



### TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>			
Employee Name	San Naing Lin	Estimated Date of Travel	14.11.24 ~ 23.11.24
Position Rank	ASM.	Total Day	10 days
BU/BR/DIV, Dept	REBU	Destination	Taungtha
Purpose	Branch visit and customer appointment		

<b>Travelling Permit</b>			
Arrival Place	TGY BR		
Actual Date & Time of Travel	14.11.24 to 23.11.24		
Total Day	10 days		
HR Name	May Thin Chel		
HR Sign			
BOH/Authorized Person Name	Thel Nwe		
BOH/Authorized Person	Telgram Approved.		

<b>Advance Clear</b>			
Actual Date & Time of Travel	14 ~ 23.11.24	Total Day	10 days
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
14 ~ 13.11.24	TA charges for 1 person x 10 days x 15,000/-	150,000/-	
14.11.24	Car ticket < MGY ~ TGY	30,000/-	
23.11.24	Car ticket < TGY ~ MGY	30,000/-	
18.11.24, 21.11.24	Cycle fuel charges	14,000/-	
14.11.24	Taxi charges	8,000/-	
23.11.24	Taxi charges	8,000/-	
<b>Total Expense (Kyats/USD)</b>		240,000/-	
<b>Cash Advance (Kyats/USD)</b>		300,000/-	
<b>Balance Refund/Additional (Kyats/USD)</b>		60,000/-	

<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Zin Zin Oo	Admin.	11.12.24	
Approved By Dept Head	Aungs Myat Thu	SH.	11.12.24	
Approved By GM/AGM/COO	Bye Bye	AGM.		
Acknowledged by related Superior for Job Report	Aung Mye Myath	ACOO		
HR Check & Approved	Ngein Ei Ei Khin	HR.	14.12.24	
Cash Received				

<b>Remark</b>

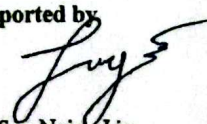


# TRAVELLING REPORT

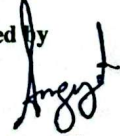
Date : .....30.11.2024.....

<b>Report To</b>	Aung Myat Thu	
<b>Employee Name</b>	San Naing Lin	
<b>Position</b>	ASM	
<b>Department</b>	Sales & Marketing	
<b>Business</b>	RE BU	
<b>Departure &amp; Arrival</b>	<b>Departure Date And Time</b>	<b>Arrival Date And Time</b>
<b>Total Days</b>	10 days	
<b>Trip Information</b>	1. From .....Mandalay.....To .....Taunggyi.....	
	2. From .....To .....	
	3. From .....To .....	
<b>Purpose For Travelling</b>		
<b>Travel Date</b>	<b>Activities</b>	<b>Remark</b>
14.11.2024	Mandalay to Taunggyi Branch	
16.11.2024	Taunggyi Township, SSBU, Ko Naung Appointment	
18.11.2024	Hopone Township, Golden gate, Ko Nyein Kyaw	
19.11.2024	Training	
20.11.2024	Aye Tharyar Township, Installer Ko Nyein Kyaw appointment	
21.11.2024	Shwe Nyaung and Nyaung Shwe finding nwe customer	
22.11.2024	Taunggyi township and Hopone township	
23.11.2024	Taunggyi to Mandalay	

**Reported by**

**Sign :**   
**Name :** San Naing Lin  
**Position :** ASM

**Checked by**

**Sign :**   
**Name :** Aung Myat Thu  
**Position :** DH

(DH/AGM/GM)

**Approved by**

**Sign :**   
**Name :** Zaw Min Myat  
**Position :** ACOO

(COO)

05-CHL-HRM-FRM-064-01

TGY

# ရွှေတံခါး

ပတ်လုံးဆိုင်ရာအရောင်းအဖွဲ့ (ပတ်လုံး) လက်ကိုင်ဆိုင်

Ph : 081-45376 , 09-8350428

## Octane(92)

ViNo: C2 22 ✓

Date: 18-Nov-2021 10:36:1

Pump: O 3

ပမာဏ: ၂.၂၄၇

Gal Later Price

Total

0.494 2.247 3115

7000 ✓

ပမာဏ မှန်ကန်စေရန် အတွက်

ပတ်လုံးဆိုင်ရာအရောင်းအဖွဲ့ (ပတ်လုံး) လက်ကိုင်ဆိုင်


(Bus, Motorcycle, 3-wheel etc

TGY

# ရွှေတံခါး

ရတနာတိုက်၊ အလယ်တန်း၊ ရန်ကင်း (၂)  
ကောင်စီကမ်း

Ph : 081-45376 , 09-8350428

Octane(92) 

120

VrNo: C2 20

Date: 21-Nov-2024 09:42

Pump: O 3

ပမာဏ      ချဲ့ထွင်

Gal	Liter	Price	Total
0.494	2.247	3115	7000 ✓

ပျော် ပုဇွန်ကောင်      ဝိတ်

ရတနာတိုက်၊ အလယ်တန်း၊ ရန်ကင်း (၂) ကောင်စီကမ်း



## Famous ExpressRef No



Normal  
(NyaungShwe and  
Hopong) (Ygn-Mdy  
Old Highway Road)

**DVBKW**

Pick-up  
location

**Mandalay**



Drop location

**Hopong**

Departure

**14 Nov 2024,  
08:30 AM**

Arrival

**14 Nov 2024,  
03:30 PM**

Total Seat

**1**

Seat

**16,**

Ticket

Type

**local**

Passenger Name

**San Naing Lin**

Passenger

Mobile

**09799533699**

Payment Method

**account**

Total Amount

**30000**

Booking Date

**13 Nov 2024, 01:43 PM**

Mandalay ( MDY - TGI ) To  
Taunggyi Bus Ticket

14 Nov 2024, 08:30 am,  
Normal (NyaungShwe and  
Hopong) (Ygn-Mdy Old  
Highway Road),

### Famous ExpressRef No



Normal (Nyaung Shwe) (Starting point is from Hopong at 7:00 AM, DVHOL and 4Mile TBC at 7:45 AM, Aye Tharyar at 8:45 AM)



Depature **23 Nov 2024, 08:45 AM** Arrival **23 Nov 2024, 04:45 PM**

Total Seat **1** Seat **15,** Ticket Type **local**

Passenger Name **San Naing Lin** Passenger Mobile **09799533699**

Payment Method **account** Total Amount **30000**

Booking Date **22 Nov 2024, 05:06 PM**

Taunggyi To Mandalay ( MDY - TGI ) Bus Ticket

23 Nov 2024, 08:45 am, Normal (Nyaung Shwe) (Starting point is from Hopong at 7:00 AM, and 4Mile TBC at 7:45 AM, Aye Tharyar at 8:45 AM), တောင်လေးလုံး ရွှေတံခါးဓါတ်ဆီဆိုင် ရှေ့တွင်စီးမည်

Vehicle Repair / Taxi(Bus,Motorcycle,3-wheel etc...) Charges Claim Report(Pdf)

Print



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

Print Date : 11-Dec-2024

Taxi (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	Status	Remark
1	2024-11-14	Renewable Energy	Sales & Marketing	San Naing Lin	Go to Taunggyi branch for branch visit and customer appointment.	06:45	Industrial Yard	Mandalay Bus Station	12,000	8,000	GA Manager Approved	
2	2024-11-23	Renewable Energy	Sales & Marketing	San Naing Lin	Go back Mandalay from Taunggyi.	18:30	Mandalay Bus Station	Industrial Yard	12,000	8,000	GA Manager Approved	