



# CASH CLAIM FORM

Date: 7.3.24

BU/BR/Division: Reman

Department: Sale & Marketing

Issue Amount: 12,000 Kyats/ ~~USD~~

Budget include (or) Not:

Yes  Budgeted Title and Amount:

No  Reasons for

**Required For:**

*Motorcycle charges for Pyawng Pyen & Kyaek Was Marketing TA job side.*

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံး သေချာစွာစုံစမ်းစစ်ဆေးတွက်ချက်ပြီးထားသော 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

*Moh*

Requester

Checked By

*[Signature]*  
26/2

Mgr/DH

Checked By

For *[Signature]*

Finance & Account

Approved By

*[Signature]*

GM/AGM/COO

Approved By

CMC/CEO/Chairwoman

Remark: This visit is previous management decision.

Next Time: Need to attach visit detail report for prospect customer.







# TRAVELLING REPORT

Date : 26.2.24

Report To	Ma Wat Yee Soe	
Employee Name	Hou Nang Aung	
Position	Sales & Marketing	
Department	Unit Sales	
Business	Reman BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	(30.1.24) 8:00 AM	(10.2.24) 12:00 PM
Total Days	11.5 days	
Trip Information	1. From YAXI To BHO	
	2. From BHO To YAXI	
	3. From To	
Purpose For Travelling	Branch Support (Bago Branch)	
Travel Date	Activities	Remark
30.1.24	YAXI to BHO	
31.1.24	BHO Down Town Customer Appointment	
1.2.24	Go To SKX customer Appointment	
2.2.24	SKX Customer Appointment	
3.2.24	SKX to XLP to BHO	
5.2.24	Intanigaw Taung Kay lone customer Appointment	
6.2.24	Hlega Industrial Zone Marketing	
7.2.24	Moatpahn Marketing	
8.2.24	Therapin marketing	
9.2.24	BHO Industrial Zone (to Ye ma Tan) Appointment	
10.2.24	BHO to YAXI	

Reported by  
 Sign :   
 Name : Hou Nang Aung  
 Position : Sales & Marketing

Checked by  
 Sign :   
 Name : Ma Wat Yee Soe  
 Position : CM

Approved by  
 Sign :  
 Name :  
 Position :  
 (COO)

(DH/AGM/GM)

02-CHL-HRM-FRM-064-00

Remoak: This visit is previous management decision.  
 Next Time: Need to attach visit detail report for prospect customer.



# TRAVELLING REPORT

Date : 28.2.24

Report To	Ma Wad Yee Soe	
Employee Name	Hsa Nang Aung	
Position	Unit Sales Support	
Department	Sales & Marketing	
Business	Reman BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	(10.2.24) 4:00 PM	(20.2.24) 12:00 PM
Total Days	10 days	
Trip Information	1. From VAN To MAK	
	2. From MAK To VAN	
	3. From To	
Purpose For Travelling	Branch Support (Kazok Branch)	
Travel Date	Activities	Remark
10.2.24	VAN to MAK	
13.2.24	Ministry of Iem appointment with officer	
24.2.24	Kyauk Kler Marketing	
15.2.24	Pyaung Pyin Marketing (Yadane Show Jobs, etc)	
16.2.24	U Htein Lin Customer Appointment to Kyauk Ma Oo Customer Appointment	
19.2.24	MAK to VAN	

Reported by  
 Sign :   
 Name : Hsa Nang Aung  
 Position : Sales & Marketing

Checked by  
 Sign :   
 Name : Wad Yee Soe  
 Position : OM

Approved by  
 Sign :  
 Name :  
 Position :

(DH/AGM/GM) (COO)

Remark: This visit is previous management decision. 02-CHL-HRM-FRM-064-00  
 Next Time: Need to attach visit detail report for prospected customer.



## TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Aun Neng Aung	Estimated Date of Travel	(30.1.24) 8:00AM to (10.2.24) 12:00	
Position Rank		Total Day	11.5 days	
BU/BR/DIV, Dept		Destination		
Purpose				
Travelling Permit				
Arrival Place	Bago SKN/XLB Boonhr			
Actual Date & Time of Travel	(30.1.24 to 10.2.24)			
Total Day				
HR Name	Aye Aye Mon			
HR Sign	Aye			
BOH/Authorized Person Name	Kyoo ko ko Htet			
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel		Total Day		
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
30.1.24	Rentan to SBGH (Taxi)	7000		
30.1.24	SBGH to BHO (car charges)	4000		
(30.1.24 to 10.2.24)	TA charges (11.5 days X 10000)			
10.2.24	BHO to SBGH (car charges)	4000		
10.2.24	SBGH to Rentan Taxi	7000		
Total Expense (Kyats/USD)				
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By				
Approved By Dept Head				
Approved By GM/AGM/COO				
Acknowledged by related Superior for Job Report				
HR Check & Approved				
Cash Received				
Remark				



# TRAVEL ADVANCE CLEAR FORM

**Cash Advance**

Employee Name	Hsu Xiang Aung		Estimated Date of Travel	(10.2.24) 4:00 PM to (20.2.24) 12:00 PM
Position Rank		Total Day	10 days	
BU/BR/DIV, Dept		Destination		
Purpose				

**Travelling Permit**

Arrival Place	(10.2.24 to 20.2.24)		
Actual Date & Time of Travel	Mogoke Branch		
Total Day			
HR Name	Ei Ei Phyo		
HR Sign	Phs		
BOH/Authorized Person Name	Aung Phyo Lin		
BOH/Authorized Person	Phs		

