



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Aung Thu Win, Aung Bo Hein		Estimated Date of Travel	13. Jan. 25 to 15. Jan. 25
Position Rank	AGM, AE		Total Day	3
BU/BR/DIV, Dept	CE2		Destination	Branch visit
Purpose	To make assessment & to meet prospect customer			
Travelling Permit				
Arrival Place	Shwe Kyin			
Actual Date & Time of Travel				
Total Day	3 days			
HR Name	Aye Aye Mon			
HR Sign				
BOH/Authorized Person Name	Kyaw Ko Ko Htet			
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel			Total Day	3
Departure Date & Time	13.1.25 (6:00 AM)		Arrival Date & Time	15.1.25 (9:00 PM)
Date	Description	Total Amount		
		Kyats	USD	
13 to 15. Jan. 25	TA allowance (ex 3 x 15000)	90,000		
13 to 15. Jan. 25	Gate pass charges	5,500		
13. Jan. 25	Hotel charges	25,000		
14. Jan. 25	Car wheel repair charges	3,000		
13 to 15. Jan. 25	Fuel charges	28,063		
Total Expense (Kyats/USD)		408,563		
Cash Advance (Kyats/USD)		408,563		
Balance Refund/Additional (Kyats/USD)		408,563		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Tin Lin Cho	ADH	21.1.25	
Approved By Dept Head	Tin Lin Cho	ADH		
Approved By GM/AGM/COO	Aung Thu Win	GM		
Acknowledged by related Superior for Job Report	Zaw Min Myat	COO		
HR Check & Approved	Moe Thazin	DH		
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02



TRIP CAR USED FORM

BU/BR/DIV : CE2
Driver Name : Aung Bo Bo Hein
Car User Name : Aung Thu Win
Trip Title : To make credit assessment for hot prospect customer
Trip Location : Shwe Myin
Car No. : 1319164
Car Type : BAIC
Estimate Date : 3 days
Participant : Aung Thu Win, Aung Bo Bo Hein

Date	Start Kilo	End Kilo
18 Jan. 25	48498	

Request By

Checked By

Acknowledge By

Approved By

Requester

Ei Ei Naing

Related M/AGM

Aung Thu Win

GAV Head

CAM GM/AGM/CDO

05-CHL-GAV-FRM-015-01

Print Date : 21-Jan-2025

Monthly Fuel Claim

Vehicle Number	Holding Business	Request Date	For Month	Contract Name	Approved amount	Actual Issue Gallon	Actual Charges Amount	Actual Approved Status	Monthly Usage Kilo	Remark
1S/9164	Construction Equipment 2	2025-01-20	January	Aung Thu Win	250,000	19	280,063	Close	496	Go to Shwe Kyin trip to make credit sale assessment & to meet hot prospect customer

Jin

Prepared & Acknowledge By

JH

Tin Lin Cho

Conf

Checked By

HR

Moe Thazin

Approved By

GM

Aung Thu Win

Print Date : 22-Jan-2025

Repair Claim

Vehicle No	Holding Business	Department	Request Date	For Month	Car User Name	Workshop Name	In Charges Person	BTH Allowed/Not Allowed	Repair Condition and Quotation	Repair Claim Charges	Finish Date	Status	Remark
15/9164	Construction Equipment 2	Management	2025-01-20	January	Aung Thu Win	Zaw Min Aung	Aung Thu Win	Allow	Wheel Repair	6,000	2025-01-14	Close	User cost 50% is 3,000/.

Handwritten signature

Prepared By
Admin
Tin Lin Cho

Acknowledge By
DH
Tin Lin Cho

Checked By
HR
Moe Thazin

Approved By
GM
Aung Thu Win

Print Date : 21-Jan-2025

Monthly Kilo Record

Vehicle No	Holding Business	Out Date	Time Out	In Date	Time In	Start Kilo	End Kilo	Mile	Purpose	Way	Driver Name	Remark
15/9164	Construction Equipment 2	2025-01-13	07:10	2025-01-13	18:34	48,515	48,705	118.750	Customer Collateral checking at Shwe Kyin	Tabin Shwe Htee / Shwe Kyin	Moe Thazin	Aung Thu Win, Aung Bo Bo Hein
15/9164	Construction Equipment 2	2025-01-14	07:19	2025-01-14	17:15	48,705	48,791	53.750	Customer appointment	Shwe Kyin	Moe Thazin	Aung Thu Win
15/9164	Construction Equipment 2	2025-01-15	07:01	2025-01-15	21:24	48,791	49,011	137.500	Customer Appointment and go back YGN	Shwe Kyin - YGN	Moe Thazin	Aung Thu Win



