



My Company



win motors

No. 898/990, Anawrahta Industrial Zone
Mya Sein Yang Phayar Road, Yangon-Pathein Highway Road, Hlaingtharya, Yangon



CLAIM REQUEST FORM

Requestor Name : El Phoo
 Ngone
 Department Name : Unit Sales (ATT)
 Payment Date :
 Payment Voucher : EX-ATT-2025-01-00022
 No
 Payment Method : Cash/Bank
 Payment Amount : 130000.0
 Currency : MMK
 Exchange Rate : 4,800.0

Budget Type : Include Budget
 Payment Type : Claim Payment
 Prepared By : ATT_BudgetDataEntry
 Superior Approved : ATT_S&MDataCheck
 By
 Last Approved By : ATT_S&MDataCheck

No.	Description	Department	Request Amount	Remark
1	Traveling charges for PIC Ko Myo Zin Htwe (NPT, TGO)	Unit Sale Department (ATT)	130,000.00	Traveling charges for PIC Ko Myo Zin Htwe (NPT, TGO)

Expense Total 130,000.00 K
Additional/Refund

Note: Traveling charges for PIC Ko Myo Zin Htwe (NPT, TGO)

Superior Check By		F&A		GM/AGM		ACOO	
Name : <u>Moheli Khlay</u>	Name : <u>Law Aung</u>	Name : <u>Kal Khay Mye</u>	Name : <u>Zoo Htin Myet</u>	Name : <u>Zoo Htin Myet</u>	Name : <u>Zoo Htin Myet</u>	Name : <u>Zoo Htin Myet</u>	Name : <u>Zoo Htin Myet</u>
NRC No : <u>027882010</u>	NRC No : <u> </u>	NRC No : <u> </u>	NRC No : <u> </u>	NRC No : <u> </u>	NRC No : <u> </u>	NRC No : <u> </u>	NRC No : <u> </u>
Date : <u>12.10.25</u>	Date : <u>18.1.2025</u>	Date : <u> </u>	Date : <u> </u>	Date : <u> </u>	Date : <u> </u>	Date : <u> </u>	Date : <u> </u>
Remark : <u> </u>	Remark : <u> </u>	Remark : <u> </u>	Remark : <u> </u>	Remark : <u> </u>	Remark : <u> </u>	Remark : <u> </u>	Remark : <u> </u>

18/01/25
ACOO



TRAVELLING REPORT

Date: 11.1.2025

Report To	Ko Mg Mg	
Employee Name	Myo Tin Hlae	
Position	Salesman	
Department	Sale	
Business	AT&T BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	2.1.2025 8:00 AM	11.1.2025 5:00 PM
Total Days		
Trip Information	1. From Yangan To Way Pyi Taw	
	2. From Way Pyi Taw To Yangan	
	3. From Way Pyi Taw To Taungoo	
Purpose For Travelling	Sale and Marketing visit	
Travel Date	Activities	Remark
2.1.2025	Loewe Tsp; Tharwaththi city. Harvester customer appointment	U Thet Waing U Phoe Htoo
3.1.2025	Loewe Tsp; wath'kame village	U Tin Myint Ko Aung Thee
6.1.2025	NPT to YGN Charister deal	U Kyaw Soe Ko Lat
7.1.2025	Pobbathiri Tsp; sale visit	
8.1.2025	NPT to TGO sale trip	
9.1.2025	Taungoo Tsp; sale visit	U Zaw One Ko Myint Min Htoo
10.1.2025	Oaktwin Tsp; sale visit	
11.1.2025	Taungoo Office prospects customers follow up	

Reported by
 Sign:
 Name: Myo Tin Hlae
 Position: Salesman

Checked by
 Sign:
 Name: Ko Maung Maung
 Position: GM

Approved by
 Sign:
 Name: Ko Zaw Min Myat
 Position: ACOO

(DH/AGM/GM)

(COO)

Hi-5 report နှင့် ဝန်ထမ်းများ

Et Phae Ngone

Checked by
 Sign:
 Name: Ko Ther Zaw Lin
 Position: OM

05-CHL-HRM-FRM-064-01



TRAVEL ADVANCE CLEAR FORM

Cash Advance		Estimated Date of Travel	(8:00)AM (5:00)PM	
Employee Name	Ko Myo Zin Htwe	Total Day	10 days working day is 8 days	
Position Rank	Sale man	Destination	NPT, PHN, TAO	
BU/BR DIV, Dept	ATT BU	Purpose		
Sale & marketing				
Travelling Permit				
Arrival Place	NPT	TAO	PHN	
Actual Date & Time of Travel	2025.01.02 (8:00)AM		2025.01.11 (5:00)PM	
Total Day	10 days working day is 8 days			
HR Name	Hany OO			
HR Sign	Hany			
BOH/Authorized Person Name	Thot Cho Win			
BOH/Authorized Person	[Signature]			
Advance Clear				
Actual Date & Time of Travel			Total Day	
Departure Date & Time			Arrival Date & Time	
			Total Amount	
Date	Description		Kyats	USD
2025-01-02	2,3,7,8,9,10,11 (15000K)		105000	✓
↓	Express charges		15000	✓
2025-01-11	Taxi charges		10000	✓
Total Expense (Kyats/USD)			130000	
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Ma Et Phwe Ngone	Admin	16.1.25	[Signature]
Approved By Dept Head	Ma Su Et Hlaing	DH	17.1.25	[Signature]
Approved By GM/AGM/COO	Ko Maung Maung	GM		[Signature]
Acknowledged by related Superior for Job Report	Ko Zaw Min Myat	ACCO	18.1.25	[Signature]
HR Check & Approved	Lae Lae Mon	ADH	18.1.25	[Signature]
Cash Received				
Remark				

2025.01.16
 12/01/25
 [Signature]