

Date : .....

Report To	U Maung Maung	
Employee Name	Ko Hein Min Ht.	
Position	Salesman	
Department	Sales Dept.	
Business	A181	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	30.10.24 (8:00) AM	13.11.24 (5:00) PM
Total Days		
Trip Information	1. From ... MIL Bz ... To ... M&W Bz ...	
	2. From ... To ...	
	3. From ... To ...	
Purpose for Travelling	Sale visit.	
Travel Date	Activities	Remark
30.10.24	MIL Bz, Pyitharyuwar, kyee Kan	
31.10.24	Kuor gyi, Myung Ine, Zaungphan	
	kone.	
2.11.2024	I will go to Magway Bz.	
4.11.2024	M&W Bz, Kantlay.	
5.11.2024	Kanpyar, Thinkyar yae.	
6.11.2024	Kanpyar village, and work	
	shop.	
8.11.2024.	Pawindphyu, Minbu, Saku,	
to	kone Zaung, Zee-taw, kyauy-kone.	
10.11.2024.	Phonan Yin village.	
11.11.2024.	Minbu Tsp; workshop and.	
to	sale uoy.	
13.11.2024.		

Reported by  
 Sign : *[Signature]*  
 Name : Hein Min Ht.  
 Position : Salesman.

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

Approved by  
 Sign :  
 Name : Ko Zaw Min Myat  
 Position : ACOO  
 (COO)

(DIU/AGM/GM)

05-CIL-HRM-FRM-064-01

Hi-5 report of above dates

*[Signature]*  
 Et Hue Ngone

Checked by  
 Sign :  
 Name: ko Than Zaw Lin  
 Position: OM



### TRAVEL ADVANCE CLEAR FORM

Cash Advance <b>ATT-MSU 2024100055</b>		<b>(8:00)AM (5:00)PM</b>	
Employee Name	<b>Hem Min Hled</b>	Estimated Date of Travel	<b>30.10.2024 to 13.11.2024</b>
Position Rank	<b>Sale man</b>	Total Day	<b>14 days working days 13 days</b>
BU/HR/DIV, Dept	<b>ATT BU</b>	Destination	<b>MTL, MAW</b>
Purpose	<b>Sale &amp; Marketing</b>		

<b>Travelling Permit</b>			
Arrival Place	<b>MTL</b>	<b>MAW</b>	
Actual Date & Time of Travel	<b>2024.10.30 (8:00)AM</b>	<b>2024.11.13 (5:00)PM</b>	
Total Day	<b>14 days working days 13 days</b>		
HR Name			
HR Sign	<b>Attached sign: 002:0129254</b>		
BCRU/Authorized Person Name			
BCRU/Authorized Person			

<b>Advance Clear</b>		<b>(8:00)AM</b>	<b>(5:00)PM</b>
Actual Date & Time of Travel	<b>2024.10.30 to 2024.11.13</b>	Total Day	<b>13 days</b>
Departure Date & Time	<b>2024.10.30 (8:00)AM</b>	Arrival Date & Time	<b>2024.11.13 (5:00)PM</b>

Date	Description	Total Amount	
		Kyats	USD
<b>2024.10.30</b>	<b>2,4,5,6,7,8,9,10,11,12,13 (11 x 15000)</b>	<b>165000/-</b>	
<b>↓</b>	<b>Fuel charges</b>	<b>29000/-</b>	
<b>2024.11.13</b>	<b>Express charges</b>	<b>20000/-</b>	
<b>Total Expense (Kyats/USD)</b>		<b>214000/-</b>	
<b>Cash Advance (Kyats/USD)</b>		<b>100000/-</b>	
<b>Balance-Refund/Additional (Kyats/USD)</b>		<b>114000/-</b>	

<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	<b>Ei Hne Ngone</b>	<b>Admin</b>	<b>2024.11.14</b>	<b>Eph</b>
Approved By Dept Head	<b>Ma Si Ei Hlaing</b>	<b>DH</b>		
Approved By GM/AGM/COO	<b>Ko Maung Maung</b>	<b>GM</b>		
Acknowledged by related Superior for Job Report	<b>Ko Zaw Min Myad</b>	<b>ACCO</b>		
HR Check & Approved				
Cash Received				
Remark				

