

Date : 19 March - 21.21

BU/BR/Division : CE-I

Department : Spare Part

Issue Amount : 86000 Kyats/ USD

Budget Include (or) Not :

Yes Budgeted Title and Amount :

No Reasons for :

Required For: Customer Visit

- Shwe Kyin Thar (ဆိုနားထား)
- U San Ni Aung (210,290,300၀၀)
- Ko Thein Htike (210BP-2unit)
- U Myo Min (L956H)
- Ko Ye Kyaw (EC 210BP)
- collect competitor information
- NLP / Shwe Kyin Cus Ph: call

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံး သေချာစာရင်းစစ်ဆေး၊ တွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။
(The amount requested must be properly calculated, checked and verified by respective authorized person)

(၂) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက၊ သက်ဆိုင်ရာ တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည့် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်။
(If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By


Checked By


Checked By

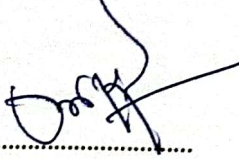
Approved By


Approved By


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Requester

Mgr/DH

Finance & Account

GM/AGM/COO

CMC/CEO/Chairwoman

Soe Thu Aung

Aye Theingi Myint

Myat Min Thaw

Wut Kee Aung

Aye Min Htun



TRAVEL ADVANCE CLEAR FORM

Cash Advance		Estimated Date of Travel	13.3.24 6:00 AM ~ 15.3.24 6:20 PM	
Employee Name	See Thu Aung	Total Day		
Position Rank	Marketing	Destination		
BU/BR/DIV, Dept	CE-I	Purpose		
		Customer Visit		
Travelling Permit				
Arrival Place	NLP/shwe Kgin			
Actual Date & Time of Travel	13.3.24 ~ 15.3.24			
Total Day	3 days			
HR Name				
HR Sign				
BOH/Authorized Person Name				
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	13.3.24 ~ 15.3.24	Total Day	3 days	
Departure Date & Time	13.3.24 6:00 AM	Arrival Date & Time	15.3.24	
Date	Description	Total Amount		
		Kyats	USD	
13.3.24	YGN To NLP/shwe Kgin	10000		
15.3.24	NLP To YGN	6000		
	Taxi Charges	40000		
	Travel Allowance For 13.3.24 6:00 AM to 15.3.24 6:20 PM, Total days = 10000 x 3	30,000		
Total Expense (Kyats/USD)		86000		
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	See Thu Aung	Marketing	19.3.2024	
Approved By Dept Head	Aye Theingi Myint	DH	19.3.2024	
Approved By GM/AGM/COO	Wutt Yee Aung	GM	20.3.2024	
Acknowledged by related Superior for Job Report	Aye Theingi Myint	DH	20.3.2024	
HR Check & Approved	Mbr Mbr Oo	SH	20.3.2024	
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02



TRAVEL ADVANCE CLEAR FORM

Cash Advance		Estimated Date of Travel	18.3.24 6:00 AM ~ 19.3.24 6:20 PM
Employee Name	Soe Thu Aung	Total Day	
Position Rank	Marketing	Description	
BU/HR DIV, Dept	CE-I		
Purpose	Customer Visit		

Traveling Period			
Arrival Place	NLP/shwe Kgin		
Actual Date & Time of Travel	18.3.24 ~ 19.3.24		
Total Day	3 days		
HR Name	Aye Aye Mon		
HR Sign	BYU		
ICN's Authorized Person Name	KOCHO KO Htet		
ICN's Authorized Person			

Advance Clear		Total Day	3 days	
Actual Date & Time of Travel	18.3.24 ~ 19.3.24	Arrival Date & Time	15.3.24	
Departure Date & Time	18.3.24 6:00 AM	Total Amount		
Date	Description	Kyats	USD	
18.3.24	YGN To NLP/shwe Kgin	10000		
15.3.24	NLP To YGN	6000		
	Taxi Charges	4000		
	Travel Allowance For 18.3.24 6:00 AM to 19.3.24 6:20 PM, total days 10000 x 3	30000		
Total Expense (Kyats/USD)		86000		
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Soe Thu Aung	Marketing		
Approved By Dept Head	Aye Theing Myint	DH		
Approved by CMC AGM/COO	Wutt Yee Aung	GM		
Acknowledged by related Superior for Job Report	Aye Theing Myint	DH		
HR Check & Approved				
Cash Received				

