.C / PASSPORT NO. မှတ်ပုံတင်အမှတ်	09-408420007
DATE OF DEPARTURE သွားမည့်နေ့	29.1.25
TIME OF DEPARTURE သွားမည့်အချိန်	5:00 PM
PLACE OF DEPARTURE ထွက်ခွာမည့်နေရာ	M.G-YGN
CLASS & SEAT NO. ရုံအမှတ်	20

\* k pay @ ၉.၀၇.၂၀၂၅.၀၁.၀၁





ORIGIN (FROM - TO) သွားရောက်မည့်မြို့(မှ - သို့)

005958



NAME OF PASSENGER သည်အမည်	ကိုစွဲ	N.R.C / PASSPORT NO. မှတ်ပုံတင်အမှတ်	၀၅-၄၀၈၄၂၀၀၇-
FARE PRICE ခွင့်ငွေ (ကျပ်)		DATE OF DEPARTURE သွားမည့်နေ့	
SERVICE CHARGES ဝန်ဆောင်ခ		TIME OF DEPARTURE သွားမည့်အချိန်	8:00 AM.
TOTAL AMOUNT (KYAT) စုစုပေါင်းကျသင့်ငွေ (ကျပ်)	27000 Ks	PLACE OF DEPARTURE ထွက်ခွာမည့်နေရာ	YG N - MG
AUTHORISED SIGNATURE တာဝန်ခံလက်မှတ်		CLASS & SEAT NO. ရုံအမှတ်	5

\* k pay @ ၉.၀၅.၀၆၀၀ -

mark  
le support  
ay Branch  
ale support  
vay Branch



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

Print Date : 05-Feb-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	2025-01-22	Consumable (Yangon)	National Sales	Zwe Thingyan		08:00	Shwe Pyi Thar (81 Bustop)	Aung Mingalar Highway	15,000	15,000	GA Manager Approved	Branch sale support for Magway Branch
2	2025-01-22	Consumable (Yangon)	National Sales	Zwe Thingyan		03:00	Aung Mingalar Highway	Shwe Pyi Thar (81 Bustop)	15,000	15,000	GA Manager Approved	Branch sale support for Magway Branch