**Advance Clear**

Actual Date & Time of Travel		Total Day	Arrival Date & Time	
Departure Date & Time				
Date	Description	Total Amount		
		Kyats	USD	
10.2.24	Reman to AMGL TAXI	18000		
10.2.24	AMGL to MOK car	50000		
14.2.24	2x 25000 (Kyaukse Marketing)	5000		
10.2.24	" (Pyaw Pyin Marketing)	7000		
(10.2.24 to 20.2.24)	TA charges (10 days x 10000)			
19.2.24	MOK to PAN car	50000		
20.2.24	AMGL to Reman Taxi	18000		
<b>Total Expense (Kyats/USD)</b>				
<b>Cash Advance (Kyats/USD)</b>				
<b>Balance Refund/Additional (Kyats/USD)</b>				

**Job Report Status**

Authorization	Name	Position	Date	Sign
Prepared By				
Approved By Dept Head				
Approved By GM/AGM/COO				
Acknowledged by related Superior for Job Report				
HR Check & Approved				
Cash Received				
Remark				



+95 9977835641

last seen at 12:47 PM



ADD AYE TO CONTACTS



Dear Sir,  
 သမီး Reman BU ကပါ  
 Sir approve လေးလိုချင်လို့ပါ  
 Unit sale man Ko Hsu Naing Aung  
 Cash advance clear form အတွက်ပါ  
 Wayက SKN/NLP/BGO & MGK Branch  
 Visit clearing အတွက် approval လိုချင်  
 လို့ပါ ဆရာ

Thanks  
Cho Cho

Sir approve လေးပေးပါအုံးနော်

3:07 PM ✓✓

UMG CASH ADVANCE CLEAR FORM

Name: SA. S. Suna  
 Unit/Branch: Reman  
 Department: 36M  
 Requested Amount: 300000/-

No.	Unit/Branch	Date	Request Voucher No.	Amount	Clear items
1	Travel Advance	SA 9. 2024	0244 / 1 / 175	300000/-	Travelling Charges
2	Travel Advance				For Meetings & M.P
3	Travel Advance				SA. P.T.C. Unit, Naing Aung
Total Advance				300000/-	
Total Actual				300000/-	
Balance Retaind./Additional				0/-	

Requested By:   
 Checked By:   
 Checked By:   
 Approved By:

3:10 PM ✓✓

UMG TRAVEL ADVANCE CLEAR FORM

Requesting Agency:

Message

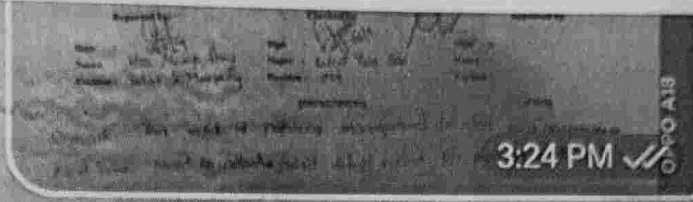




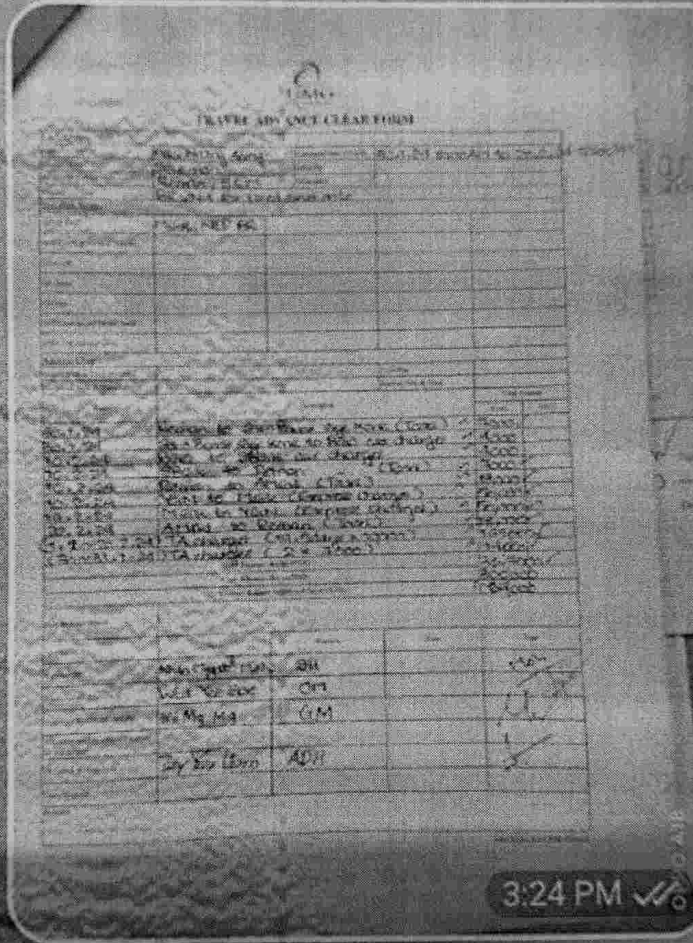
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last seen at 12:47 PM

ADD AYE TO CONTACTS



3:24 PM



3:24 PM

February 29

Cho Cho

Dear Sir, သမီး Reman BU ကပါ Sir approve...

Please proceed.

10:54 AM

ကျေးဇူးပါနော်ဆရာ 🙏🙏🙏

10:55 AM

Message

