



# TRAVELLING REPORT

Date : 10.5.2025

Report To		
Employee Name: <i>Thon Htika Saw</i>		
Position: <i>Area Sales Manager</i>		
Department: <i>Sales</i>		
Business: <i>B B U</i>		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From <i>MOY</i> To <i>MOY</i>	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
1.5.2025	Cus Appointment to Pyigyithagon → Arca, EADK, Myanmar Myk Kung Ply Wood	
2.5.2025	Cus visit to CYT Textiles, Ice Power Mandeley, City Hospital,	
3.5.2025	Cus visit to MK Distribution, LMT Distribution, Cread Mandeley Hospital	
4.5.2025	Cus visit to Hotel Mandeley, Daily star, Kyau ply Wood, Myet Saekara	
5.5.2025	Cus visit to Crown Zinc Factory, Mandeley Cotton, Shwe Khung Kung Food	
6.5.2025	Cus visit to Toplivestock, NABK, A-one Food, Kyau plastic	
7.5.2025	Cus visit to City Hospital, San Chain Privato School, M.M.M Paper mill	
8.5.2025	Cus visit to Sky Line Hotel, Nam Conbuong Asia Food, Green Circle Cold	
9.5.2025	Cus visit to Ngue Yee Pale Group, Mop Food, Nostera Timber Ply Wood	
10.5.2025	Cus visit to Hanna Medical Equipment Cold, Myet Saekara	
11.5.2025	Cus visit to Mandeley Beverage Enterprise, Alpina, EADK.	
12.5.2025	Cus visit to Myanmar Ausby, Alpina, Shwe Lany Tun Group	

Reported by

Sign : *[Signature]*  
 Name : *Thon Htika Saw*  
 Position : *Area Sales Manager*

Checked by

Sign : *[Signature]*  
 Name : *[Name]*  
 Position : *[Position]*

(DH/AGM/GM)

Approved by

Sign :  
 Name :  
 Position :

(COO)

05-CHL-HRM-FRM-064-01







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

Print Date : 05-Jun-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	2025-05-17	Industrial Systems	Sales & Marketing	Than Htike Swe	to back Hlaing TharYar	08:11	Aungmingalar Highway Bus Stop	Hlaingtharyar	25,000 ~	25,000 ~	GA Manager Approved ~	17.5.2025 Aungmingalar Highway Bus Stop to Hlaingtharyar Taxi Charges - 25000MMK Come back to YGN Remark - Relocation assign branch

Sale Admin  
Nwe Thazir

DH  
Thiha Their Aung

FA  
Thwe<sup>2</sup> Mar  
  
5/6/25

AGM  
  
chit San Ko 5/6/2025

check Taxi  
Chgs.  
  
5.6.25  
Yadonar

Thee Aung

