




9. TRAVEL ADVANCE CLEAR FORM

Cash Advance <u>230,000/-</u>			
Employee Name	<u>Zwe Thingyan.</u>	Estimated Date of Travel	
Position Rank	<u>ASM.</u>	Total Day	<u>8 days.</u>
BU/BR/DIV, Dept	<u>MAC BU</u>	Destination	
Purpose	<u>branch sale support and marketing Activity.</u>		
Travelling Permit			
Arrival Place	<u>Magway br</u>		
Actual Date & Time of Travel	<u>26.11.2024 to 3.12.2024</u>		
Total Day	<u>8 days</u>		
HR Name	<u>Khin Nyein Chan</u>		
HR Sign	<u>[Signature]</u>		
BOH/Authorized Person Name	<u>Thon Hlaik Zaw.</u>		
BOH/Authorized Person	<u>[Signature]</u>		
Advance Clear			
Actual Date & Time of Travel	<u>26.11.2024 to 3.12.2024.</u>	Total Day	<u>8 days.</u>
Departure Date & Time	<u>26.11.2024 (8:00AM)</u>	Arrival Date & Time	<u>3.12.2024 (7:00PM)</u>
Date	Description	Total Amount	
		Kyats	USD
<u>26.11.2024</u>	<u>Home (81) shwe pyi thar to Aung Myingalar Taxi</u>	<u>15,000/-</u>	<u>✓</u>
<u>26.11.2024</u>	<u>YGN - MGY Express.</u>	<u>20,000/-</u>	<u>✓ 27,000/-</u>
<u>3.12.2024</u>	<u>MGY - YGN Express</u>	<u>20,000/-</u>	<u>✓ 27,000/-</u>
<u>3.12.2024</u>	<u>67252525 - Home (81) 67252525</u>	<u>15,000/-</u>	<u>✓</u>
<u>26.11.2024</u>	<u>to 3.12.2024 TA charges.</u>	<u>120,000/-</u>	<u>✓</u>
Total Expense (Kyats/USD)		<u>210,000/-</u>	<u>204,000/-</u>
Cash Advance (Kyats/USD)		<u>230,000/-</u>	
Balance Refund/Additional (Kyats/USD)		<u>-20,000/-</u>	<u>26,000/-</u>
Job Report Status			
Authorization	Name	Position	Date
Prepared By	<u>Zwe Thingyan</u>	<u>ASM</u>	<u>4.12.2024.</u>
Approved By Dept Head	<u>Aung ko latt</u>	<u>NSM</u>	<u>9.12.2024</u>
Approved By GM/AGM/COO	<u>Zaw min myat</u>	<u>ACOO</u>	
Acknowledged by related Superior for Job Report	<u>Seint Seint Thu</u>	<u>AGM</u>	<u>9.12.2024</u>
HR Check & Approved	<u>Swe Swe hin</u>	<u>HR IDH</u>	<u>9.12.2024</u>
Cash Received			<u>[Signature]</u>
Remark			

TRAVELLING REPORT

Date :

To	GM, OM, PH	
Name	Zwe Thingyan	
Position	ASM	
Department	National Sale	
Business	MAC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days	8 days	
Trip Information	1. From YGN To MGY	
	2. From MGY To YGN	
	3. From To	
Purpose For Travelling	Branch Sale Support	
Travel Date	Activities ..	Remark
26. 11. 2024	Go to Mageray ho from Yangon.	<u>order</u> 15 can, 25 case.
27. 11. 2024	Go to Mageray way with MAC Sale man - Ko Min Min Soe, New Light, ၁၀၀၀၀, ၀၆၁၂၀၆ : MGY pro, ၃၀၀၀ : ၀၆	
28. 11. 2024	Go to Minbu Way with MAC Sale Man. - Union, ၈၅၀၀၀၆, ၈၅၀၀၀၆, Dual power, Super star, MG Tun Ko.	