Taxi Charges မြေပုံ: -> 15,000/-  
 " " မြေပုံ - 15,000/-

MAY → YGN

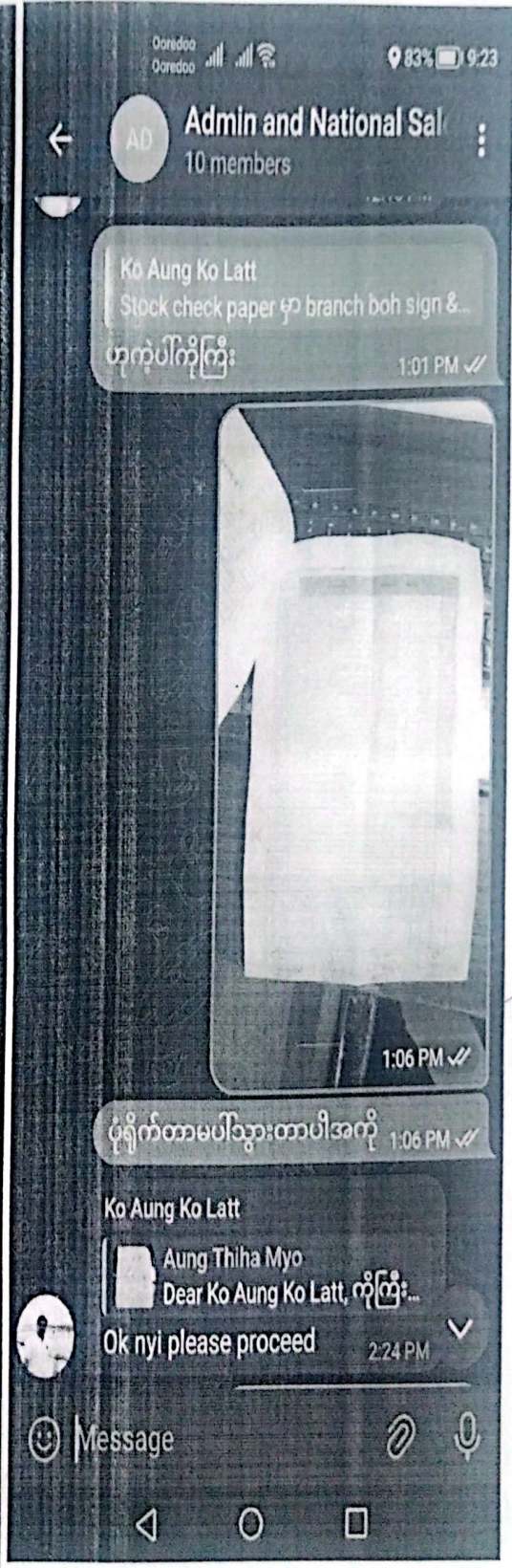
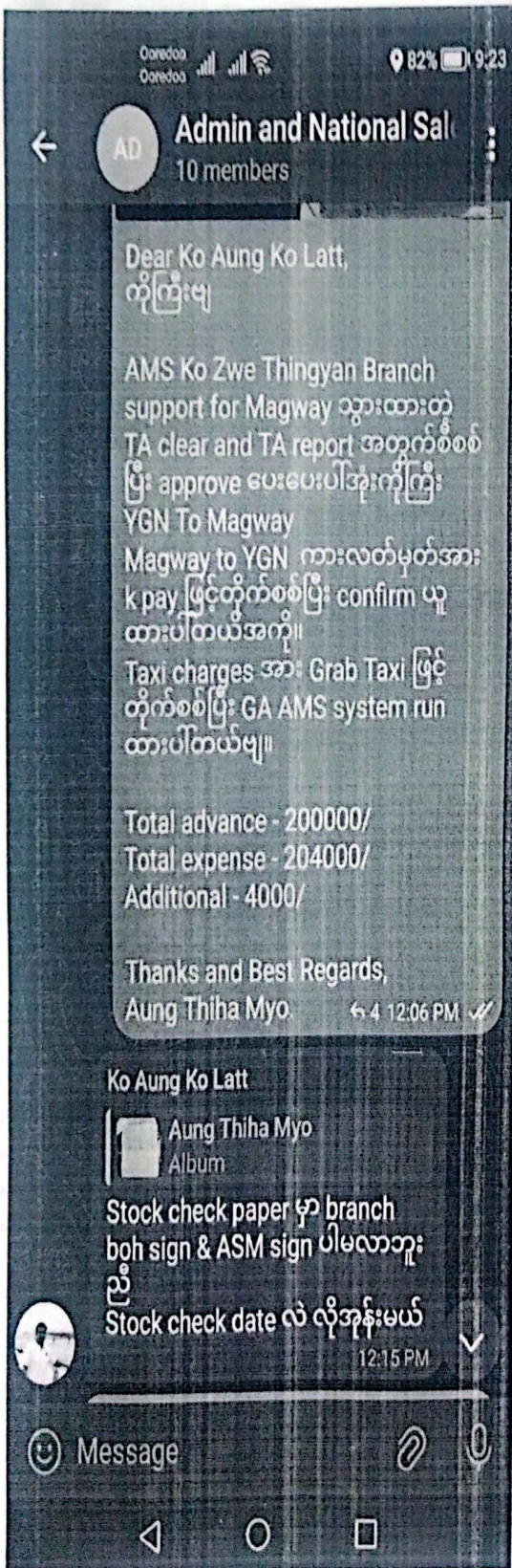
Destination	Depart	Time	Price	Available seats
01 Gate Bus Stop	YGN	08:00	3000	27
02 Gate Bus Stop	YGN	08:30	3000	27
03 Gate Bus Stop	YGN	09:00	3000	27
04 Gate Bus Stop	YGN	09:30	3000	27
05 Gate Bus Stop	YGN	10:00	3000	27
06 Gate Bus Stop	YGN	10:30	3000	27
07 Gate Bus Stop	YGN	11:00	3000	27
08 Gate Bus Stop	YGN	11:30	3000	27
09 Gate Bus Stop	YGN	12:00	3000	27
10 Gate Bus Stop	YGN	12:30	3000	27
11 Gate Bus Stop	YGN	13:00	3000	27
12 Gate Bus Stop	YGN	13:30	3000	27
13 Gate Bus Stop	YGN	14:00	3000	27
14 Gate Bus Stop	YGN	14:30	3000	27
15 Gate Bus Stop	YGN	15:00	3000	27
16 Gate Bus Stop	YGN	15:30	3000	27
17 Gate Bus Stop	YGN	16:00	3000	27
18 Gate Bus Stop	YGN	16:30	3000	27
19 Gate Bus Stop	YGN	17:00	3000	27
20 Gate Bus Stop	YGN	17:30	3000	27
21 Gate Bus Stop	YGN	18:00	3000	27
22 Gate Bus Stop	YGN	18:30	3000	27
23 Gate Bus Stop	YGN	19:00	3000	27
24 Gate Bus Stop	YGN	19:30	3000	27
25 Gate Bus Stop	YGN	20:00	3000	27
26 Gate Bus Stop	YGN	20:30	3000	27
27 Gate Bus Stop	YGN	21:00	3000	27
28 Gate Bus Stop	YGN	21:30	3000	27
29 Gate Bus Stop	YGN	22:00	3000	27
30 Gate Bus Stop	YGN	22:30	3000	27

