



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Mawo No	Estimated Date of Travel	1.4.25 to 30.4.25	
Position Rank	PG BU / Sale Support	Total Day		
BU/RR/DIV, Dept	PG BU	Destination		
Purpose	MGIW of SBO, MDY Branch Support			
Travelling Permit				
Arrival Place	YGN to MGIW	MGIW to SBO	SBO to MDY	
Actual Date & Time of Travel	1.4.25 ~ 8.4.25	22.4.25 ~ 27.4.25	28.4.25	to 30.4.25
Total Day	8 Day (except Br)		6 Days + 3 Days = 9 Days	
HR Name	With Attach			
HR Sign	✓			
BOH/Authorized Person Name	✓			
BOH/Authorized Person	✓			
Advance Clear				
Actual Date & Time of Travel			Total Day	
Departure Date & Time			Arrival Date & Time	
Date	Description	Total Amount		
		Kyats	USD	
	Travelling Allowance Charges (9 Days x 15000) (22.4.25 to 30.4.25)	135000		✓
	Bus Ticket Charges 1.4.25 YGN ~ MGIW	25000		✓
	22.4.25 MGIW ~ SBO	25000		✓
	28.4.25 SBO ~ MDY	35000		✓
	Hotel Charges 2.4.25, 3.4.25 (2 Days x 30000)	60000		✓
	Taxi Charges (Hty to Aung Mingalar) Kilo Taxi	22900		✓
Total Expense (Kyats/USD)		308900		✓
Cash Advance (Kyats/USD)		200000		
Balance Refund/Additional (Kyats/USD)		108900		L
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Htet Thae Zan	SH	9.5.25	[Signature]
Approved By Dept Head	Ayi U Win	DH	13.5.25	[Signature]
Approved By GM/AGM/COO	Soe Htet Tin	AGM		
Acknowledged by related Superior for Job Report	Aye Min Htoon	NCM		
HR Check & Approved	Phyo U Win Nyein	HR		[Signature]
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02

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TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Maw Oo	Estimated Date of Travel	1.4.25 to 8.4.25	
Position Rank	Sale Support	Total Day	(8) Days.	
BU/BR/DIV, Dept	PG BU	Destination		
Purpose	MGW Branch Support.			
Travelling Permit				
Arrival Place	YGN to MGW	MGW		
Actual Date & Time of Travel	1.4.25	1.4.25 to	8.4.25	
Total Day				
HR Name	Khin Nyein Chan			
HR Sign	C&S:			
BOH/Authorized Person Name	Theh Cho Win.			
BOH/Authorized Person	[Signature]			
Advance Clear				
Actual Date & Time of Travel			Total Day	
Departure Date & Time			Arrival Date & Time	
Date	Description	Total Amount		
		Kyats	USD	
1.4.25 to 8.4.25	T.A Charges (8 Days 80000)	80000	-	
	2.4.25 to 3.4.25 Hotel Charges (2 Days @ 50000)	60000		
	1.4.25 Bus Ticket Charges YGN to MGW	26000		
Total Expense (Kyats/USD)		86000		
Cash Advance (Kyats/USD)		-		
Balance Refund/Additional (Kyats/USD)		86000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By				
Approved By Dept Head				
Approved By GM/AGM/COO				
Acknowledged by related Superior for Job Report				
HR Check & Approved				
Cash Received				
Remark				

30000 Branch
 (60000 T.A. 60000)
 1.



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Ika Maria GC		Estimated Date of Travel	22.4.2025 ~ 25.4.2025
Position/Work	Sale Support		Total Day	4 Days
BU/HR DIV Dept	PG BU		Destination	
Purpose	SBO Branch Support			
Traveling Details				
Actual Place	MGIW to SBO		SBO to MDY	
Actual Date & Time of Travel	22.4.25		22.4.25 to 25.4.25	
Total Day	Total - 4 Days			
HR Name	Rajal Prat Harjoneg			
HR Sign	[Signature]			
BU/HR Authorized Person Name	Kycw See Hla			
BU/HR Authorized Person	[Signature]			
Advance Clear				
Actual Date & Time of Travel			Total Day	
Departure Date & Time			Arrival Date & Time	
Date	Description	Total Amount		
		Kyats	USD	
22.4.25 to 25.4.25	T.A Charges (4 Days x 15000)	60000	1-	
22.4.25	MGIW to SBO Bus ticket Charges	25000	1-	
Total Expense (Kyats/USD)		85000	1-	
Cash Advance (Kyats/USD)		-		
Balance Refund/Additional (Kyats/USD)		85000	1-	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By				
Approved By Dept Head				
Approved By GM/AGM/CFO				
Acknowledged by related Superior for Job Report				
HR Check & Approved				
Cash Received				
Remark				

