



### TRAVEL ADVANCE CLEAR FORM


<b>Cash Advance</b> 150,000/-		Employee Name		Wai Lin Aung	Estimated Date of Travel	2-Oct-2024
Position Rank		HU/HR/DIV, Dept		MAC - BII	Total Day	
Purpose		BOH/Authorized Person Name		MAC Sales Supporting	Destination	MLM to DWT
<b>Travelling Permit</b>						
Arrival Place		BOH/Authorized Person		Dawei - office		
Actual Date & Time of Travel		BOH/Authorized Person Name		2-10-24 (7:00 Am)		
Total Day		BOH/Authorized Person				
HR Name		BOH/Authorized Person		Nay Ni Nardas Aye		
HR Sign		BOH/Authorized Person		[Signature]		
BOH/Authorized Person Name		BOH/Authorized Person		Khin Ma Aye		
BOH/Authorized Person		BOH/Authorized Person		[Signature]		
<b>Advance Clear</b>						
Actual Date & Time of Travel		Total Day		2-10-24 (7:00 Am)	9 days	
Departure Date & Time		Arrival Date & Time		10-10-24 (4:30 Pm)		
Date	Description	Total Amount				
		Kyats	USD			
	Expenses Chg MLM to DWT	35000/-				
	Expenses Chg DWT to MLM	35000/-				
	TA Chg (9 days) (9 x 15000)	135000/-				
<b>Total Expense (Kyats/USD)</b>		205000/-				
<b>Cash Advance (Kyats/USD)</b>		150000/-				
<b>Balance Refund/Additional (Kyats/USD)</b>		55000/-				
<b>Job Report Status</b>						
Authorization	Name	Position	Date	Sign		
Prepared By	Wai Lin Aung	ASM	25-10-24	[Signature]		
Approved By Dept Head	Ko Aung Ko Latt	NSM	7/11/24	Telegram Approve		
Approved By GM/AGM/COO	Ko Zaw Min Mya	COO				
Acknowledged by related Superior for Job Report	Ko Aung Ko Latt	NSM		Telegram Approve		
HR Check & Approved	Swe Sur Win	DI	7/11/24	[Signature]		
Cash Received						
Remark						

# TRAVELLING REPORT

Date : .....

Report To	AGM.	
Employee Name	Wai Lin Aung.	
Position	MAC National Sales.	
Department	Consumable.	
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	2.10.24. (7:00 Am).	10.10.24. (4:30Pm).
Total Days		
Trip Information	1. From ..... To .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
2.10.24.	MLM to DWS.	
3.10.24.	8. Visit. Mr Zaw Lay workshop. J Yan Lin workshop. U Aung Myint shop. Ko Zin Min workshop. 333 shop. Kyaw Htike Aung workshop. Sai Sai workshop. Ko Khin Zaw workshop.	
4.10.24.	10. visit. U Phoe Ni workshop. Au workshop. SPEED workshop. Gold workshop. 777 shop. Ko Moe Zin shop. UK workshop. Thein Kyaw O workshop. Ko Nay Myo workshop. U Myain Soe workshop.	
5.10.24.	4. Visit. Auto Max workshop. Thein Kyaw O workshop. Htet Htet workshop. Myat Pyint Kaung workshop.	
7.10.24.	9. Visit. Ko Moe Thu (Fishing). U Phoe Ni workshop. Shwe Gee O shop. Htet Htet Htet workshop.	

Reported by

 Sign :   
 Name : Wai Lin Aung  
 Position : ASM.

Checked by

 Sign :   
 Name : Ko Aung ko latt  
 Position : NSM

(DH/AGM/GM)

Approved by

 Sign :  
 Name : ko zaw min myat  
 Position : COO  
 (COO)


02-CHL-HRM-FRM-064-00

# TRAVELLING REPORT

Date : .....

Report To	AGM.	
Employee Name	Wai Lin Aung.	
Position	MAC National Sales.	
Department	Consumable.	
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
8. 10. 24.	Ko Phoe Zaw Co shop. Nawe Nawe shop. Ko Khin Maung Co workshop. AA workshop. Ko Nyi Nyi workshop. 8. visit. That Phygo Zin workshop. U See Win shop. Ko That Zaw shop. Paing Paing workshop. Ko Myint Kyi workshop. U Haji shop. Ko Phygo Zaw (car owner). Delco's Ltd.	
9. 10. 24.	7. visit. Hein Zaw Mix workshop. Ko That Zin workshop. Ko Thein See workshop. Ko Hein Ko workshop. Ko Khaing Mye Min shop. Ko Yu workshop. Ko Mye Kyaw workshop.	
10. 10. 24.	DWI to MLM. Total visit area. Thayat Chong, DWI, Kanbank, Longlone. Total visit shop. 46. Total order. 33 cases, 7 can, 2 drum	

Reported by

 Sign :   
 Name : Wai Lin Aung.  
 Position : ASM.

Checked by

 Sign : Telegram Approve  
 Name : Ko Lung Ko Latt  
 Position : NSM

(DH/AGM/GM)

Approved by

 Sign :  
 Name : ko zaw min myat  
 Position : COO  
 (COO)

အောင်ရမည် (အရဟ) 0000351



# GREAT ဂရိတ် (Air Con Mini-Bus)

အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး

Ph...  
*(Handwritten signature)*

မော်လမြိုင် ⇌ ရေး ⇌ ထားဝယ် ⇌ မြိတ်

အမည်

ခရီးစဉ်နေ့စွဲ

ရုံနံပါတ်

ယာဉ်အမှတ်

ခရီးစဉ်

ယာဉ်ထွက်ခွာချိန်

၃၃၃ စတိုးဆိုင်နံဘေး၊ အဝေးပြေးကားကွင်းအနီး၊ အိမ်ရှေ့ပြင်ရပ်၊

ထားဝယ်ဂိတ် ☎ ၀၉-၂၅၄၆၉၈၅၃၄၊ ၀၉-၂၅၃၉၀၄၇၇၁

မော်လမြိုင်ဂိတ် ☎ ၀၉-၇၇၆၁၄၉၉၇၀

တာဝန်ခံ *(Handwritten signature)*



**IKBZ**  
Insurance Co., Ltd.  
အထူးခရီးသွားအာမခံပါရှိပြီး

အောင်စုမည် (အရက်) 0000500

# GREAT ဝဂိုတ် (Air Con Mini-Bus)

အဆင့်မြင့် ခရီးသည်ပို့ဆောင်ရေး

Phawng: *(Handwritten signature)*

မော်လမြိုင် နှစ် ရေး နှစ် ထားဝယ် နှစ် ညိုတ်

မည်

ရက်စွဲ

ခရီးစဉ်

ဆင့်မဋ္ဌ

ခရီးစဉ်မနဋ္ဌ

ယာဉ်အမှတ်

ယာဉ်ထွက်ခွာချိန်

- မော်လမြိုင် - ၀၉ ၇၇၆၁၄၉၉၇၀
- ထားဝယ် - ၀၉ ၂၅၄၆၉၈၅၃၄၊ ၀၉ ၇၆၀၁၀၀၉၉၆
- ညိုတ် - ၀၉ ၇၈၇၉၀၅၂၁၅၊ ၀၉ ၄၀၇၇၄၃၇၅၅
- ကော့သောင်း - ၀၉ ၇၆၆၆၉၉၇၄၉

တာဝန်ခံ -----



**KBZ MS**  
General Insurance  
အထူးခရီးသွားအာမခံပါရှိပြီး

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