Remark



TRAVELLING REPORT

Date: 19 March 24

Report To	Aye Theingi Myint	
Employee Name	Soe Thu Aung	
Position	Marketing	
Department	Spare Part	
Business	CE-I	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	13.3.24 6:00AM	15.3.24 6:20 PM
Total Days		
Trip Information	1. From YGN To NLP/ Shwe Kyin	
	2. From To	
	3. From To	
Purpose For Travelling	Customer Visit	
Travel Date	Activities	Remark
13.3.24	Cus: Shwe Kyin Thar Cus: Ko Ye Kyaw (EC 210BP 1B)	- ဆိုဒါကုတ်ထား - ဆိုဒါကုတ် Run ရ
14.3.24	Cus: U San Ni Aung (210BP 1B) 290BP 2B, 300BP 1B Cus: Ko Thein Htike (210BP 2B) Ph: call Cus: Ko Wai Zin (210BP)	- ရုံးကနေ filters, ဆီ တော့ယူ - ဆိုဒါ service ပုံ ဆိုဒါကုတ် - ဒါ့ပြင် (တစ်ခု: product 7 ခု) - Truck link (inquiring) ✓
15.3.24	Cus: U Myo Min (SOLG 956H) Ph: call Cus: Ko Kyaw hwin Co Spare part shop - 2 shop - မေ့ စက် - Pump United	- ဆိုဒါကုတ် Run ရ - Hydraulic oil ဝန်ဆောင်မှု filters ကုတ် ရုံးကုတ်

Reported by

Sign :

Name : Soe Thu Aung

Position : Marketing staff

Checked by

Sign :

Name : Aye Theingi Myint

Position : DH

(DH/AGM/GM)

Approved by

Sign :

Name :

Position :

(COO)

05-CHL-HRM-FRM-064-01

ဝင်းရတနာ (ကင်းကင်ချို)



→ ပဲခူး ↔ ဧညာင်လေးပင် ↔ မဒေါက် ↔ ရွှေကျင်

(ကျင်) 09-428177787, 09-423203890, 09-454846242

(ဒေါက်) 09-786864473, 09-401320703

(ရန်ကုန်) 09-5062534, 09-776520443

န.စ

13-324

အချိန်

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အမည်

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ခုံအမှတ်

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သင့်ငွေ

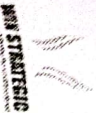
1000၀ စွဲကြေး

ခရီးစဉ်

ထာဝရထွက်ချိန်ထက် ၁၅ရက်
ကြိုတင်ရောက်ရမည်။

ဝယ်ပြီးလောက်မှတ် ငွေပြန်မအမ်းပါ။ မေ့ကျန်ပစ္စည်းတားဝန်မယူပါ။
ဥပဒေနှင့် မလွတ်ကင်းသော ပစ္စည်းများ တင်ဆောင်ခွင့်မပြုပါ။

*** မှတ်ပုံတင် ပါရှိရမည်။***



GENERAL EXPENSE CLAIM FORM

BU/BR/DIV Name : CE-I

Department Name : Spare Parts

DMG

No.	Date	PIC Name	Description	Category (Customer (Or) Operation)	Cost (MMIK)	Remark
1.	15.3.2024	Soe Thu Aung	ငွေလေးပေးခရီးစဉ် ကားစာရင်း	ငွေလေးပေးခရီးစဉ်	6000	
Total General Expense						

Requested by: *Soe Thu Aung* Sign: *[Signature]* Name: *Soe Thu Aung* (Requester)

Approved by: *[Signature]* Sign: *[Signature]* Name: *Aye Weingi Myat* (Department Head)

Checked by: *[Signature]* Sign: *[Signature]* Name: *[Signature]* (Finance & Account)

Approved by: *[Signature]* Sign: *[Signature]* Name: *[Signature]* (OM/VAGM/GM)

Approved by: *[Signature]* Sign: *[Signature]* Name: *[Signature]* (ACCOO/COO/MID/VCN)

25/03/2024
Amira

TAXI CHARGES FORM

BR/DIV Name : CE-I

Department Name : Spare Part

No.	Date	Name	Description	Departure Time	Routes		Cost	Remark
					From	To		
1.	13.3.2024	Soe Thu Aung	Taxi charges	6:00 AM	ရှမ်းရွှာ တန်းတပ်ပင်(မြို့နယ်)	အောင်မင်္ဂလာ ကားလွင်	20,000	
2.	15.3.2024	Soe Thu Aung		6:20 PM	ခရေပင်လမ်းခွဲ မင်္ဂလာဒုံမြို့နယ်	ရှမ်းရွှာ တန်းတပ်ပင်(မြို့နယ်)	20,000	
Total Taxi Charges							40,000	

Requested by

Sign : *Soe*
Name : Soe Thu Aung
Dept. : Spare part
(Requestor)

Acknowledged by

Sign : *[Signature]*
Name : Aye Theingi Myint
Dept. : Spare Part Admin
(HR/Admin)

Acknowledged by

Sign : *[Signature]*
Name : Aye Theingi Myint
Dept. : Spare parts
(DH)

Approved by

Sign : *[Signature]*
Name : ACM
Dept. : Management
(ABOH/BOH/AGM/GM)

Acknowledged by

Sign : *[Signature]*
Name : *[Signature]*
Dept. : Management
(HO-GA)