





# TRAVELLING REPORT

Date : .....2.05.2025.....

<b>Report To</b>	Aung Myat Thu	
<b>Employee Name</b>	San Naing Lin	
<b>Position</b>	ASM	
<b>Department</b>	S & MKT	
<b>Business</b>	RE BU	
<b>Departure &amp; Arrival</b>	<b>Departure Date And Time</b>	<b>Arrival Date And Time</b>
<b>Total Days</b>	2 Days	
<b>Trip Information</b>	1. From .....Mandalay.....To .....Yangon.....	
	2. From .....To .....	
	3. From .....To .....	
<b>Purpose For Travelling</b>		
<b>Travel Date</b>	<b>Activities</b>	<b>Remark</b>
24.04.2025	Go to Yangon	
25.04.2025	At Yangon for Battery Award	

Reported by

Sign :   
Name : San Naing Lin  
Position : ASM

Checked by

Sign :   
Name : U Aung Myat Thu  
Position : DH

(DH/AGM/GM)

Approved by

Sign :  
Name : U Aye Min Htoon  
Position : VCM

(COO)

05-CHL-IRM-FRM-064-01

# မန္တလေး

mandala.milton.com.mm

From (မှ)  
Mandalay

To (သို့)  
Yangon

Traveller (ဦးစဉ်)  
Ko San Naing Lin  
09799533699  
Serial (နံပါတ်စဉ်)  
G1

Contact (ဖုန်းနံပါတ်)  
1234567

**GS-7536**

Class Type  
သုတေသန (1+1+1)

Bus No. (ဘတ်စ်ကား)  
CONFIRMED

Booking Reference  
7519-9539

Status  
CONFIRMED

Departure (ထွက်ခွာ)  
Apr 24, 8:29 PM

Gate (စိတ်)  
Chan Mya Shwe Pyi  
Bus Terminal

Special Request (အထူးတောင်းဆိုချက်)  
sm

၂၂ 8:00  
၂၅၅၅၅

Printed Time : Apr 24, 9:48 AM

Passengers  
Total

1  
42 000

NPC or Passport is necessary to travel  
\*ဖတ်ချက်စီ ၆၅ နေ့စဉ် နှစ်စဉ်\*

34,000/

Check in 30 min before the departure time.  
ဘတ်စ်ကားစီ ၃၀ မိနစ် အတိုင်း စစ်ချက်စဉ် နှစ်စဉ်

Each passenger is allowed only carry on luggage.  
ထိုစဉ်ကတည်းက တစ်ဦးစီ တစ်ခုစီ နှစ်စဉ်

No refund will be issued after the departure.  
ဘတ်စ်ကားစဉ်ကတည်းက နှစ်စဉ်

ထိုစဉ်ကတည်းက နှစ်စဉ် နှစ်စဉ် နှစ်စဉ်

Contact Phone : Call Center 09772 81  
0957CN (950) 0181, MPT-09251 011  
#85537/FIDR-02402651991/Badan 10  
Pakkeku 09 7/33 45 666, Myingyan 09  
78, Magway 09 2500 83 9 10, Latkone-094780 12 5 11



Bus No. (among 300)  
**4J-3590**  
 Status  
 CONFIRMED  
 Date (No.)  
 N/A

Date  
 Apr 29, 2019

Total

46,000



34,000/-

*[Handwritten signature]*

I have received the amount of Rs. 34,000/- from the account of Mr. [Name] on the date of 29/04/2019. The amount is being used for the purchase of bus tickets for the purpose of [Purpose]. The balance of Rs. 12,000/- is being kept in the account of Mr. [Name] for the purpose of [Purpose].



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

Print Date : 07-May-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
<del>1</del>	<del>2025-04-25</del>	<del>Renewable Energy</del>	<del>Sales &amp; Marketing</del>	<del>Tint Lwin Oo</del>	<del>Go to Yangon for Battery Award</del>	<del>06:00</del>	<del>Aung Mingalar Bus Station</del>	<del>HO (Hlaing Tharyar)</del>	<del>27,000</del>	<del>27,000</del>	<del>GA Manager Approved</del>	
2	2025-04-25	Renewable Energy	Sales & Marketing	San Naing Lin	Go to Yangon for Battery Award.	07:15	Aung Mingalar Bus Station	HO (Hlaing Tharyar)	27,000	27,000	GA Manager Approved	
3	2025-04-25	Renewable Energy	Sales & Marketing	San Naing Lin	Go back Mandalay	18:00	HO (Hlaing Tharyar)	Aung Mingalar Bus Station	27,000	27,000	GA Manager Approved	