



TRAVEL ADVANCE CLEAR FORM

Cash Advance 240,000/-				
Employee Name	Zaw Thingyan	Estimated Date of Travel	8.10.2024 to 12.10.2024	
Position Rank	ASM	Total Day	5 days	
BU/BR/Div, Dept	MAC BU	Destination		
Purpose	Branch Site Support.			
Travelling Permit				
Arrival Place	TGY BR			
Actual Date & Time of Travel	8.10.24 ~ 12.10.24			
Total Day				
HR Name	May Thin Sbel			
HR Sign				
BOH Authorized Person Name	Theet Nweij.			
BOH Authorized Person				
Advance Clear				
Actual Date & Time of Travel	8.10.2024 ~ 13.10.2024.	Total Day	5 1/2 days.	
Departure Date & Time	12.10.2024 (4:00 PM)	Arrival Date & Time	13.10.2024 (11:00 AM)	
Date	Description	Total Amount		
		Kyats	USD	
12.10.2024	Taunggyi to YGN Express	20,000		
13.10.2024	accommodation & meals - 81 Taxes	17,200		
	8.10.2024 to 11.10.2024 TA charges: 5 1/2 days	82,800		
Total Expense (Kyats/USD)		120,000		
Cash Advance (Kyats/USD)		240,000		
Balance Refund Additional (Kyats/USD)		110,000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Zaw Thingyan.	ASM	14.10.2024	
Approved by Dept Head	Ke Aung ko Latt	NSM	22.10.2024	Telegram approve
Approved By GM/AGM/COO	Ma Saint 2 Thu	AGM		
Acknowledged by related Superior for Job Report	Ke Aung ko Latt	NSM	22.10.2024	Telegram approve
HR Check & Approved	Swe Swe Linn	DH	22.10.2024	
Cash Received				
Remark				



TRAVELLING REPORT

Date: 14.10.2024

Report To	COO, GM, DM, DH.	
Employee Name	Zwe Thingyan	
Position	ASM.	
Department	National Sale.	
Business	MAC BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	8.10.2024	12.10.2024 (4:00 PM).
Total Days	5 1/2 days.	
Trip Information	1. From Nyaung-U To Taunggyi	
	2. From Taunggyi To Yangon	
	3. From To	
Purpose For Travelling	Branch Sale Support.	
Travel Date	Activities	Remark
7.10.2024	Go to Taunggyi from Nyaung-U.	Total Order
8.10.2024	Aung Pan and Hto ceay with Ko Min Thee. - UNL, Chai Phye Aung, Ko Khaing See, YPP, မာမာ, U See Paing	36 case, 4 drum, 4 can, for Tileyit Coal Mine. Valvoline 24 can, 4 drum.
9.10.2024	Shwe Nyaung Taunggyi, Ceay with Ko Min Thee. - GSSGF, Nan Sae Hlaing, U San, U Moe Gyi, Fujko;	

Reported by
 Sign : *[Signature]*
 Name : **Zwe Thingyan**
 Position : **ASM**

Checked by
 Sign : *[Signature]*
 Name : **Ko Aung ko latt**
 Position : **NSM**
 (DH/AGM/GM)

Approved by
 Sign :
 Name :
 Position :
 (COO)

Report To	AGM, OM, DH, COO	
Employee Name	Zwe Thingyan	
Position	ASM	
Department	National Sale	
Business	MAC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	8.10.2024	12.10.2024 (4:00 PM)
Total Days	5 1/2 days	
Trip Information	1. From ... Nyang ... To ... Taunggyi	
	2. From ... Taunggyi ... To ... Yangon	
	3. From To	
Purpose For Travelling	Branch Sales Support	
Travel Date	Activities	Remark
10.10.2024.	Top Family, Heart Hom, 3D, Market , Madira, Shwe Nyaung and Nyaung Shwe way with ko Min Thu. - Aung Zay Ya, their Min. Super Scale, Phoe la Min, Tilyit Coal Mine discussion with service team.	
11.10.2024.	Taunggyi way with ko Min Thu.	

Reported by

 Sign :
 Name : Zwe Thingyan
 Position : ASM

Checked by

 Sign :
 Name : Ko Aung ko latt
 Position : NSM

(DH/AGM/GM)

Approved by

 Sign :
 Name :
 Position :

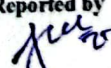
(COO)


05-CHL-HRM-FRM-064-01

TRAVELLING REPORT

Date :

Report To	AGM, OM, DH, COO	
Employee Name	Zwe Thingyan	
Position	ASM	
Department	National Sale	
Business	MAC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	8.10.2024	12.10.2024 (4:00 PM)
Total Days	5 1/2 days	
Trip Information	1. From Nyaung U To Taunggyi.....	
	2. From Taunggyi..... To Yangon.....	
	3. From To	
Purpose For Travelling	Branch Sales Support	
Travel Date	Activities	Remark
12.10.2024	<p>- No.1 ko Chan, lay Myat Naing Construction Pit and Grooves, Luck Star, 75 Grooves).</p> <p>Go to Yangon from Taunggyi branch.</p>	

Reported by
 Sign : 
 Name : Zwe Thingyan.
 Position : ASM.

Checked by
 Sign : 
 Name : ko Aung ko latt
 Position : NSM
 (DH/AGM/GM)

Approved by
 Sign :
 Name :
 Position :
 (COO)

05-CHL-HRM-FRM-064-01

ORIGIN (FROM - TO) သွားရောက်မည့်မြို့(မှ-သို့)
Y 10 49n

005959



NAME OF PASSENGER
ပညာအမည် မောင် ဇွဲသက်ရှင်

N.R.C / PASSPORT NO.
မှတ်ပုံတင်အမှတ် ၁၂/၀၈၅၄ (၂၄၆) ၂၃၅၀၁၇

TICKET PRICE
သင့်ငွေ (ကျပ်) ၁၂,၆၀၀ ကျပ်

DATE OF DEPARTURE
သွားမည့်နေ့

SERVICE CHARGES
ဝန်ဆောင်ခ

TIME OF DEPARTURE
သွားမည့်အချိန်

TOTAL AMOUNT (KYAT)
စုစုပေါင်းကျသင့်ငွေ (ကျပ်) ၁၂,၆၀၀

PLACE OF DEPARTURE
ထွက်ခွာမည့်နေရာ ရန်ကင်း

AUTHORISED SIGNATURE
တာဝန်ခံလက်မှတ်

CLASS & SEAT NO.
ခုံအမှတ် 24

Ph ဆက်စပ်. စစ်ဆေး. ပီ. / Aung Thwa mye

