



TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>				
Employee Name	Sao Hkun Aung		Estimated Date of Travel	5.11.24 (8:00AM) to 12.11.24 (8:00PM)
Position Rank	DH		Total Day	8 days
BU/BR/DIV, Dept	CES, CRIC (88 MKT)		Destination	MLM, Hpan
Purpose	Market Visit			
<b>Travelling Permit</b>				
Arrival Place	Hpan, MLM			
Actual Date & Time of Travel	5.11.24 (8:00AM) to 12.11.24 (8:00PM)			
Total Day	8 days			
HR Name	Chit Oo Maung ✓			
HR Sign	[Signature]			
BOH/Authorized Person Name	Chit Oo Maung ✓			
BOH/Authorized Person	[Signature] ✓			
<b>Advance Clear</b>				
Actual Date & Time of Travel	5.11.24 (8:00AM) to 12.11.24 (8:00PM)		Total Day	
Departure Date & Time	5.11.24 (8:00AM)		Arrival Date & Time	
Date	Description	Total Amount		
		Kyats	USD	
5.11.24 (8:00AM)	Travelling Charges (8 days x 15000)	120,000	✓	
	Hpan (Innest) Hotel Charges (3 days x 3000)	9,000	✓	
12.11.24 (8:00PM)	MLM Hotel Charges (2 days x 20000)	40,000	✓	
	MLM Hotel Charges (2 days x 23000)	46,000	✓	
	KH Hotel 3/1 Taxi Charges	1,400	✓	
Total Expense (Kyats/USD)		216,400	✓	
Cash Advance (Kyats/USD)		100,000	✓	
Balance Refund/Additional (Kyats/USD)		283,600	✓	
<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Uin Myo Rdwe	Admin	18/11/2024	[Signature]
Approved By Dept Head	Sao Hkun Aung	DH	18/11/2024	[Signature]
Approved By GM/AGM/COO	Tarri Aung	GM	18/11/2024	[Signature]
Acknowledged by related Superior for Job Report	Taw Min Myat	ACOO	1/11/2024	[Signature]
HR Check & Approved	Hainn Thant Thant Co	HR ✓	20/11/2024	[Signature]
Cash Received				
Remark				





# GENERAL EXPENSE CLAIM FORM



Company Name : Redplus Auto

Department Name : S&MKT

No.	Date	Name	Description	Amount	Remark
1.	13/11/24	Saw Hkun Aung	HPN Branch Guest House Charges (09-11-24 To 11-11-24)	9,000 ✓	Hpar, MUM Market Visit
Total Amount					

Requested by  
Sign :

Name : Lin Myo Khin  
(Requester)

Approved by  
Sign :

Name : Saw Hkun Aung  
(Department Head)

Checked by  
Sign :

Name : Hrin Nu Shun  
(Related FNA/Corp FNA)

Approved by  
Sign :

Name : Lami Aung  
(OM/AGM/GM)

Approved by  
Sign :

Name : Loo Min Myat  
(ACOO/COO/MD/VCM)

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