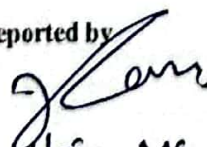


# TRAVELLING REPORT

Date: 23.12.2024

Report To	U Maung Maung	
Employee Name	Ky Hein Min Htet	
Position	Sale Man	
Department	Sale Dept	
Business	AT & T BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	13.12.2024 (8:00 AM)	23.12.2024 (5:00 PM)
Total Days	10 days	
Trip Information	1. From Nyaung-UB (13.12.24) To Magway Bz	
	2. From Magway Bz (17.12.24) To GBK Bz	
	3. From GBK Bz (23.12.24) To Yangon AT & T BU	
Purpose For Travelling	Sale visit.	
Travel Date	Activities	Remark
13.12.2024	Nyaung-U Tsp, Kyaukpadaung Tsp, Aungmye Pin village, Yanarchaung Tsp, Kanpejar village, Kantharlay village, Magway Tsp,	
14.12.2024	Minbu Tsp, Sako Tsp, Lalkine Tsp, Pwintphyu Tsp;	
15.12.2024	Madal village, Kani village, Duvon village	
16.12.2024	Thirkyaw Road, Magway Tsp,	
17.12.2024	Aunglan Tsp, Pyag Tsp, Paungtalat Tsp	
18.12.2024	lapatan Tsp, Tharyawadi Tsp, Thindawye village,	
19.12.2024	Pauktaw village, Mbaungsi village, Paungtalat Tsp, Paukhaung Tsp	
20.12.2024	Tamasat village, Zeetaw village, GBK Tsp,	
21.12.2024	Natalin Tsp, Zeekone Tsp, Yinmarpin village,	
22 to 23 - 24	GBK to Yangon AT & T BU	

Reported by  
 Sign :   
 Name : Ky Hein Min Htet  
 Position : Sale Man.

Checked by  
 Sign :  
 Name :  
 Position :

Approved by  
 Sign :  
 Name :  
 Position :

(DH/AGM/GM)

(COO)



### TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance #DU-ATT-2024-12-00059</b>		(8:00)AM		(5:00)PM
Employee Name	Hain Min Htet	Estimated Date of Travel	2024.12.13 to 2024.12.23	
Position Rank	Sale man	Total Day	11 days	
BU/BR/DIV, Dept	ATTBU	Destination		
Purpose	Sale & Marketing			
<b>Travelling Permit</b>				
Arrival Place	NJJO	MGIW	GBK	YGN
Actual Date & Time of Travel	2024.12.13 (8:00)AM		2024.12.23 (5:00)PM	
Total Day	11 days			
HR Name	Attached ဝဲဝဲဝဲဝဲဝဲဝဲဝဲ			
HR Sign				
BOH/Authorized Person Name				
BOH/Authorized Person				
<b>Advance Clear</b>		(8:00)AM		(5:00)PM
Actual Date & Time of Travel	2024.12.13 to 2024.12.23		Total Day	11 days
Departure Date & Time	2024.12.13 (8:00)AM		Arrival Date & Time	2024.12.23 (5:00)PM
Date	Description	Total Amount		
		Kyats	USD	
2024.12.13	13,14,15,16,17,18,19,20, 21,22 (15000 x 10)	150,000/-		
2024.12.23				
		Total Expense (Kyats/USD)		
		150,000/-		
		Cash Advance (Kyats/USD)		
		300,000/-		
		Balance Refund/Additional (Kyats/USD)		
		150,000/-		
<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Ei Phua Ngone	Admin	2024.12.24	[Signature]
Approved By Dept Head	Ma Su Ei Hlaing	DH		
Approved By GM/AGM/COO	Ko Maung Maung	GM		
Acknowledged by related Superior for Job Report	Ko Zaw Min Myad	ACOO		
HR Check & Approved				
Cash Received				
Remark				