ထွက်ကြွယ်



သုံးဆီ အရောင်းဆိုင်

ကျွန်ုပ်တို့၏ ဆင်းဘုတ်ရှေ့ စိုက်သိပ္ပံကျောင်းအနီး ပွင့်ပြင်ပို့

(ရုံး) ☎ 09-887777902, 09-887777903

📞 09-5344137, 09-257773335

ရက်စွဲ ၊ 10.11.2024

ယာဉ်အမှတ် -----

ဂီလံ ----- 1L-3165

(စာဖြင့်) ----- ၀၇-၉၂

ကျသင့်ငွေ ----- 5000

တာဝန်ခံ

AGWAY (1) STATION

Contact No : 09 940 549 193

Receipt No: 06827218

Date/Time : 08-11-2024(07:01)

Pump/Noz : 11/ 1

Product : OCTANE 92 RON

Lit/Price : 0.963 x 3115 K

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Total : 3,000 K

MOP : Cash

Plate : 946W60898

Thank you ... See You Again!

Thank You!

ANKO  
DENKOKO

DENKOKO

Yoma(Meikthila)

Division , Meiktila Township , Kantar  
Industry Zone 4th Street 09454809860

**92 Ron Octane**

Tr No: H-01 20241031-1722  
Date: 31/10/2024 5:38:38 PM  
Pump: Pump 5 Car No: 76W/18946

Cashier : POS2

Gal	Liter	Price	Amount
0.696	3.165	3160	10,000

Thank You. See You again!

# REGENCY

Magway Kan Hla (0602)

Phone 09-753000567

Octane-92

Date

7-Nov-24

12:38 PM

Vr No.

0000

Pump-0

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45W-60898

Gal	Liter	Price	Amount
0.35	1.58	3165	5,000

Thank You!

Position: OM

REGENCY

Magway Kan Hla (D602)

Phone 09-753000567

Octane-92

Date 7-Nov-24

12:39 PM

Vr No. 0008

Pump-0

အသုံးပြု

46W-60898

Gal	Liter	Price	Amount
0.42	1.90	3155	6,000

Thank You!

Cash

0330

# သစ်လွင်္ဂါ အဆင့်မြင့် ခရီးသည်အဝေးပြေးသယ်ယူပို့ဆောင်ရေး

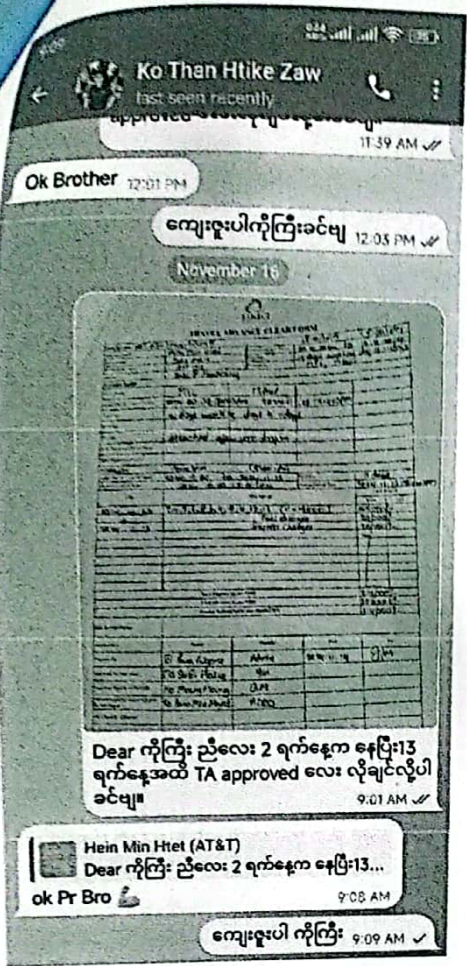
မန္တလေး ⇨ မိတ္ထီလာ ⇨ ပျော်ဘွယ် ⇨ နတ်မောက် ⇨ မကွေး

