



win motors

No. 898/990, Anawrahta Industrial Zone  
Mya Sein Yaung Phayar Road, Yangon-Pathein Highway Road, Hlaingtharya, Yangon



Relentless Pursuit Of Excellence

# CLAIM REQUEST FORM

Requestor Name : Ei Phoo  
 Ngone  
 Department Name : Unit Sales (ATT)  
 Payment Date : 2025-01-10  
 Payment Voucher : EX-ATT-2025-01-00011  
 No  
 Payment Method : Cash/Bank  
 Payment Amount : 131000.0  
 Currency : MMK  
 Exchange Rate : 4,630.0

Budget Type : Include Budget  
 Payment Type : Claim Payment  
 Prepared By : ATT\_BudgetDataEntry  
 Superior Approved : ATT\_S&MDataCheck  
 By  
 Last Approved By : ATT\_S&MDataCheck

No.	Description	Department	Request Amount	Remark
1	Traveling charges for PIC Ko Myo Zin Htwe	Unit Sale Department (ATT)	131,000.00	Traveling charges for PIC Ko Myo Zin Htwe

Expense Total : 131,000.00 K  
 Additional/Refund

Note: Traveling charges for PIC Ko Myo Zin Htwe

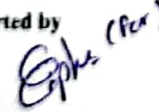
<p>Superior Check By          Name : <u>Ma Su Ei Hlaing</u>          NRC No : <u>01221908209850</u>          Date : <u>10.1.25</u>          Remark : _____</p>		<p>F&amp;A          Name : <u>Zin Mar</u>          NRC No : _____          Date : <u>10.1.25</u>          Remark : _____</p>		<p>GM/AGM          Name : <u>Ko Mawng Mawng</u>          NRC No : <u>34222222222222</u>          Date : _____          Remark : _____</p>		<p>ACOO          Name : <u>Zaw Min Myat</u>          NRC No : <u>12114111111111</u>          Date : <u>14.1.23</u>          Remark : _____</p> <p><u>14/01/2025</u>  <u>AMM</u></p>	
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*Handwritten notes:*  
 19/1/23  
 2117

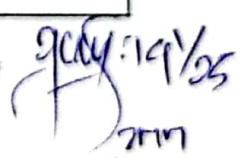

# TRAVELLING REPORT

Date : .....

Report To	Ko Myo Ma	
Employee Name	Myo Zin Htwe	
Position	Salesman	
Department	Sales	
Business	BI and TBU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From Yangon	To Bago
	2. From Bago	To Mandalay
	3. From Nay Pyi Taw	To Buregyi
Purpose for Travelling	Sale and Marketing	
Travel Date	Activities	Remark
3.12.2024	YAN to BHO Trip	
4.12.2024	Bago Tsp; Sale visit and MDY Trip	
5.12.2024	MDY water basin D and C	
9.12.2024	NPT to TAY Trip	

Reported by *(for)*  
 Sign :   
 Name : Ko Myo Zin Htwe  
 Position : Salesman

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


Approved by   
 Sign :   
 Name : Ko Zau Min Myat  
 Position : ACOO

(DH/AGM/GM)

(COO)

Hi-5 report g# 0600:0102264

  
 Ei Rue Ngone

Checked by  
 Sign :   
 Name : Ko Than Zau Lin  
 Position : OM



### TRAVEL ADVANCE CLEAR FORM

Cash Advance		(8:00)AM		(5:00)PM	
Employee Name	Ko Min Zin Hwe	Estimated Date of Travel	2024.12.03 to 2024.12.09		
Position Rank	Sale man	Total Day	7 days, working day is 4 days		
BU/BR/DIV, Dept	ATT (B)	Destination	YAN, BAO, MOY, TGP		
Purpose	Sale & Marketing				
<b>Travelling Permit</b>					
Arrival Place	YAN	BAO	MOY	TGP	
Actual Date & Time of Travel	2024.12.03 (8:00)AM		2024.12.09 (5:00)PM		
Total Day	7 days working day is 4 days				
HR Name					
HR Sign	Attached on 01/25				
BOH/Authorized Person Name					
BOH/Authorized Person					
<b>Advance Clear</b>		(8:00)AM		(5:00)PM	
Actual Date & Time of Travel	2024.12.03 to 2024.12.09		Total Day	4 days	
Departure Date & Time	2024.12.03 (8:00)AM		Arrival Date & Time	2024.12.09 (5:00)PM	
Date	Description	Total Amount			
		Kyats	USD		
2024.12.03	3, 4, 5, 9 (15000 x 4)	60000/-	-		
↓	Express charges	60000/-	-		
2024.12.09	Taxi charges	11000/-	-		
<b>Total Expense (Kyats/USD)</b>		131000/-			
<b>Cash Advance (Kyats/USD)</b>					
<b>Balance Refund/Additional (Kyats/USD)</b>					
<b>Job Report Status</b>					
Authorization	Name	Position	Date	Sign	
Prepared By	Ma Gi Phae Ngone	2024.01 Admin	2024.01.09	Eple	
Approved By Dept Head	Ma Se Gi Klaing	DL	10.1.25	Jeri	
Approved By GM/AGM/COO	Ko Maung Maung	GM		[Signature]	
Acknowledged by related Superior for Job Report	Ko Zau Min Myat	ACOO	14.1.25	[Signature] 14/25	
HR Check & Approved	lar lar Mbon	ADH	10.1.25	[Signature] 21/25	
Cash Received					
Remark					