



## TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Soe Htet Tin	Estimated Date of Travel	8.5.25 ~ 4.5.25	
Position Rank	AGM	Total Day	2 Days	
BU/PR/Div, Dept	PG BU	Destination		
Purpose	Customer Appointment			
Travelling Permit				
Arrival Place	YGN to MDY	MDY to YGN		
Actual Date & Time of Travel	3.5.25	4.5.25		
Total Day	= 2 Days			
HR Name				
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	
3.5.25 to 4.5.25	Travelling Allowance Charge 2 Days x 15000	30000 ✓		
	Toll Gate Charges	18000 ~		
	Trip Fuel Charge (3N-3612)	345000 ✓		
<b>Total Expense (Kyats/USD)</b>		393000		
<b>Cash Advance (Kyats/USD)</b>		-		
<b>Balance Refund/Additional (Kyats/USD)</b>		393000 ✓		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Htet Thae Zay	SH	28.5.25	
Approved By Dept Head	Ryi Cein	DH	29.5.25	
Approved By GM/AGM/COO	Soe Htet Tin	AGM		
Acknowledged by related Superior for Job Report	Ko Aye Min Htoon	VGM		
HR Check & Approved	Phyo Cein Nyein	HR		
Cash Received				
Remark				



MAX ENERGY

Please Scan QR Code (Code Type)  
1080 7454 7457 5400

F.S Code : Max Energy (Meiktila 1)  
Voucher : H-15-20250503-0541  
Date : 03/05/2025 3:03:15 PM  
Car No : 3N/3612  
Pump : Pump 3  
F.S Ph : "09-891755031"



Fuel Type	Price x Liter	Amount
Premium Diesel	3165 x 31.5960	MMK 100,000
KBZ Pay	Total (Inclusive Tax)	MMK 100,000

Thank You. Please come again.  
Have a safe journey.



MAX ENERGY

Please Scan QR Code (Code Type)  
1513 3371 3005 1571

F.S Code : Max Energy (108-Mile)  
Voucher : H-86-20250504-0187  
Date : 04/05/2025 7:30:57 PM  
Car No : 3N/3612  
Pump : Pump 3  
F.S Ph : "09891755240"



Fuel Type	Price x Liter	Amount
Premium Diesel	3100 x 32.2580	MMK 100,000
	Total (Inclusive Tax)	MMK 100,000

Thank You. Please come again.  
Have a safe journey.

PT Power-အမွန်လမ်း (0) ဝိုင်း (2322)

ရန်ကင်း-ပဲခူးလမ်းဟောင်း နှင့်  
ရန်ကင်း-နွေညောင်တော်အမွန်လမ်း  
ထဲတွင် လှည့်ကူးဖို့။ 09457755009,  
09421115827

Vr No : H-17-20250503-0377

Date : 03/05/2025 9:05:21 AM

Cashier : Daw Chit Myat D Staff : Chit Myat  
Noe Khin Noe Khin

Car No : 3N/3612 Pump : Pump 27

Fuel Type	Price x Liter	Amount
Premium Diesel	3055 x 37.6450 (8.281 G)	115,005
Received		115,005

Thank You. Please Come again.



TAUNGGOO STATION  
Contact No : 09 940 549 292

Receipt No: 02431481  
Date/Time : 04-05-2025 (17:44)  
Pump/Noz : 4/ 2  
Product : Premium Diesel  
Lit/Price : 9.677 x 3100 K

Total : 30,000 K  
MOP : Cash  
Plate : BC3N3612  
Thank you ... See You Again!

လမ်းဦးစီးဌာန  
ရန်ကုန် မန္တလေးအမြန်လမ်း  
C JUNCTION TOLLGATE, Lane 3  
03/05/25 01:33:35 PM  
**3N-3612**

Voucher : L3339664      Section : 1020  
From : CJun, To : SKI      Class : 2  
Weight : 0  
Charge : Ks 4,000



ပျောက်ဆုံး ပျက်စီးပါက ထပ်မံပေးဆောင်ရမည်

လမ်းဦးစီးဌာန  
ရန်ကုန် မန္တလေးအမြန်လမ်း  
C JUNCTION TOLLGATE, Lane 6  
04/05/25 04:14:02 PM  
**3N-3612**

Voucher : L6448409      Section : 1035  
From : CJun, To : 3Jun      Class : 2  
Weight : 0  
Charge : Ks 5,000



ပျောက်ဆုံး ပျက်စီးပါက ထပ်မံပေးဆောင်ရမည်

လမ်းဦးစီးဌာန  
ရန်ကုန် မန္တလေးအမြန်လမ်း  
3 JUNCTION TOLLGATE, Lane 3  
03/05/25 09:11:16 AM  
**3N-3612**

Voucher : L3719023      Section : 1044  
From : 3Jun, To : CJun      Class : 2  
Weight : 0  
Charge : Ks 5,000



ပျောက်ဆုံး ပျက်စီးပါက ထပ်မံပေးဆောင်ရမည်

လမ်းဦးစီးဌာန  
ရန်ကုန် မန္တလေးအမြန်လမ်း  
SAKABAY TOLLGATE, Lane 5  
04/05/25 03:24:34 PM  
**3N-3612**

Voucher : L624      Section : 858  
From : SKI, To      Class : 2  
Weight : 0  
Charge : Ks 4,000



ပျောက်ဆုံး ပျက်စီးပါက ထပ်မံပေးဆောင်ရမည်



# TRIP CAR USED FORM

BU/BR/DIV : PGI BU  
Driver Name : Soe Htet Tin  
Car User Name : Soe Htet Tin  
Trip Title : Bago Customer Appointment  
Trip Location : Bago  
Car No. : 3N/3612  
Car Type : ISUZU Double Cab  
Estimate Date : 9.5.2025  
Participant : Soe Htet Tin

Date	Start Kilo	End Kilo
9.5.2025	211030	211198

Request By

Checked By

Acknowledge By

Approved By

Requester

Related GM/AGM

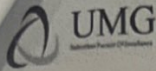
GAV Head

CAM GM/AGM/COO

*Handwritten signature*  
nhet Thu Zar

Soe Htet Tin

KO Aye Min Htoon



# TRAVELLING REPORT

Date : 10.5.25.....

