

TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>				
Employee Name	Man Hlike Sing			
Position Rank	Area Sales Manager			
BU/HR Div, Dept	IS RH			
Purpose	Branch Sales Supporting and Customer Appointment			
Traveling Period				
Arrival Place	Kawnggye Branch			
Actual Date & Time of Travel	18.12.24 ~ 19.12.24			
Total Day	9 Day			
HR Name	May Thon Chel			
HR Sign	<i>[Signature]</i>			
BOH Authorized Person Name	Ms Thot Noo			
BOH Authorized Person	<i>[Signature]</i>			
<b>Advance Cost</b>				
Actual Date & Time of Travel	Total Day			
Departure Date & Time	Arrival Date & Time			
Date	Description	Total Amount		
		Kyats USD		
18.12.2024				
19.12.2024	TA (1508 x 9) MIDY to TGY 10000 Taxi charges 35000	135000 ✓ 56000 ✓ 35000 ✓		
Total Expense (Kyats/USD)		226,000 ✓		
Cash Advance (Kyats/USD)		250,000		
Balance Refund/Additional (Kyats/USD)		24,000 ✓		
Job Report Status				
Authorizor	Name	Position	Date	Sign
Prepared By	Nora Thuzin	Sales Admin	7.1.25	<i>[Signature]</i>
Approved By Dept Head	Thiha Thia Lung	D.H	7.1.25	<i>[Signature]</i>
Approved By GM AGM/COO	Chit San Ko	AGM	7.1.25	<i>[Signature]</i>
Acknowledged by related Superior for Job Report				
HR Check & Approved	Thao Nu Wai	HR	7.1.25	<i>[Signature]</i>
Cash Received				
Remark				

# TRAVELLING REPORT

Date : 22/12/2024

 UMG  
 ngon, Mya  
 Remark  
 BR does  
 PICs  
 BR does  
 PICs

Report To		
Employee Name		Thun Htika Suro
Position		AM
Department		Sales and Marketing
Business		BS BU
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From Monday To Taunggyi	
	2. From To	
	3. From To	
Purpose For Travelling		Customer Appointment and Branch March visit
Travel Date	Activities	Remark
11-12-2024 to 19-12-2024	Customer Appointment to Ayethazan IDZ → MRE fertilizer feed, Myanmar Boro Co, Ltd. EAGE Co, Ltd  Customer Appointment to Aung Ban Nung Ta Kar Potato, Shwe Tet Kun Potato  Customer Appointment to He Ho He Ho Potato Group, Myanmar Boro  Customer Appointment to Ho Pone Shan Green Young Corn Factory, Myint Achar Potato, CP Livestock Co, Ltd.	Mitsubishi 3 ton urea sale service  Metaden Pottery fertilif 2 ton Prosport (1) unit  3 ton inquiry

Reported by

Checked by

Approved by

Sign :

Name : Thun Htika Suro

Position : AM

Sign :

Name :

Position :

(DH/AGM/GM)

Sign :

Name :

Position :

(COO)

02-CHL-HRM-FRM-064-00



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

Print Date : 07-Jan-2025

Tax (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	2024-12-11	Industrial Systems	Sales	Than Htike Swe	TGY BR Trip Market Visit Way	08:00	MDY Hostel	MDY BUS TERMINAL	15,000	15,000	GA Manager Approved	Because MDY BR does not support CAR PICs
2	2024-12-19	Industrial Systems	Sales	Than Htike Swe	TGY to MDY Come Back	09:30	MDY BUS TERMINAL	MDY Hostel	20,000	20,000	GA Manager Approved	Because MDY BR does not support CAR PICs

35000 ✓

Sale Admin  
Awe Thazir  
*[Signature]*

DH  
Thiha Thair Aung  
*[Signature]*

FA  
Thwe<sup>2</sup> Mar  
*[Signature]*  
7/1/25

AGM *[Signature]*  
Chit San KO



Ko Aung Myint Myat

last seen at 4:23 PM

ရှိ Operation car အား အသုံး ပြုပေးပြီး သက်ဆိုင်ရာ HR များ မှ way arrange လုပ်ပေး ရမည်ဖြစ်ကြောင်း အသိပေးအကြောင်းကြား အပ်ပါသည်။  
HOGA သို့ way detail တင်ပြပြီး approve ရမော့ သာလျှင် taxi အား အသုံး ပြုခွင့် ရှိပါသည်။

လေးစားစွာဖြင့်

HOGA Teams

9:03 AM

December 28

LMG TAXI CHARGES FORM

No.	Date	Name	Description	Department	From	To	Cost	Remark
1	2024-12-28	Than Htike Swe	Approved and 20 Miles (MDY)	MDY	MDY	MDY	12,000	
2	2024-12-28	Than Htike Swe	Approved and 20 Miles (MDY)	MDY	MDY	MDY	12,000	
Total Taxi Charges							24,000	

Approved by: Than Htike Swe  
Approved by: Ko Aung Myint Myat

Dear Ko Aung Myint Myat 11.12.2024 MDY to TGY Branch Trip သွားရာတွင် Branch အနေနဲ့လိုက်ပို့ရန်မအားသည့်အတွက် Taxi စီး သွားရပါသည်။သိရှိကြောင်း Approve ပေးပေး ပါဦးခင်ဗျ။

4:17 PM



Than Htike Swe

Dear Ko Aung Myint Myat 11.12.2024 M...

Yes we know par

4:22 PM

Message



Date : December 10, 2024

Billing to : Than Htike Swe

Internal Ref : DFOYA

No.	Particular	Qty	Rate ( MMK )	Amount ( MMK )
1.	Mandalay => Taunggyi	x 1	28000	28000
Bus name : (Super Seat ) Class : (2+2) (????????? ?????????? ????) ?????????? ? ?????? ????? ?? ?????????? / ??????????) Travel Date : December 11, 2024 Seat No. : 10A,				
			Total	28000

Terms & condition can be found on [https://jjexpress.net/terms\\_conditions](https://jjexpress.net/terms_conditions)

Email: [jjonlineticket@jjexpress.net](mailto:jjonlineticket@jjexpress.net)  
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Remark. Online y ticket ဝယ်ယူထားပြီး ဝယ်ယူမှု နှစ်ပုံ ပုံနှိပ်ထားပါသည်။  
 ဝယ်ယူမှု နှစ်ပုံ

*Jme* 7/1/25

*H.*  
23/12/24



Date : December 18, 2024

Billing to : Than Htike Swe

Internal Ref : DFXVP

No.	Particular	Qty	Rate ( MMK )	Amount ( MMK )
1.	Taunggyi => Mandalay	x 1	28000	28000
Bus name : (Super Seat )				
Class : (2+2)				
Travel Date : December 19, 2024				
Seat No. : 8D,				
Total				28000

Terms & condition can be found on [https://jjexpress.net/terms\\_conditions](https://jjexpress.net/terms_conditions)

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Ph: +959977181230 Web: <https://jjexpress.net>

Remark; Online y ticket ဝယ်ယူခဲ့တာပဲ။ Copy Printed (ရောင်းပုံအားပေး)

JJme 7/11/25

23/12/24