TRAVELLING REPORT

Date: 13.1.25

Report To	Ko Zaw Min myal	
Employee Name	Aung Tin Win	
Position	Asst General Manager	
Department	Mgt	
Business	CE 2 + 5	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	13.1.25 6:00 AM	15.1.25 9:30 PM
Total Days		
Trip Information	1. From Ygn To SKN	
	2. From SKN To BHO	
	3. From BHO To Ygn	
Purpose For Travelling		
Travel Date	Activities	Remark
13.1.25	<ul style="list-style-type: none"> - Go to Ygn to NLP. - Go to NLP to SKN 	<ul style="list-style-type: none"> Meet with BOH Go to Customer ko Kyaw Lin Aung Home to assess his property. for end sale
14.1.25	<ul style="list-style-type: none"> - meet with U Kyaw Lin Aung's wife and access their working condition and business situation - Meet with Ko Zaw Lin Aung, who is outside service team leader and ask about Ko Zaw Lin Aung Background and ko Aung Win Background. - meet with customer ko U Kyaw and ko Myi for relation and gold job site situation. 	<ul style="list-style-type: none"> - meet with customer U Myo with Pin. and go to Phayon Lay job site visit and meet with U Kyaw Min Nain. - Go back to NLP.
15.1.25	<ul style="list-style-type: none"> - Meeting with BOH and Puleman for meeting 	<ul style="list-style-type: none"> - Go back to Ygn.

Reported by: (D/H/AGM/GM)

Checked by: (COO)

Approved by: _____





MAX ENERGY

Phone : 09-969742151, 09-255055341
7051 5107 5075 5507

IS Code: Max Energy (Inlaka V)
Voucher: 21.25.20250115.0677
Date: 15/01/2025 12:29 PM
Car No: 1S 9164
Pump: Pump 7
IS Ph: *09-891755019, 09-8651619*



Fuel Type	Price x Liter		Amount
Premium Diesel	1355 x 20.8650	MMK	28000
Total (Inclusive Tax)			MMK 28000

Thank You Please come again.
Have a safe journey.

Excellent Apex (MOONSUN)

Ph : 09-969742151, 09-255055341

PTT

Open Daily at : 24 Hours

Cashier Admin

Voucher No C2-491

Pump No P7

Date 12/01/25 5:31 PM

ယာဉ်စမှတ် 1S/9164

Gal	Liter	Price	Amount
13.835	62.893	3340	210063

ကျပ် - နှစ်သိန်းတစ်သောင်းခြောက်ဆယ့်သုံး - တိတိ

THANK YOU

Max Highway Co., Ltd
BG_PLZ.BG05E.15012025



Receipt Number : 956642
Plaza Name : Bago
Vehicle Number : 1S9154
Vehicle Class : 3
Toll Fare : Ks 300.00
Total Fare : Ks 300.00
Cash Tendered : Ks 1,000.00
Cash Changed : Ks 0.00
Date Time : 15-01-2025 10:34:22
Toll Collector ID : tc254
THIS SERVES AS AN OFFICIAL RECEIPT

Max Highway Co., Ltd
BG_PLZ.BG05E.15012025
Township/City Entrance Fees
TEF/CEF Paid Time : 15-01-2025 10:34:22
TEF/CEF (Bago) : Ks 200.00
Total TEF/CEF : Ks 200.00
RECEIPT VALID 24hrs AFTER PURCHASE

Max Highway Co., Ltd
BG_PLZ.BG01X.15012025



Receipt Number : 2709851
Plaza Name : Bago
Vehicle Number : 1S9164
Vehicle Class : 3
Toll Fare : Ks 800.00
Total Fare : Ks 800.00
Cash Tendered : Ks 1,000.00
Cash Changed : Ks 0.00
Date Time : 13-01-2025 08:40:57
Toll Collector ID : tc249
THIS SERVES AS AN OFFICIAL RECEIPT

