

# TRAVELLING REPORT

Date: 6. 1. 2024

Report To	Mr. Maung Maung and Ko Zaw Min Myat	
Employee Name	Wai Yan Phyo	
Position	Sales Man	
Department	Sales	
Business	All BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	1-10-2024 (9:00 AM) 71 days	31-10-2024 (1:00 PM)
Total Days	71 days	
Trip Information	1 From	22-10-24
	2 From	22-10-24
	3 From	
Purpose for Travelling	Solo visit	
Travel Date	Activities	Remarks
11-10-24 to 22-10-24	Mindat Tsp, Mindat village, GBA Tsp, BKA visit	
23-10-24 to 20-10-24	Zekone BP, Mtharfarin village, Natalin Tsp, Yawtharhon village, Minkla Tsp, Natalin BP, Namye Tsp	၂၀၂၃ ခုနှစ် အထိမ်းအမှတ် ပေးပို့
21-10-24 to 21-10-24	Maukyantkoin village, Natalin BP	၂၀၂၃ ခုနှစ် အထိမ်းအမှတ် ပေးပို့
21-10-24	GBA to Yangon Lawngalnas village, Zekone BP, Radaytharone, valtharone, Minkla Tsp, Kyenkhone, Natalin Tsp, Lapatan Tsp, Thachone Tsp, Pateekone Tsp	customer service မှတ်တမ်း မြှင့်တင်ပေးခြင်း

Reported by

Checked by

Approved by

Sign: *Wai Yan Phyo*  
Name: Wai Yan Phyo  
Position: Sales Man

Sign: *Ko Maung Maung*  
Name: Ko Maung Maung  
Position: GM

Sign: *Ko Zaw Min Myat*  
Name: Ko Zaw Min Myat  
Position: ACOO

(DII/AGM/GM)

(COO)

Hi-5 report ခံယူရန်အတွက် အထောက်အကူပြုရန်

Check by

OS-CHL-IBRM-FRM-064-01

Sign: *Ei Thue Ngone*  
Name: Ei Thue Ngone

Sign: *Ko Than Zaw Lin*  
Name: Ko Than Zaw Lin  
Position: CM





GYOBINGAUK STATION

Contact No : 09 940 549 183

Receipt No: 01580090  
Date/Time : 16-10-2024(07:36)  
Pump/Noz : 6/ 1  
Product : GAS092RON  
Product : OCTANE 92 RON  
Lit/Price : 1.595 x 3135 K

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Total : 5,000 K  
MOP : Cash  
Plate : 57W 16974  
Thank you ... See You Again!



GYOBINGAUK STATION

Contact No : 09 940 549 183

Receipt No: 01594157  
Date/Time : 25-10-2024(11:26)  
Pump/Noz : 6/ 1  
Product : GAS092RON  
Product : OCTANE 92 RON  
Lit/Price : 1.605 x 3115 K

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Total : 5,000 K  
MOP : Cash  
Plate : 57W 16974  
Thank you ... See You Again!



GYOBINGAUK STATION

Contact No : 09 940 549 183

Receipt No: 01577907  
Date/Time : 14-10-2024(16:29)  
Pump/Noz : 6/ 1  
Product : GAS092RON  
Product : OCTANE 92 RON  
Lit/Price : 2.233 x 3135 K

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Total : 7,000 K  
MOP : Cash  
Plate : 57W 16974  
Thank you ... See You Again!



GYOBINGAUK STATION

Contact No : 09 940 549 183

Receipt No: 01.82352  
Date/Time : 17-10-2024(11:58)  
Pump/Noz : 6/ 1  
Product : GAS092RON  
Product : OCTANE 92 RON  
Lit/Price : 1.595 x 3135 K

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Total : 5,000 K  
MOP : Cash  
Plate : 57W 16974  
Thank you ... see You Again!





# GENERAL EXPENSE CLAIM FORM



BU/BR/DIV Name : *ATT (Win Motor)*

Department Name : *Sale Support*

No.	Date	PIC Name	Description	Category (Customer (Or) Operation)	Cost (MMK)	Remark
1.	23-10-24	Ubi Yan Phyo	laymyathar village	customer	10000/-	Cycle
			Zeekone Bunksh	U ka Lag kyi	7	76w/16974
				U Aung Phyo		
<b>Total General Expense</b>					10000/-	

Requested by

Approved by

Checked by

Approved by

Approved by

Sign : *[Signature]*

Sign :

Sign :

Sign :

Sign :

Name : *Ei Phue Ngone*

Name : *Su Ei Hlaing*

Name : *Zin Mar*

Name : *Ko Mang May*

Name : *Ko Zau Min Mye*

(Requester)

(Department Head)

(Finance & Account)

(OM/AGM/GM)

(ACOO/COO/MD/VCM)

