



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Aye Chan Aeng	Estimated Date of Travel	7-28.2.25	
Position Rank	ASM	Total Day	28	
BU/BR/DIV, Dept	Pga BU	Destination		
Purpose	Customer appointment and dealing customer visit			
Travelling Permit				
Arrival Place	NPT, TGO, TGLY			
Actual Date & Time of Travel	(3,4,5,6,7,8,9,10,12,13,14,15,16 - Probe BR) (11 - leave)			
Total Day				
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	
14 X 15,000	TA Charges (14 X 15,000)	210,000		
	Fuel Charges	20,000		
	Express charges	32,000		
Total Expense (Kyats/USD)		262,000		
Cash Advance (Kyats/USD)		-		
Balance Refund/Additional (Kyats/USD)		262,000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Khaing Wlah ²	Sr. Staff	25.3.25	
Approved By Dept Head	Keji Keji Wlin	DH	25.3.25	
Approved By GM/AGM/COO	Soe Htet Tin	AGM		
Acknowledged by related Superior for Job Report	Aye Min Htoon	COO		
HR Check & Approved	Phyo Wlai Nyein	ASH	29.3.25	
Cash Received				
Remark				

01/04/2025
 Anniston

RRC

FAMOUS Express		Destination ခရီးစဉ်	Vehicle No: ယာဉ်နံပါတ်
Passenger Name ဧည့်သည်		Date of Issue ထုတ်ပေးသည့်နေ့	Departure Date ခရီးသွားမည့်ရက်
Passport No (or) RC No အထွေထွေအမှတ် (သို့) နိုင်ငံတူးလက်မှတ်		Departure Time ထွက်ခွာချိန်	Departure Place ထွက်ခွာမည့်နေရာ
Contact Phone No ဆက်သွယ်ရန်နံပါတ်	Ticket Fare လက်မှတ်တန်ဖိုး	Seat No ထိုင်ခုံအမှတ်	
Agents Signature အရောင်းဌာနလက်မှတ်	4 Day 14617 အလုပ်စာ		

TGO -> TGA

3. From To

ခရီးစဉ်

Purpose For Travelling	Activities	Remark
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Travel Date: 1.2.2025

Go to Zebulluri downtown, 100 KVA Prospect

1 U Saw Win Myaing - 150 KVA

General Insurance
MMS

REGENCY

Taungoo

Phone : 09-425296108

Octane

Vr No: C1-36 Date: 14-Feb-2025 16:05:

Pump: 0 ဘဏ္ဍာရေးဌာန CK

<u>Liter</u>	<u>Price</u>	<u>Discount</u>	<u>Amount</u>
3.115	3210	0	10000

တစ် - တစ်ပေလုံး - တစ်

Thanks!

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RAVEL

el Tin (A
en Aung

Sales

Departure

NPT B

	S. FROM
Purpose For Travelling	
Travel Date	
1.2.2025	Go to Zabuithiri do customer Appoin

Handwritten notes on a yellow sticky note:
① Excellent Taungoo
② PPF Private School
Private School
Hotel

REGENCY

Taungoo

Phone : 09-425296108

95 Ron

Vr No: C1-25 Date: 05-Feb-2025 16:50:

Pump: 95 Ron ကန်ဇာနည် CK

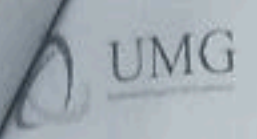
<u>Liter</u>	<u>Price</u>	<u>Discount</u>	<u>Amount</u>
3.021	3310	0	10000

ကန်ဇာနည် - ဝန်ထမ်း

Thanks!

Handwritten signature

Purpose For Travelling



TRAVELLING REPORT

Date :

Report To	Ko Soe Htet Tin (AGM)	
Employee Name	Aye Chan Aung	
Position	ASM	
Department	National Sales	
Business	PG	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From TGO Branch To TGI Branch	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
20.2.2025	Go to Oak Twin downtown, 1 Sokua Prospect Appointment & Prospect follow up	① Daw Myo Myo Aye - 6 Sokua
13.2.2025	Go to Kyan Tau & Oak Twin, PG Prospect customer follow up & New finding	② Ang Htun - 2 Sokua
14.2.2025	Go to Taungoo downtown, PG Prospect customer follow up & broker Appointment	③ Patent Bakery - 4 Sokua
17.2.2025	Go to Taunggyi Branch	④ U Mg Mye Tin - 6 Sokua
18.2.2025	Go to Hopone downtown, PG Prospect customer follow up.	⑤ Shwe Mae Hotel - 5 Sokua
19.2.2025	Go to Yak Saik downtown, MIO Customer follow up & Prospect follow up.	⑥ Sai Kham New Co, Ltd - 1 Sokua
20.2.2025	Go to ATY Industrial zone & Yak Saik, PG Prospect customer Appointment	⑦ Harmony KTV - 6 Sokua
21.2.2025	Go to Kalaw downtown, PG Prospect customer follow up	

