



TRAVEL ADVANCE CLEAR FORM

Cash Advance 20000			
Employee Name	Zoe Thingyan	Estimated Date of Travel	16.6.2025 to 23.6.2025
Position Rank	ASM	Total Day	8 days
BU/BR DIV. Dept	MAG. RCI	Destination	
Purpose	Finding new customers and branch sale support.		
Travelling Permit			
Arrival Place	Mogokey branch.		
Actual Date & Time of Travel	16.6.2025 (8:00AM) ~ 23.6.2025 (6:00)PM.		
Total Day	8 days		
HR Name	Khin Nyala Oka		
HR Sign	[Signature]		
BOH Authorized Person Name	Thet Cho Win		
BOH Authorized Person	[Signature]		
Advance Clear			
Actual Date & Time of Travel		Total Day	
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
16.6.2025	YGN ~ MGLW Express charges	28,000	0
16.6.2025	SI (Mag. RCI) ~ Communication im:OE:	18,000	0
23.6.2025	MAG. RCI ~ YGN Express charges	28,000	0
23.6.2025	Communication ~ SI (Mag. RCI)	18,000	0
16.6.2025 ~ 23.6.2025	TA charges 8 days	120,000	0
Total Expense (Kyats/USD)		212,000	0
Cash Advance (Kyats/USD)		220,000	0
Balance Refund/Additional (Kyats/USD)		8,000	0
Job Report Status			
Authorization	Name	Position	Date
Prepared By	Zoe Thingyan	ASM	24.6.2025
Approved By Dept Head	Aung Ko Latt	NSM	24.6.25
Approved By GM/AGM/COO	Ma Seint ² Thu	AGM	
Acknowledged by related Superior for Job Report	Sayrs U Aye Min Khon	YCM	
HR Check & Approved	Ma Htet ² Zau	DH	25.6.25
Cash Received			
Remark			



TRAVELLING REPORT

Date : 24.6.2025

Report To	COO, GM, ADM, SH	
Employee Name	Zwe Thingyan	
Position	ASM	
Department	National Sale Department	
Business	MAC BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	16.6.2025 (8:00 AM)	23.6.2025 (6:00) PM
Total Days	8 days	
Trip Information	1. From YGN To MGW	
	2. From MGW To YGN	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
16.6.2025	Go to Magway branch from Yangon.	
17.6.2025	Go to MGW way for MCO way with BOH and visit Sale. - sm Suifonda doctor, Kyal Phyu, nee Light, Than Naing win.	
18.6.2025	Go to Saku and Pceint Phye way with BOH, visit Sale and service team. - La Wun Kyaw, Tun Lin Rye chan, Kabon Thet, U See Paing, Lecky F, San Thaei doo.	

Reported by
 Sign :
 Name : Zwe Thingyan
 Position : ASM

Checked by
 Sign :
 Name : Aung Ko Latt
 Position : NSM

Approved by
 Sign :
 Name : Sayar U Aye Min Htoon
 Position : VCM

(DH/AGM/GM)

(COO)



TRAVELLING REPORT

Date : 24.6.2025

Report To		
Employee Name		
Position		
Department		
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From To	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
19.6.2025	Go to Magway for PCMO - Empor, Union, local places Araab Hotel, K star, Aung Thon San, MGW star, Heim Hotel Aung, Kaday San, Aung Gyi	<u>Total Cases</u> MCO - 67 case. PCMO - 4 case. <u>71 case.</u>
20.6.2025	Go to Minbu way for PCMO way. ဗဟိုဆိုင်၊ ဂိမ်း၊ ဂွေဟေ့၊ ရာဝင်၊ Super star, ဝိုဝို၊	
23.6.2025	Go to Yangon from Magway.	

Reported by
Sign :
Name : Zue Thingyan
Position : ASM

Checked by
Sign : Please see attached
Name : Aung Ko Latt
Position : NSM
(DH/AGM/GM)

Approved by
Sign :
Name : Sayax U Aye Min Htoon
Position : VCM
(COO)

Yellow Color is must be take care. Must be right Part No. and Initial City when you make data entry