Reported by
 Sign : 
 Name : Zwe Thingyan
 Position : ASM

Checked by
 Sign : Telegram Approve
 Name : Aung ko latt
 Position : NSM
 (DH/AGM/GM)

Approved by
 Sign :
 Name : Zaw Min myat
 Position : ACCO
 (COO)

05-CHL-HRM-FRM-004-01

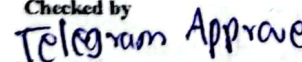
Date :

Report To	Gen. M. DH	
Employee Name	Zwe Thingyan	
Position	ASM	
Department	national sales	
Business	MAC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days	8 day	
Trip Information	1. From YAM To MAY	
	2. From MAY To YCA	
	3. From To	
Purpose For Travelling	Branch sale support	
Travel Date	Activities	Remark
29.11.2024	Go to Taung Taun Gyi day with MAC and BOH - 2000, Theng Theng Clear, Gen Mar Yi, Hello, 407, Smart, Ko See Naing	
2.12.2024	Go to Magway and Minbu way with MAC Sale Man. - em, Ko Than Naing, Ayeyarwaddy, Dual power	
3.12.2024	Go to Yangon from Magway.	

Reported by

Sign : 
 Name : Zwe Thingyan
 Position : ASM

Checked by

Sign : 
 Name : Aung ko lott
 Position : NSM

(DH/AGM/GM)

Approved by

Sign : 
 Name : Zaw min myat
 Position : ACCO

(COO)

05-CHL-HRM-FRM-064-01



N (FROM - TO) သွားရောက်မည့်မြို့(မှ-သို့)

018999



PASSENGER ဧည့်သည်	ကိုစွာ သန့်	N.R.C / PASSPORT NO. မှတ်ပုံတင်အမှတ်	၀၇ 408 420007
PRICE (ကျပ်)		DATE OF DEPARTURE သွားမည့်နေ့	3-12-24
SERVICE CHARGES ဆောင်ခ		TIME OF DEPARTURE သွားမည့်အချိန်	8:00 AM
TOTAL AMOUNT (KYAT) စုပေါင်းကျသင့်ငွေ (ကျပ်)	30000 Ks	PLACE OF DEPARTURE ထွက်ခွာမည့်နေရာ	MG-76N
AUTHORISED SIGNATURE တာဝန်ခံလက်မှတ်		CLASS & SEAT NO. ခုံအမှတ်	30

စိုးစိုးလက်မှတ် 27,000/- သာမရှိပါဘူး (Signature)

Admin and National Sal
10 members

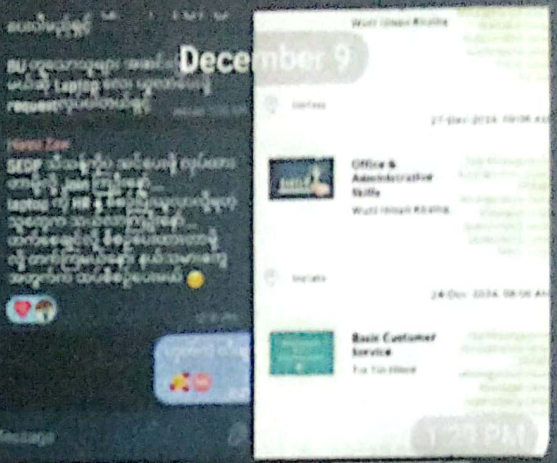
Name	Position	Date
Zwe Thingyan	ASM	9.12.2024
Aung Ko Latt	Admin	9.12.2024
My Ma Swe	ACCC	
Chin Sein Hla	ASMA	9.12.2024
My Ma Swe	HR	9.12.2024

Dear Ko Aung Ko Latt,
ASM Ko Zwe Thingyan,
Branch sale support and Marketing
activity Magway Branch သွားထား
တဲ့ TA report and TA clear အတွက်စီ
စစ်ပြီး approve ပေးပေးပါအုံးကိုကြီး
HR and Admin မှစစ်ဆေးပြီးပါပြီဗျ။

Total advance=230000/
Total Expense= 210000/
Refund=20000/
YGN To Magway ကားလတ်မှတ်မှာ k
pay မှတိုက်စစ်ပြီးပါပြီ
Taxi charges ကိုလဲ grab ဖြင့်
တိုက်စစ်ဆေးထားပါတယ်ကိုကြီး