မန္တလေး ⇨ မိတ္ထီလာ ⇨ ကျောက်ပန်းတောင်း ⇨ ရေနံချောင်း ⇨ မကွေး

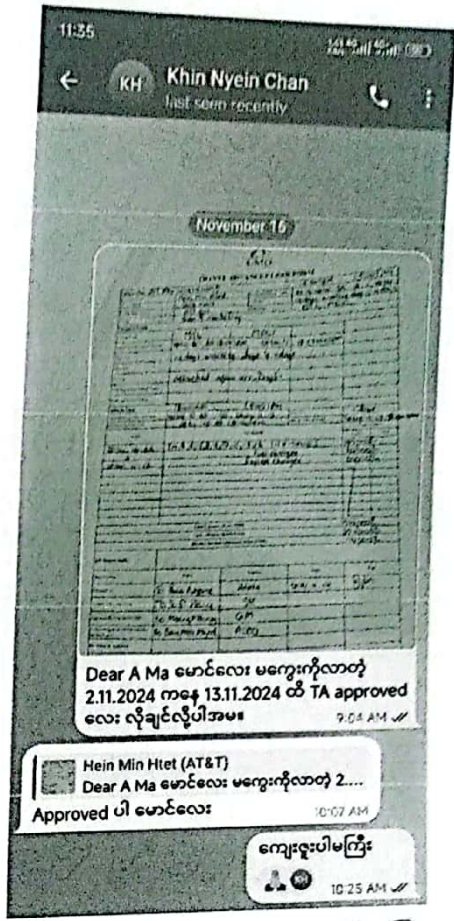


☎ 09-43166927, 09-964316927, 09-790970183 မကွေး(ကိုရို) 09-889118832 နတ်မောက်(မရူးကျား) 09-259544375

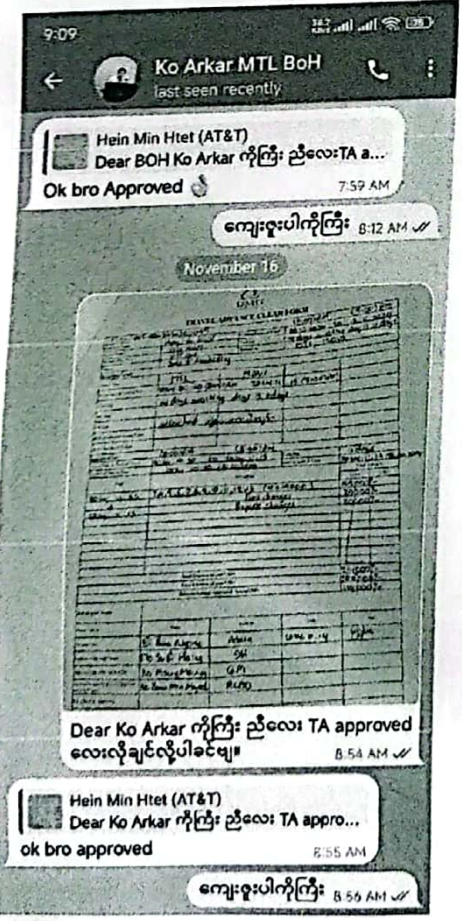
မည်- မိုးမင်္ဂလာ	ထွက်မည့်နေ့- ၂. ၁၁. ၂၀၂၄
မှတ်- ၃၂	ထွက်မည့်အချိန်- ၂:၃၀ မိနစ်
ပင့်ခွင့်- ၂၀၀၀၀	ခရီးစဉ်-



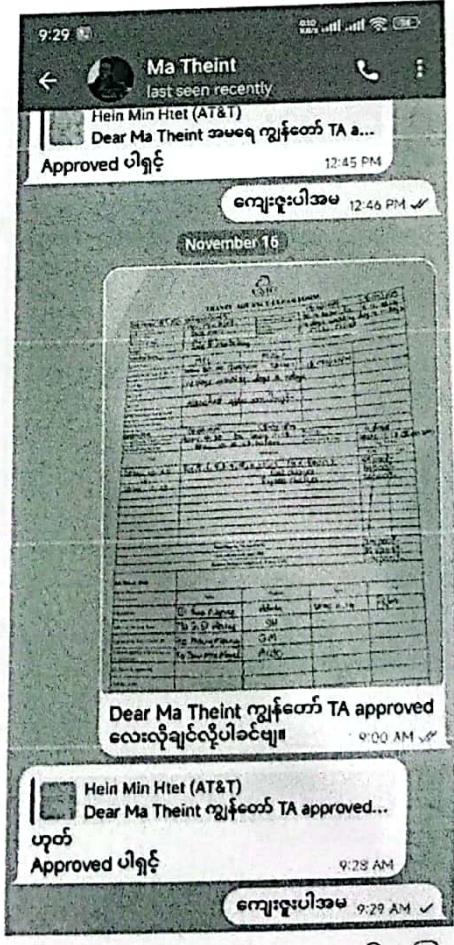
MGL  
BOH



MGL  
HR



MTL  
BOH



MTL  
HR