2-4-2025

25	VOLVO	Volvo Gear Oil HD GL 5 SAE 85W 140	VOL 15067522	20	L	can	1
26	VOLVO	Volvo Lithium Grease EP2	VOL 15067640	16	L	can	1
30	VALVOLINE	Valvoline Engine Oil, All Fleet Premium 15W40, CI 4/SL (1 x 20)	692052	200	L	drum	1
41	VALVOLINE	Valvoline 4T Premium 20W40, SL, JASO MA (24 x 11)	692247	1	L	bottle	144
43	VALVOLINE	Valvoline Champ 4T 20W50, SG/CD (24 x 11)	692249	1	L	bottle	6
63	ZEREX	Zerex ZX HD Extended Life RTU AFC 6/1 GA	ZXE DRU1	1	GA	bottle	7
69	VALVOLINE	Champ 4T Scooter 10W30, SL/JASO MB 0 BL	844573	0.8	L	bottle	182
71	VALVOLINE	Maxlife DEX/MERC ATF 6/1QT	VV3246	0.946	L	bottle	3
72	VALVOLINE	Auto Gear Oil (CVT) 6/1QT	804751	0.946	L	bottle	12
74	VALVOLINE	Champ Gear Oil (60x120ml)	3140115-120	0.12	L	bottle	1
102	MATADOR	Matador 4T20W50 SG(Competitive Grade)24*1L	adv 1001	1	L	bottle	276
103	MATADOR	Matador Premium 10W40 SEMI Mas Additive 4*4L	adv 1002	4	L	bottle	20
105	MATADOR	Matador All Fleet Premium 15W40 CI4/SL Mas Additive 4*5L	adv 1004	5	L	bottle	6
130	VALVOLINE	Valvoline Engine Oil, Durablend 10W40, API SN Plus(6 x 1L)	887716	1	L	bottle	15
133	MATADOR	4T Scooter Gear Oil 10W40 Semi SL JASO MB(12*0.BL)	adv 1215	0.8	L	bottle	36
134	MATADOR	4T Scooter Gear Oil 10W30 Semi SL JASO MB(12*0.BL)	adv 1216	0.8	L	bottle	60
135	MATADOR	Premium 10W30 Semi MAS (4*4L)	adv 1190	4	L	bottle	12
153	MATADOR	Brake Fluid DOT 4 (30*400G)	adv 1201-MAC	0.4	L	bottle	14
161	MATADOR	20W50 4T JASO MA(1.5Lx12 Bottle)	MTD 102			bottle	60
163	VALVOLINE	Valvoline Maxlife ATF 4/4L	891553			bottle	4
166	VALVOLINE	VALVOLINE DURABLEND 10W40 API SP 4/4L	894333			bottle	7
167	MATADOR	MATADOR CVT 4*4L	adv 1226			bottle	23
168	VALVOLINE	SynPower 5W30 API SP 4 x 4L	894325			bottle	5
169	MATADOR	Matador Scooter Gear Oil GLS 80W90(48x12ml)	adv 1217			bottle	96
170	VALVOLINE	Valvoline Premium protection 10W30 SP 4/4L	897409			bottle	5
	MATADOR	MATADOR PREMIUM ENGINE OIL 20W50 CI4/SL, 1BL	MTD 115			Can	3
172	VALVOLINE	Valvoline Champ Gear Oil Matic 24/120ML	900685			bottle	4
173	VALVOLINE	VALVOLINE 4TECH ULTIMATE 10W40, API SN(4 x 1)	883081			bottle	8
							1012

Sir
Sithu Thuee
Admin.

Admin Heel

ASM



Economy Class
Boarding pass

()
09-977 838 311/ 322/ 344 , 09-
977 838 477/ 488/ 499
Issued date : 14/06/2025
14:53:29

Status 0630201

Confirmed 

From(မှ) Yangon (ရန်ကင်း)

To(သို့) Magwe (မာဂွေ)

Date(နေ့စွဲ)	Time (အချိန်)	Seat(s)No. (နံပါတ်)
Jun 16, 2025	08:00 AM	1

Amount (သင့်ငွေ)	Class (အတန်း)	Place(နေရာ)
280000 MMK	Economy Class	အောင်စိန်လှ

Included by Travelling Insurance Fees : (အစီအစဉ်အောက်ပါပေးပြီး)
Pickup Place(ထုတ်ခွင့်ခံယူရာ) Aungmyingalar High Way Station (အောင်စိန်လှအစုစုမြို့နယ်)

Name (အမည်) : နွဲ့သိကြီး
NRC (မှတ်ပုံတင်) : 12/
TaTaNo(M)219017
Contact (ဆုန်းနံပါတ်) : 09498428887

You have purchased the e-ticket.
Please process 30 mins before the departure time.
ယခင်ပေးပို့ခဲ့သည့် နံပါတ် နှင့် ပြန်လည်ဆက်သွယ်ရန်
လေးပါးပါ။
[https://](https://www.eliteexpressmyanmar.com)

www.eliteexpressmyanmar.com
*** မြန်မာ့အလင်းစုပိုင်ဆိုင်မှု ဝယ်ယူမှုများကို
ပြန်လည်ဆက်သွယ်ရန် ***

DESTINATION (FROM - TO) သွားရောက်မည့်မြို့ (မှ - သို့)

021918



NAME OF PASSENGER

ဦးသည်အမည်

ကိုဇ

N.R.C / PASSPORT NO.

မှတ်ပုံတင်အမှတ်

09-408420007

FARE PRICE

သင့်ငွေ (ကျပ်)

DATE OF DEPARTURE

သွားမည့်နေ့

23.6.25

SERVICE CHARGES

ဝန်ဆောင်ခ

TIME OF DEPARTURE

သွားမည့်အချိန်

8:00 AM

TOTAL AMOUNT (KYAT)

စုစုပေါင်းကျသင့်ငွေ (ကျပ်)

28000

PLACE OF DEPARTURE

ထွက်ခွာမည့်နေရာ

MG-YAN

AUTHORISED SIGNATURE

တာဝန်ခံလက်မှတ်

CLASS & SEAT NO.