Report To	Ko Aye Min Htoon	
Employee Name	Soe Htet Tin	
Position	AGM	
Department	PG BU	
Business	PG BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	9.5.25 (6:30 AM)	9.5.25 (7:30 PM)
Total Days		
Trip Information	1. From YGN To BGO	
	2. From BGO To YGN	
	3. From ..... To .....	
Purpose For Travelling	Cust. Bago Sport Gloves Co., Ltd. Appointment & Dealing (MC-450BS)	
Travel Date	Activities	Remark
9.5.25	Dealing customer - Bago Sport Gloves Co., Ltd. (SDA Branch Sale) Appointment and site survey visit.	MC-450BS, YGN

Reported by

Checked by

Approved by

Sign :  
 Name : Soe Htet Tin  
 Position : AGM

Sign :  
 Name : Soe Htet Tin  
 Position : AGM

Sign :  
 Name :  
 Position :

(DH/AGM/GM)

(COO)

မင်းကြီး (MD)

last seen recently

May 23

Dear MD,

we would like to request the approve approval for AGM went to customer (MDY trip, BGO trip). AGM went to Customer site (U Sai Shwe Baw Thein) in Mandalay at 3.5.2025 and Bago customer site (Bago Sports Gloves) at 9.5.2025 with VCM,ACCO approve.

We apologize for forgot to request your approve because AGM need to go urgently customer site.

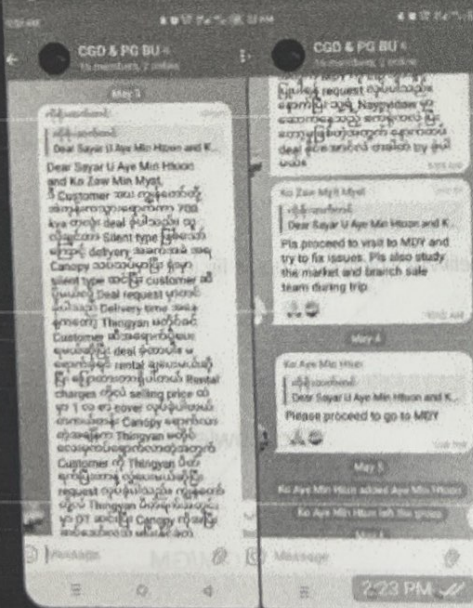
So, We would like to request your approve approval to trip clear procedure for MDY & BGO Trip. 🙏🙏🙏

Kyi Kyi Win  
Department Head  
Marketing & Sale Support Dept  
PG BU

2:23 PM ✓

Forwarded from

Htet Thuzar



Forwarded from

Htet Thuzar

viber\_image\_2025-05-2\_2\_14-09-23-677.jpg

165.4 KB JPG

2:24 PM ✓

KKW

Dear MD, we would like to request the appro...

Please process

2:25 PM

Thanks MD 🙏 2:26 PM ✓

Message

2:04 PM

2.6% 4G 4G 45

CGD & PG BU

16 members, 2 online

Noted

8:49 PM

ကိုစိုးထက်တင်

admin

Dear Sayar U Aye Min Htoon, Bago သို့ customer appointment သွားရန်အတွက် Fuel trip အတွက် approved တောင်းချင်လို့ပါ 9.5.2025 တွင် Bago industrial zone တွင် customer နဲ့ 400 kva မီးစက် အတွက် appointment ချိန်းထားပါတယ် deal ဖို့လဲများပါတယ်။ သွားမယ့်ကားကတော့ 3N/3612 ဖြစ်ပြီး fuel ဖိုး ခန့်မှန်း ကုန်ကျငွေက 50000 to 70000 ဝန်းကျင်ပါခင်ဗျာ။

2 10:35 PM

May 9

Aye Min Htoon

ကိုစိုးထက်တင်

Dear Sayar U Aye Min Htoon, Bago...

Please proceed to go to BGO.

11:05 PM

Ko Par Gyi

Dear Sayar Aye Min Htoon and Ko...

Please proceed.

11:07 PM

Ko Par Gyi

Aye Min Htoon

Please proceed.

Message

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

Print Date : 03-Jun-2025

### Monthly Fuel Claim

Vehicle Number	Holding Business	Request Date	For Month	Contract Name	Approved amount	Actual Issue Gallon	Actual Charges Amount	Actual Approved Status	Monthly Usage Kilo	Remark
3N/3612	Power Generator	2025-05-28	May	Soe Htet Tin	280,000	25	345,000	Close	1,314	Customer- Sai Shwe Baw Thein, VP-770S, Machine delivery late complain and site visit
<del>3N/3612</del>	<del>Power Generator</del>	<del>2025-05-28</del>	<del>May</del>	<del>Soe Htet Tin</del>	<del>280,000</del>	<del>4</del>	<del>50,000</del>	<del>Close</del>	<del>168</del>	<del>Customer - Bago Sport Gloves Co.,Ltd.</del>

Htet Thein Zaw

Kyi U Win

Phyo U Aye Myin

Soe Htet Tin

Fuel = 345000 l-  
Gral = 25 gal

kilo Consumption =  $209320 - 210634 = 1314 \div 25 = 52.56$  kilo