



win motors

No. 898-990 Anawrahta Industrial Zone  
Mya Sein Yang Phayur Road, Yangon-Pathein Highway Road, Hlaingtharya, Yangon



### ADVANCE CLEAR VOUCHER

Requestor Name : Ei Phoo	Budget Type : Include Budget
Ngone	Payment Type : Advance Clearing
Department Name : Unit Sales (ATT)	Advance No : ADV-ATT-2024-12-00014
Payment Date : 2025-01-10	Prepared By : ATT_BudgetDataEntry
Payment Voucher : AC-ATT-2025-01-00017	Superior Approved : ATT_S&MDataCheck
No	By
Payment Method : Cash/Bank	Last Approved By : ATT_S&MDataCheck
Payment Amount : 120000.0	
Currency : MMK	
Exchange Rate : 4,630.0	

No.	Description	Department	Request Amount	Remark
1	Traveling charges for PIC Hein Min Htet	Unit Sale Department (ATT)	120,000.00	Traveling charges for PIC Hein Min Htet

Expense Total	120,000.00 K
Advance Total	200,000.00 K
Refund	80,000.00 K


Note: Traveling charges for PIC Hein Min Htet


Superior Check By	Name	: <u>Ma So Ei Hlong</u>	Name	: <u>Zin Mar</u>	Name	: <u>Ma Maung Maung</u>	Name	: <u>2000 Min Myat</u>
	NRC No	: <u>012418500001</u>		NRC No	: <u>31200001020070</u>		NRC No	: <u>12/MYK(M)114911</u>
	Date	: <u>10-1-25</u>		Date	: <u>10/1/25</u>		Date	: <u>14-01-25</u>
	Remark	: _____		Remark	: _____		Remark	: _____


14/01/2025  
Amintoon

Date: .....

Report To	U Maung Maung	
Employee Name	Ko Hein Min Htet	
Position	Salesman	
Department	Sales	
Business	Retail	
Departures & Arrivals	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1 From	MEL To AUSD
	2 From	AUSD To GSK
	3 From	To
Purpose For Travelling		
Travel Date	Activities	Remark
10.12.2024	Thapaywa village (Asper customer follow up)	-
11.12.2024	Tro to Nyung U.	-
12.12.2024	Pappa Myung stae village.	-
13.12.2024	Tyeen Lee village. Nyung U Tsp. Kyaukseung Tsp	-
14.12.2024	Tuay Pin village. Yananchung Tsp Kon Pya village, Konthasay	-
15.12.2024	village, Magway Tsp; Minbu Tsp, Soke Tsp, Lalkhoe Tsp, Pui rdphyu Tsp;	-
16.12.2024	Modal village, Hani village, Dawar village.	-
17.12.2024	Thint Hya ngay Road, Magway Tsp. Nunglon Tsp, Ppy Tsp. Runglaka Tsp.	-

Reported by  
 Sign:   
 Name: Ko Hein Min Htet  
 Position: Salesman

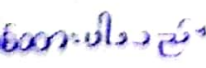
Checked by  
 Sign:   
 Name: U Maung Maung  
 Position: GM

Approval by  
 Sign:   
 Name: Ko Zan Min Myad  
 Position: ACCO


(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01

HC-5 report of 

Sign:   
 Ei Hsue Ngone

Check by  
 Sign:   
 Name: Ko Than Zan Lin  
 Position: GM



### TRAVEL ADVANCE CLEAR FORM

Cash Advance		ADU-ATT-2024-12-00014		(8:00)AM	(5:00)PM
Employee Name	Hein Min Htet	Estimated Date of Travel	2024.12.10 to 2024.12.17		
Position Rank	Sale man	Total Day	8 days		
BU/BR/DIV, Dept	ATT BU	Destination	MTL, NUO		
Purpose	Sale & marketing				
<b>Travelling Details</b>					
Arrival Place	MTL	NUO	GBR		
Actual Date & Time of Travel	2024.12.10 (8:00)AM		2024.12.17 (5:00)PM		
Total Day	8 days				
HR Name					
HR Sign	Attached ၀၃၆၀: ၀၀၂:၀၂၃၃၅				
BOH/Authorized Person Name					
BOH/Authorized Person					
<b>Advance Clear</b>		(8:00)AM	(5:00)PM		
Actual Date & Time of Travel	2024.12.10 to 2024.12.17		Total Day	8 days	
Departure Date & Time	2024.12.10 (8:00)AM		Arrival Date & Time	2024.12.17 (5:00)PM	
Date	Description	Total Amount			
		Kyats	USD		
2024.12.10	10,11,12,13,14,15,16,17 (8x15000)	120000/-			
2024.12.17					
Total Expense (Kyats/USD)		120000/-			
Cash Advance (Kyats/USD)		200000/-			
Balance Refund/Additional (Kyats/USD)		80000/-			
<b>Job Report Status</b>					
Authorization	Name	Position	Date	Sign	
Prepared By	Ei Phae Ngone	Admin	2025.01.09	Ei Phae	
Approved By Dept Head	Ma Su Ei Hlaing	DIH	10.1.25	Ma Su Ei	
Approved By GM/AGM/COO	Ko Maung Maung	GM		Ko Maung Maung	
Acknowledged by related Superior for Job Report	Ko Zau Min Myat	ACOO	14.1.23	Ko Zau Min Myat	
HR Check & Approved	Lao Lat Men	ADH	06/1/25	Lao Lat Men	
Cash Received					
Remark					