ခုံအမှတ်

17

09-97783831 ဝန်ထမ်းဆောင်ရေး: ၀၀၅၅၈၈၈ ဟူထားပြီးပါပြီရှင်... Mya (Mya Ta Khat)

Print Date : 25-Jun-2025

Taxi (Bus,Motorcycle,3-wheel etc...) Charges Form

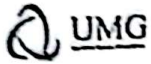
No	Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	State	Remark
1	2025-06-16	Consumable (Yangon)	National Sales	Zwe Thingyan	Magway BR sales support for Ko Zwe Thingyan.	08:00	Shwe Pyi Thar (81 bus stop)	Aung Mingalar high way	18,000	18,000	GA Manager Approved	
2	2025-06-23	Consumable (Yangon)	National Sales	Zwe Thingyan	Magway BR sales support for Ko Zwe Thingyan.	18:00	Aung Mingalar high way	Shwe Pyi Thar (81 bus stop)	18,000	18,000	GA Manager Approved	



TRAVEL ADVANCE CLEAR FORM

Cash Advance	22000		
Employee Name	Zwe Thingyan	Estimated Date of Travel	16.6.2015 to 23.6.2015
Position Rank	ASM	Total Day	8 days
OUR/OTM, Dept	MAG BII	Destination	
Project	Building new customer and branch sale support.		
Travelable Period	Mogokee branch.		
Actual Date & Time of Travel	16.6.2015 (8:00AM) ~ 23.6.2015 (6:00)PM.		
Total Day	8 days		
HR Name	Ung Nyala Oka		
HR Sign	[Signature]		
DOH/Authorized Person Name	Met Cho Win		
DOH/Authorized Person	[Signature]		
Advance Clear			
Actual Date & Time of Travel			Total Day
Departure Date & Time			Arrival Date & Time
Date	Description	Total Amount	
		Kyats	USD
16.6.2015	YAN ~ MGL Express charges	28,000	
16.6.2015	SI (Congratiation) ~ SM (Mogokee) ~ 10:00	18,000	
23.6.2015	MAG ~ YAN Express charges	28,000	
23.6.2015	congratiation ~ SI (Congratiation)	18,000	
16.6.2015 ~ 23.6.2015	TA charge 8 days	120,000	
Total Expense (Kyats/USD)		212,000	
Cash Advance (Kyats/USD)		220,000	
Balance Refund/Additional (Kyats/USD)		8,000	
Job Report Status			
Authorization	Name	Position	Date
Prepared By	Zwe Thingyan	ASM	24.6.2015
Approved By Dept Head	Aung Ko Latt	NISM	24.6.25
Approved By GM/AGM/COO			
Acknowledged by related Superior for Job Report			
HR Check & Approved			
Cash Received			
Remark			

04-CFD-CAS-FRM-006-02



TRAVELLING REPORT

Date: 14.6.2025

Report To	CCO, GM ROM, BH	
Employee Name	Zwe Thingyan	
Position	ASM	
Department	National Site Department	
Business	MAG BI	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	16.6.2025 (8:00 AM)	23.6.2025 (6:00) PM
Total Days	8 days	
Trip Information	1. From YGN To MGN	
	2. From MGN To YGN	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
16.6.2025	Go to Magway Branch from Yangon	
17.6.2025	Go to MAG way for MCO way with BOH, and visit site. - see Sui Hinda doctor, Kyat Phyu, new light, Than Naing win.	
18.6.2025	Go to Sakai and Peint Phye way with BOH, visit site and service team. - La Khon Kyaw, Tun Lin Pyae Chan, Kabon The, U See Paing, Lucky F, San Thawee	

Reported by
 Sign :
 Name : Zwe Thingyan
 Position : ASM

Checked by
 Sign :
 Name : Aung Ko Latt
 Position : NSM
 (DI/AGM/GM)

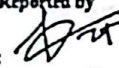
Approved by
 Sign :
 Name : Sayar U Aye Min Hoon
 Position : VCM
 (COO)





TRAVELLING REPORT

Date: 24.6.2025

Report To		
Employee Name		
Residence		
Department		
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From To	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
19.6.2025	Go to Magway, for PCMO - smart, union, dental press, Anaw Htel, K star, Aung Thos Sun, Maw star, Heim Htel, Aung, Kaday Sun, Aung Gyi.	Total Codes: MCO - 67 case. PCMO - 4 case. 71 case.
20.6.2025	Go to Mawlaikong for PCMO, city. adon for mission, myung G, epoad, super star, PDP.	
23.6.2025	Go to Yangon from Magway.	

Reported by
 Sign: 
 Name: Zue Thingyan
 Position: ASM

Checked by
 Sign: 
 Name: Aung Ko Latt
 Position: NSM
 (DIII/AGM/GM)

Approved by
 Sign: 
 Name: Sayar U Aye Min Htoon
 Position: VCM
 (COO)

05-CIIL-IIRI-FRM-064-01