



win motors

No. 898/990, Anawrahta Industrial Zone
Mya Sein Yaung Phayar Road, Yangon-Patheln Highway Road, Hlaingtharya, Yangon



CLAIM REQUEST FORM





Requestor Name : El Phoo
 Ngone
 Department Name : Unit Sales (ATT)
 Payment Date : 2025-01-03
 Payment Voucher : EX-ATT-2025-01-00010
 No
 Payment Method : Cash/Bank
 Payment Amount : 99000.0
 Currency : MMK
 Exchange Rate : 4,630.0


Budget Type : Include Budget
 Payment Type : Claim Payment
 Prepared By : ATT_BudgetDataEntry
 Superior Approved : ATT_S&MDataCheck
 By
 Last Approved By : ATT_S&MDataCheck

No.	Description	Department	Request Amount	Remark
1	Traveling charges for PIC Hein Min Htet (MTL)	Unit Sale Department (ATT)	99,000.00	Traveling charges for PIC Hein Min Htet (MTL)

Expense Total : 99,000.00 K
 Additional/Refund

Note: Traveling charges for PIC Hein Min Htet (MTL)

 Superior Check By		 F&A		 GM/AGM		 ACOO	
Name : <u>Ma Se Ei Hlaing</u>	Name : <u>Zin Mar</u>	Name : <u>Ko Maung Maung</u>	Name : <u>Zin Min Myat</u>	NRC No : <u>012008500001</u>	NRC No : <u>12/MTK(CN)11491</u>	Date : <u>10-1-25</u>	Date : <u>14-1-25</u>
Date : <u>10-1-25</u>	Date : <u>10-1-25</u>	Date : <u>10-1-25</u>	Date : <u>10-1-25</u>	Remark : <u>.....</u>	Remark : <u>.....</u>	Remark : <u>.....</u>	Remark : <u>.....</u>


14/01/2025
ACOO



TRAVELLING REPORT

Date :

Report To	Ko Mazing Mazing	
Employee Name	Hein Min Htet	
Position	Sale man	
Department	Sale	
Business	AT&T	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From MTL To YAN	
	2. From YAN To MTL	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
2.12.2024	MTL to YAN (Customer machine show & meeting)	
4.12.2024	YAN to MTL	
5.12.2024	Kyee Kan village, Nyauing Ine	
↓	village, Ko Zau Myo Aung	
8.12.2024	machine delivery and U Kyaw Tint appointment car	
9.12.2024	Thapyaywa and Minn tuer	

Reported by

Sign :

Name : Hein Min Htet

Position : Sale man

Checked by

Sign :

Name : Ko Mazing Mazing

Position : GM

(DH/AGM/GM)

Approved by

Sign :

Name : Ko Zau Min Myat

Position : ACOO

(COO)

Hi-5 report နှင့် အခြား အချက်အလက်

Sign:
Et Pwe Ngone

Checked by

Sign:

Name: Ko Than Zau Lin

Position: OM

05-CHL-HRM-FRM-064-01



TRAVEL ADVANCE CLEAR FORM

Cash Advances		(8:00)AM	(5:00)PM
Employee Name	Hein Min Htet	Estimated Date of Travel	2024.12.02 to 2024.12.09
Position Rank	Sale man	Total Day	8 days working day is 3 days
BU/BR/DIV, Dept	ATT BU	Destination	YGN, MTL
Purpose	Sale & Marketing		

Traveling Period			
Arrival Place	YGN	MTL	
Actual Date & Time of Travel	2024.12.02(8:00)AM 2024.12.09(5:00)PM		
Total Day	8 days working day is 3 days		
HR Name			
HR Sign			
BOH/Authorized Person Name	Attached 02/01/2025		
BOH/Authorized Person			

Advance Clear		(8:00)AM	(5:00)PM
Actual Date & Time of Travel	2024.12.02 to 2024.12.09	Total Day	3 days
Departure Date & Time	2024.12.02(8:00)AM	Arrival Date & Time	2024.12.09(5:00)PM
Date	Description	Total Amount	
		Kyats	USD
2024.12.02	4, 5, 6 (15000 x 3)	45000/-	
↓	Express charges	29000/-	
2024.12.09	Taxi charges	25000/-	
Total Expense (Kyats/USD)		99000/-	
Cash Advance (Kyats/USD)		-	
Balance Refund/Additional (Kyats/USD)		-	

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Ei Hnuc Ngone	Admin	2025.01.09	[Signature]
Approved By Dept Head	Ma Su Gi Hlaing	DH	10.1.25	[Signature]
Approved By GM/ADM/COO	Ko Maung Maung	GM		[Signature]
Acknowledged by related Superior for Job Report	Ko Zaw Min Myat	ACOO	14.01.25	[Signature]
HR Check & Approved	Lat Lat Mon	ADH	10/1/25	[Signature]
Cash Received				

Remarks	
---------	--