YGN → MGY

Destination	Depart	Time	Price	Available seats
01 Gate Bus Stop	YGN	08:00	3000	20
02 Gate Bus Stop	YGN	08:30	3000	20
03 Gate Bus Stop	YGN	09:00	3000	20
04 Gate Bus Stop	YGN	09:30	3000	20
05 Gate Bus Stop	YGN	10:00	3000	20
06 Gate Bus Stop	YGN	10:30	3000	20
07 Gate Bus Stop	YGN	11:00	3000	20
08 Gate Bus Stop	YGN	11:30	3000	20
09 Gate Bus Stop	YGN	12:00	3000	20
10 Gate Bus Stop	YGN	12:30	3000	20
11 Gate Bus Stop	YGN	13:00	3000	20
12 Gate Bus Stop	YGN	13:30	3000	20
13 Gate Bus Stop	YGN	14:00	3000	20
14 Gate Bus Stop	YGN	14:30	3000	20
15 Gate Bus Stop	YGN	15:00	3000	20
16 Gate Bus Stop	YGN	15:30	3000	20
17 Gate Bus Stop	YGN	16:00	3000	20
18 Gate Bus Stop	YGN	16:30	3000	20
19 Gate Bus Stop	YGN	17:00	3000	20
20 Gate Bus Stop	YGN	17:30	3000	20
21 Gate Bus Stop	YGN	18:00	3000	20
22 Gate Bus Stop	YGN	18:30	3000	20
23 Gate Bus Stop	YGN	19:00	3000	20
24 Gate Bus Stop	YGN	19:30	3000	20
25 Gate Bus Stop	YGN	20:00	3000	20
26 Gate Bus Stop	YGN	20:30	3000	20
27 Gate Bus Stop	YGN	21:00	3000	20
28 Gate Bus Stop	YGN	21:30	3000	20
29 Gate Bus Stop	YGN	22:00	3000	20
30 Gate Bus Stop	YGN	22:30	3000	20



Grab Taxi for  
SPT (01 Busstop) to Aung Mingalar Highway



2:54

4G 4G 91



Ko Zaw Min Myat (C)  
yesterday at 11:46 PM



January 6

Dear Ko Zaw Min Myat,

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

BU -MAC BU for National Sales Team

RSM-Soe Pyae Bo  
Pathein trip=240,000 ks  
Trip date=13-1-2025  
Estimate one week

ASM-Zwe Thingyan  
Nyaung Oo trip=170,000 ks  
(13-1-25) estimateone week

Magway trip=200,000 Ks (19-1-2025)  
estimate one week

ASM-Wai Lin Aung  
Nyaung Lay Pin trip=200,000 Ks (8-1-25)  
estimate one week

Dawei trip=180,000 Ks (13-1-25)  
Estimate-1 week

Reason-branch MAC sales Support

Thanks  
Mi Mi Zin

Please approve Jan'25 trip Ako



Message



2:55

4G 4G 91



Ko Zaw Min Myat (C)  
yesterday at 11:46 PM



RSM-Soe Pyae Bo  
Pathein trip=240,000 ks  
Trip date=13-1-2025  
Estimate one week

ASM-Zwe Thingyan  
Nyaung Oo trip=170,000 ks  
(13-1-25) estimateone week

Magway trip=200,000 Ks (19-1-2025)  
estimate one week

ASM-Wai Lin Aung  
Nyaung Lay Pin trip=200,000 Ks (8-1-25)  
estimate one week

Dawei trip=180,000 Ks (13-1-25)  
Estimate-1 week

Reason-branch MAC sales Support

Thanks  
Mi Mi Zin

Please approve Jan'25 trip Ako



9:01 PM ✓

Mi Mi Zin

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

Pls proceed

10:50 PM

January 7

Noted Ako Thanks

2:53 AM ✓



Message