Lucky Flower Guest House

အဆင့်မြင့်ဧည့်ရိပ်သာ

ပြည်လမ်း၊ ၁၀၇ ရုံးရပ်ကွက်၊ အောင်လံမြို့

09-965568986 / 09-978477720 / 09-788502720

Arrival Date ..2...4...2025

Guest's Name ..ရဲစာင်ရဲစာင်မာ..... Departure Date ..4...4...2025

Date	Room No.	Price	Total	Deposit
1	209	300000 x 2		60000 ✓
2.	Tax	1250		7



ငွေရှင်းပြီး

TOTAL 61250

Signature _____

(Handwritten mark)



අධිකාරියේ සේවා

From (සිට)
අංගුරු

To (ට)
අංගුරු

Traveller (පාරිභෝගික)
අංගුරු
No 400069877
Seat(s) (ඊළඟ)
22

Contact (දුරකථන)
1214997

Class/Type
ඊළඟ

Bus No. (රඹරුව)

Booking Reference
8197-4244

Status
CONFIRMED

Departure (පැමිණීම)
Apr 01, 7:00 AM

Gate (ඊළඟ)
Aung Myingalar Bus
Terminal

Printed Time
Apr 01, 6:57 AM

Passengers
Total

1
20,000

Check in 30 min before the departure time
පැමිණීමට පෙර 30 මිනිත් පෙර පැමිණීමට සූදානම් විය යුතුය.

Each passenger is allowed one carry luggage
එක් පාරිභෝගිකයෙකුටම එක් පැමිණීමේ භාණ්ඩයක් පමණක් උසුලා ගත හැක.

Terms and conditions apply after the purchase
උපරි සඳහන් කොට ඇති කොන්දිතයන් පැමිණීමේදී අදාළ වේ.

မိန့်တံခွန်

ဘာဆင့်မြင့်ခရီးသည်ဖို့ဆောင်ရေး

ပြင်ဦးလွင် ➡ မန္တလေး ➡ ကျောက်ဆည် ➡ မိတ္ထီလာ ➡ ကျောက်ပန်းတောင်း ➡ ရေနံချောင်း ➡ မကွေး ➡ ချောက်
ဆိပ်ဖြူ ➡ ဆင်ဖြူကျွန်း ➡ စလင်း ➡ ရှောက်တော ➡ ပွင့်ဖြူ ➡ လယ်ကိုင်း ➡ စတု ➡ မင်းဘူး ➡ ရန်ကုန်

အမည် မောင်မောင်မောင်ဦး ရက်စွဲ ၂၂. 4. ၂၅
 ထိုင်ခုံအမှတ် ၈ ခရီးစဉ် မန္တလေး
 ကျသင့်ငွေ ၂၅၀၀၀/- ထွက်ချိန် ၄: 30Am
(မကွေး-မန္တလေး)

မန္တလေးစိုက် 09 942 656414, 09 442 111 451, 09 442 111 415 ပြင်ဦးလွင် 09 959 645 669 ဆိပ်ဖြူ 09 959 645 669
 စလင်းစိုက် 09 792 868 341, 09 442 111 049 ကျောက်ပန်းတောင်း 09 455 751 033 ချောက် 09 256 315 700
 မင်းဘူး 09 446 555 565, 09 455 554 656 ဆင်ဖြူကျွန်း 09 401 629 276 ပွင့်ဖြူ 09 401 548 356
 မကွေး 09 952 564 469, 09 794 916 561

အမည်ထွက်ချိန်ထက် မိန့်တံခွန်(၃၀)စာရ၍ အကျောက်လာပေးပါရန်။  Thank you



အဆင့်မြင့် ခရီးသွားဝန်ဆောင်မှု
ရွှေဘို ၊ မန္တလေး ၊ ဖြစ်ဦးလွင်

ဌာနဝိတ်

📞 09-777 066 266, 09- 945 555 266,

📞 09- 450 081 266

မန္တလေးခိတ်

📞 09-94 1111 266

ရက်စွဲ - 28.4.2025 ✓

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35000

(Handwritten signature)

(Handwritten signature)

35000

(Handwritten signature)

Print Date : 13-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
1	2025-05-03	Power Generator	Marketing & Sales Support	Htet Thu Zar	Name Plate Making	06:00	29 Street Downtown	Tharkayta (1) Zay	8,000	8,000	GA Manager Approved	
2	2025-04-01	Power Generator	Marketing & Sales Support	Maw Maw Oo	YGN to MGW Branch Support (Kilo Taxi)	06:15	HTY	Aung Mingalar	22,900	22,900	GA Manager Approved	

22900/-²