Reported by
 Sign :
 Name : Ko Aye Chan Aung
 Position : ASM

Checked by
 Sign :
 Name : Kyi Kyi Win
 Position : DH

(DH/AGM/GM)

Approved by
 Sign :
 Name :
 Position :
 01/04/2025
 Amintar

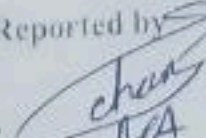
(COO)

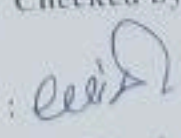
UMG

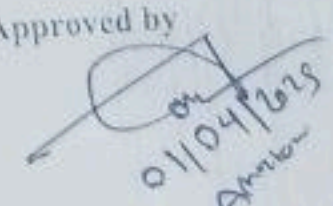
TRAVELLING REPORT

Date :

Report To	Ko Soe Htet Tin (AGM)	
Employee Name	Aye Chan Aung	
Position	ASM	
Department	National Sales	
Business	PG	Arrival Date And Time
Departure & Arrival	Departure Date And Time	
Total Days		
Trip Information	1. From T&T Branch To	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
22. 2. 2025	BU Sale Meeting & Branch Sale Man follow up	⑧ Kudos Bakery - 400kVA
24. 2. 2025	Go to Tunggayi downtown, PG Prospect customer follow up.	⑨ Heho Potato - 250kVA
25. 2. 2025	Go to Ang Bon, Kalaw downtown, New finding & Prospect follow up	⑩ Pathlaing Hospital - 350kVA
26. 2. 2025	Go to Tunggayi downtown, PG Prospect customer follow up & New finding.	
27. 2. 2025	Go to Yuenagan, MBO follow up & New finding & Prospect follow up.	
28. 2. 2025	Go to Kalaw downtown, New finding & Prospect follow up.	

Reported by
 Sign : 
 Name : Ko Aye Chan Aung
 Position : ASM

Checked by
 Sign : 
 Name : Kyi Kyi Win
 Position : DH
 (DH/AGM/GM)

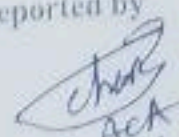
Approved by
 Sign : 
 Name : Amie
 Position :
 (COO)

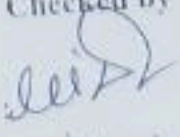
U Saw Win Myaing
 U Kan Chan
 U Zau Winkhaing
 U Kyi Legi Win
 U Myat Kyaw
 U Aung Zaw Lat
 U John
 U Saw Win Myaing
 U Kan Chan
 U Zau Winkhaing
 U Kyi Legi Win
 U Myat Kyaw
 U Aung Zaw Lat
 U John

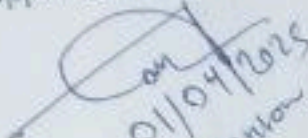
TRAVELLING REPORT

Date :

Report To	Ko Soe Htet Tin (AGM)	
Employee Name	Aye Chan Aung	
Position	ASM	
Department	National Sales	
Business	PG	Arrival Date And Time
Departure & Arrival	Departure Date And Time	
Total Days	1. From NPT Branch To TGA Branch	
Trip Information	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
1-2-2025	Go to Zabuthiri downtown, 100 kVA Prospect customer Appointment	① U Saw Win Myaing - 150 kVA
3-2-2025	Go to Tanggo downtown, MIO customer & Prospect follow up	② U Kaung Myat Kyaw - 300 kVA
4-2-2025	Go to Tanggo downtown, Broker Appointment & Prospect follow up	③ Red Star - 100 kVA ④ Ko John - 250 kVA
5-2-2025	Go to LayMile downtown, New finding & Prospect follow up	⑤ Ko Aung Zaw Lat - 250 kVA
6-2-2025	Go to Htan Ta Pin downtown, 250 kVA Prospect customer Appointment & Prospect follow up	⑥ U Kan Chan - 150 kVA ⑦ U Zau Winkhaing - 200 kVA
7-2-2025	Go to LayMile downtown, Prospect follow up	
8-2-2025	Go to Yee Dee downtown, New finding & Prospect follow up	

Reported by
 Sign : 
 Name : Ko Aye Chan Aung
 Position : ASM

Checked by
 Sign : 
 Name : Kyi Legi Win
 Position : DH
 (DH/AGM/GM)

Approved by
 Sign : 
 Name :
 Position :
 (COO)