



TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Thon Hleko Gur	Estimated Date of Travel	10.18.24 ~ 10.18.24 / 20.12.24 ~ 31.12.24
Position Rank	Area Sales Manager	Total Day	22 Days
BU/BR/DIV, Dept	IS BLI	Destination	Mandalay Branch
Purpose	Branch Sales Support		

Travelling Permit			
Arrival Place	Mandalay Branch	Mandalay Branch	
Actual Date & Time of Travel	10.18.24 ~ 10.18.24	20.12.24 ~ 31.12.24	
Total Day	10 Days	12 Days	
HR Name	Nyan "H" Htoo		
HR Sign	[Signature]		
BOH/Authorized Person Name	Aung Myint Myint		
BOH/Authorized Person	[Signature]		

Advance Clear			
Actual Date & Time of Travel		Total Day	22 Days
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
10.18.24 ~ 10.18.24	MDX Hotel charges	25,000	
20.12.24 ~ 31.12.24	Cycle Fuel charges (71W / 7314)	30,000	
Total Expense (Kyats/USD)			
Cash Advance (Kyats/USD)			55,000
Balance Refund/Additional (Kyats/USD)			

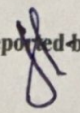
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Nasa Thawin	Sales Admin	6.1.25	[Signature]
Approved By Dept Head	Triha Thawin Aung	DOH	6.1.25	[Signature]
Approved By GM/AGM/COO	Chit San Ko	AGM	6.1.25	[Signature]
Acknowledged by related Superior for Job Report	Zaw Min Myint	ACOO	7.1.25	[Signature]
HR Check & Approved	Thaw Nu Win	HR	6.1.25	[Signature]
Cash Received				
Remark				

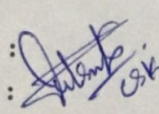
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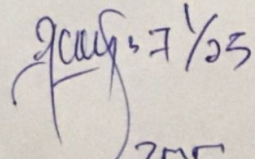
TRAVELLING REPORT

Date : 29.12.2024

Report To		
Employee Name	Thein Hlaik Saw	
Position	Area Sales Manager	
Department	Sales & Marketing	
Business	IS BH	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From To Mandalay	
	2. From To	
	3. From To	
Purpose For Travelling	Branch Sales & Marketing Support	
Travel Date	Activities	Remark
1.12.2024 to 10.12.2024	Cue appointment to Registration - Myanmar Mung Kung Ply Wood, NABK, The Plaza Mandalay, EAE Co., Ltd. Serein Garbar Textile, Green Circle Co., Ltd. Wuu Hsu Hsu ico Factory.	
20.12.2024 to 31.12.2024	Cue Appointment - Nga Thazin Ricemill, Myat Sacknar, UMT Distribution, LDC Co., Ltd, EABK, Alpina, Mahar Nara San Pya Ricemill, Mandalay Beer, Shwe Tway Tun Co., Ltd. New Century Agra Food Factory.	

Reported by
 Sign : 
 Name : Thein Hlaik Saw
 Position : Area Sales Manager

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

Approved by
 Sign : 
 Name :
 Position :
 (COO)



GENERAL EXPENSE CLAIM FORM



Company Name : ISBU
 Department Name : S & M

No.	Date	Name	Description	Amount	Remark
1	20.1.25	Thon Htike Swe	M.D.Y. Home Rent (For Dec'24)	25000/-	
Total Amount				25000/-	

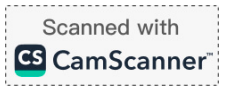
Requested by: Name: Aue Thar Zin (Requester)

Approved by: Thiba Thain Aung (Department Head)

Checked by: Mwe Mar (Related FNA/Corp FNA)

Approved by: Chit San Ho (OM/AGM/GM)

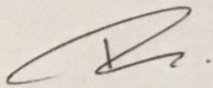
Approved by: (ACOO/COO/MD/VCM)



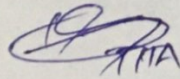
December'24 Cycle Way

No	Date	Location	Cycle-No	User Name	Amount	Trip (Ways)	Way Purpose	Start Kilo	End Kilo
1	2/12/2024	MDY Pyigyitagon	74W/7814	Than Htike Swe	10,000	Customer Appointment to Pyigyitagon - Myat Sadanar - Kyaw Ply Wood Factory - New Century Asia Food Factory - Wa Har Har Ice Factor	Customer Appointment Job Site Followup	26166	26216
2	20-12-24	MDY Pyigyitagon	74W/7814	Than Htike Swe	10,000	Customer Appointment to Pyigyitagon - UMT Distribution - NABC - Myanmar May Kaung Ply Wood - EABC @Asia Co, Ltd	Customer appointment	26216	26266
3	27-12-24	MDY Pyigyitagon	74W/7814	Than Htike Swe	10,000	Cus appointment to Pyigyitagon - Green Circle Co, Ltd - M.M.M Paper Factory - Yar Pyae Paper Factory - SP Bakery	Customer appointment	26266	26326
Total Amount					30,000				

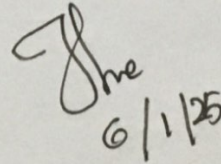
Prepared By
Sale Admin
Nwe Thazin



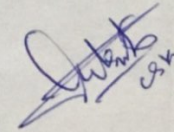
Check By
DH
Thiha Thein Aung



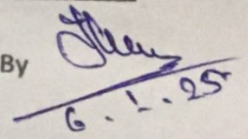
Check By
F/A
Thwe Thwe Mar



Approved By
AGM
Chit San Ko



Approved By
GA
Maung Maung Htwe



Start - 26 216
End - 26 216

Crown 101 (0651)

Chan Mya Thar Zi.

PH.092056254,09945200222

Vr No:

Date 2024-12-20

Cashier user01 CarNo 74W/7814

Gal	Liter	Price	Amount
0.721	3.223	3,100	10,000

ကျပ် - တစ်သောင်း / -

Thank You-See you again.

Start - 26 166
End - 26 216

Crown 101 (0651)

Chan Mya Thar Zi.

PH.092056254,09945200222

Vr No:

Date 2024-12-02

Cashier user01 CarNo 74W/7814

Gal	Liter	Price	Amount
0.721	3.223	3,100	10,000

ကျပ် - တစ်သောင်း / -

Thank You-See you again.

Start - 26 206
End - 26 226



360 Theik Pan Lan
Between 59*60/101 Mandalay
Ph : 09769091358/09789360360

Sales : Min Lwin Oo

Vr No : 556131

Vehicle No : -

Pump No : 8

Product : 92

Sale Date : 27/12/2024

Sale Time : 07:56 AM

Litre : 3.205L

Gallons : 0.705

Price : 3,120 Ks

Total Amount : 10,000 Ks

Payment Type : Cash

Discount : 0 Ks

Net Amount : 10,000 Ks

Thank you , come back again.

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