2 edited 10:36 AM

Admin and National Sal
10 members, 2 online



Swe @Aung_Ko_Latt ဒီလ
28/31 2ရက် Photoshop training
join ပါမိခင်ဗျ။

- KT (Heart icon) 1:29 PM
- HR Ma Swe admin
- Ko Zwe Thingyan Swe @Aung_Ko_Latt ဒီလ 28/31 2...
ဟုတ်ကဲ့ပါမောင်လေး: 1:30 PM
- KT Ko Zwe Thingyan
ဟုတ်ကဲ့ဗျ 1:30 PM
- Ko Aung Ko Latt
- Aung Thiha Myo Dear Ko Aung Ko Latt, ASM K...
Please proceed 2:04 PM
- Ko Aung Ko Latt



No.589-592,Bo Aung Kyaw Street,Yangon-Pathein High Way Road,Hlaing Thar Yar Township, Yangon, Myanmar.

13-Dec-2024

Taxi (Bus,Motorcycle,3-wheel etc...) Charges Form

Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	State	Remark
1 2024-11-26	Consumable (Yangon)	National Sales	Zwe Thingyan		08:00	81 Bus Stop Shwe Pyi Thar	Aung Mingalar Highway	15,000	15,000	GA Manager Approved	Branch sale support and marketing activity
2 2024-12-03	Consumable (Yangon)	National Sales	Zwe Thingyan		07:00	Aung Mingalar Highway	81 Bus stop Shwe Pyi Thar	15,000	15,000	GA Manager Approved	Branch sale support and marketing activity for Magway Branch
X 3 2024-11-16	Consumable (Yangon)	National Sales	Soe Pyae Bo		05:30	Hlaing Thar Yar (Tabin Shwe Htee Tower)	Dagon Ayar Highway	5,000	5,000	GA Manager Approved	Branch sale support for Pathein,Ngwe Saung,MyaungMya

ko Zwe Thingyan Taxi charges (30000) ကျပ်

* Grab Taxi ဇယား တွင် မပါဝင်ပါ။



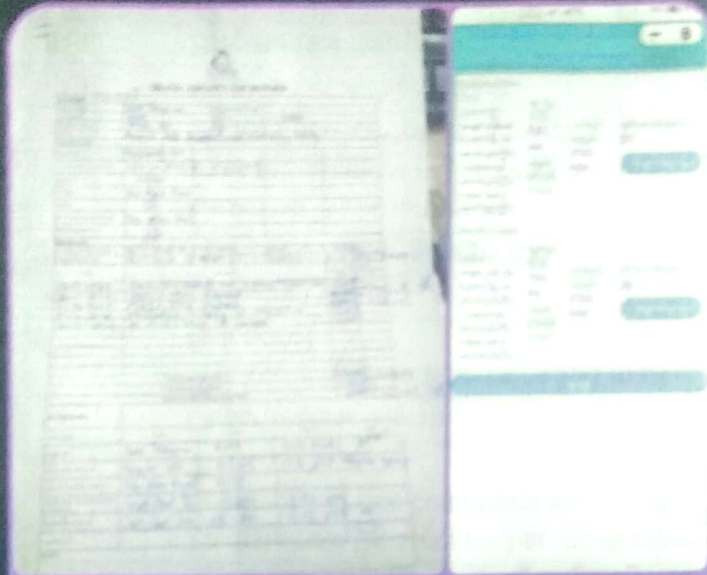
Ko Aung Ko Latt

last seen recently



ဟုကိုကြီး 11:44 AM ✓✓

December 17



Dear Ko Gyi,
ASM Ko Zwe Thingyan car လတ်
မှတ်30000မှာ အထူးတန်းဖြစ်နေပါ
သဖြင့်
ရိုးရိုးကားလတ်မှတ်27000/ရရှိပါ
သည်ကိုကြီး
ကိုကြီးapprove လိုအပ်ပါသဖြင့်
approve ပေးပေးပါအုံးကိုကြီး

8:48 AM ✓✓



Aung Thiha Myo

Dear Ko Gyi, ASM Ko Zwe Thingyan...

ရိုးရိုးကားလတ်မှတ် approved

8:58 AM

Ko Aung Ko Latt
ရိုးရိုးကားလတ်မှတ် approved



Message