Max Highway Co., Ltd
BG_PLZ.BG01X.15012025
Township/City Entrance Fees
TEF/CEF Paid Time : 13-01-2025 08:40:57
TEF/CEF (Bago) : Ks 200.00
Total TEF/CEF : Ks 200.00
RECEIPT VALID 24hrs AFTER PURCHASE

ရွှေသံလွင်ဟိုင်းဝေးကုမ္ပဏီလီမိတက်
ပံ့ပိုးဆောင်ရွက်ပေးသည့် ငွေခံလက်မှတ်
(၄၈ နိုင်၊ ရွာသစ် တိုက်) ၊
လမ်းတံတားအသုံးပြုခကောက်ခံပြေစာ
YI.L3UP.13012025

Receipt No : 1.3.09512666
Date : 13/01/2025
Time : 09:44:53 AM
Toll Collector ID : 031

Car No : 1S-9164
Class : Class 3
Toll Fare : Ks 700
ကောလိယတံတား : Ks 100
ရုံနယ်တံတား : Ks 100
ခြောက်တံတား : Ks 100
ခရယ်ဗီးတံတား : Ks 100
Total Fare : Ks 1100



Thank You

Max Highway Co., Ltd
HK_PLZ.HK03E.13012025



Receipt Number : 3495469
Plaza Name : Htaukkyant
Vehicle Number : 1S9164
Vehicle Class : 3
Toll Fare : Ks 800.00
Total Fare : Ks 800.00
Date Time : 13-01-2025 07:08:43
Toll Collector ID : tc199
THIS SERVES AS AN OFFICIAL RECEIPT

စစ်တောင်းတံတား (မဝေါက်-ရွှေကျင်)
တံတားအသုံးပြုခရေကောက်ခံရေးကိတ်

နေ့စွဲ 13 / 1 / 2025

ယာဉ်အမျိုးအစား _____
 ယာဉ်အမှတ် 15 9164
 တံတားခံကျသင့်ငွေ = 300 ကျပ်
 တံတားခံခံကြေး(၁၀)ဆ()တန်သင့်ငွေ = _____ ကျပ်
 စုစုပေါင်းသင့်ငွေ = 300 ကျပ်
 ပြေစာအမှတ် - 017261 လက်မှတ်

Max Highway Co., Ltd
 HK_PL2.FK05X.15012025



Receipt Number : 2923564
 Plaza Name : Htaukkyant
 Vehicle Number : 159164
 Vehicle Class : 3
 Toll Fare : Ks 800.00
 Total Fare : Ks 800.00
 Date Time : 15-01-2025 15:52:26
 Toll Collector ID : tc174
 THIS SERVES AS AN OFFICIAL RECEIPT

စစ်တောင်းတံတား (မဝေါက်-ရွှေကျင်)
တံတားအသုံးပြုခရေကောက်ခံရေးကိတ်

နေ့စွဲ 13 / 1 / 2025

ယာဉ်အမျိုးအစား _____
 ယာဉ်အမှတ် 15 9164
 တံတားခံကျသင့်ငွေ = 300 ကျပ်
 တံတားခံခံကြေး(၁၀)ဆ()တန်သင့်ငွေ = _____ ကျပ်
 စုစုပေါင်းသင့်ငွေ = 300 ကျပ်
 ပြေစာအမှတ် - 017260 လက်မှတ်

HLEGA Tollgate
 CCTV TAX
 Gate-3

Section
 Number
 Entry Date 15-01-2025 15:41:00
 License Number UNKNOW
 TOLL FEE 200 ✓
 WEIGHT (Kg)
 OVER WEIGHT(Kg)
 TOLL FEE (OV)
 PAYMENT 200 ✓
 CAS

Thank You!

GENERAL EXPENSE CLAIM FORM

Company Name : Common Purpose Co., Ltd

Department Name : MSS

No.	Date	Name	Description	Amount	Remark
1.	21.1.25	Aung Thu Win	Car wheel repair charges	3,000	User cost 50%.
Total Amount				3,000	

Requested by

Approved by

Checked by

Approved by

Approved by

Sign :




Name :

Tin Lin Cho
(Requestor)

Tin Lin Cho
(Department Head)

Tinzar Hlaing
(Related FNA/Corp FNA)

Aung Thu Win
(OM/AGM/GM)

Zaw Min Myat
(ACOO/COO/MD/VCM)

02-COP-FNA-FRM-001-01

