



### TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>				
Employee Name	Zwe Thingyan	Estimated Date of Travel	16.12.2024 to 25.12.2024 (6:00AM).	
Position Rank	ASM	Total Day	9 day	
BU/BR DIV, Dept	MAC BU	Destination		
Purpose	Branch sale support			
<b>Travelling Permit</b>				
Arrival Place	TGY BR			
Actual Date & Time of Travel	16.12.24 to 24.12.24			
Total Day	9 days			
HR Name	May Thin Chet			
HR Sign				
BOH Authorized Person Name	Thet Awe			
BOH Authorized Person				
<b>Advance Clear</b>				
Actual Date & Time of Travel		Total Day	9 days	
Departure Date & Time	16.12.2024 (6:00 AM)	Arrival Date & Time	25.12.2024 (6:00AM)	
Date	Description	Total Amount		
		Kyats	USD	
16.12.2024	SPT (COF: ၆၅၀၀၆၅) - ၆၀၆၅၀၆၅၀၆၅ Taxi	15,000		
16.12.2024	YGN - TGI Express	39,000		
24.12.2024	TGI - YGN Express	30,000		
25.12.2024	၆၀၆၅၀၆၅၀၆၅ - SPT (COF: ၆၅၀၀၆၅)	15,000		
16.12.2024 to 24.12.2024	TA charges: 9 days	135,000		
		7		
<b>Total Expense (Kyats/USD)</b>		225,000/-		
<b>Cash Advance (Kyats/USD)</b>		-		
<b>Balance Refund/Additional (Kyats/USD)</b>		225,000/-		
<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Zwe Thingyan	ASM	26.12.2024	
Approved By Dept Head	Aung ko latt	ASM	6.1.25	Telegram Approve
Approved By GM/AGM/COO	Scirel 2 Thu	AGM		
Acknowledged by related Superior for Job Report	Zaw min myat	ACOO		
HR Check & Approved	Swe Swe Win	HR DH	6.1.25	
Cash Received				
<b>Remark</b>				



# TRAVELLING REPORT

Date : 26.12.2024

Report To	COO, GM, DM, DH	
Employee Name	Zee Thingyan.	
Position	ASM	
Department	National Sale.	
Business	MAC BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	16.12.2024 (8:00) AM.	25.12.2024 (6:00) AM.
Total Days		
Trip Information	1. From YGN To TGT	
	2. From TGT To YGN	
	3. From To	
Purpose For Travelling	Branch Sale support and find new customers.	
Travel Date	Activities	Remark
16.12.2024	Go to Taunggyi from Yangon.	order - 10 can 1 Drum
17.12.2024	Go to Aye Tharyar way with ko Min Thu. - Thein Min, Power Goodon, 3D, LKS.	37 cases.
18.12.2024	Go to Aung Pan Way with ko Min Thu. Khaing Soe, Soe Soe, ko Soe Paing, Thein Than. Hike, UNL, TYG	

Reported by

Sign :

Name : Zee Thingyan.

Position : ASM.

Checked by

Sign :

Name : Aung ko latt

Position : NSM

(DH/AGM/GM)

Approved by

Sign :

Name : Zaw min myat

Position : AGOO

(COO)



# TRAVELLING REPORT

Date: 26.12.2024




Report To  
Employee Name  
Position  
Department  
Branch

Report To		
Employee Name		
Position		
Department		
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From ..... To .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
19.12.2024.	Go to Taunggyi Casey with Ko Min The. - No.1 Ko Chan, Medina, morm, 5200nqrr	
20.12.2024	Go to Nyaung shwe and shwe Nyaung way with Ko Min The. - Phoe la Min, Ko Aung Ngai, Ko Aye ko, Aung Zay Ya, Fujiko	

Reported by

Sign :   
Name : Zee Thingan  
Position : ASM

Checked by

Sign :   
Name : Aung ko Latt  
Position : ASM

(DH/AGM/GM)

Approved by

Sign :   
Name : Zaw min myat  
Position : ACOO

(COO)

05-CHL-HRM-FRM-064-01



# TRAVELLING REPORT

Date: 26.12.2024

Report To		
Employee Name		
Position		
Department		
Business		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From ..... To .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
23.12.2024	Go to Taeunggyi way (new customer) with Ko Min Thu. - ဆေးစစ်: ဇီဝ, ဓာတု, ကျန်းမာရေး, ဝမ်းဗိုက်: ဝေဖ်, ဝေ, ကိုလော့ဆီ, ခွေး, ဖော့စ် ဖော့စ်	
24.12.2024	Go to Yangon from Taeunggyi. (Night Bus).	

Reported by  
 Sign : *[Signature]*  
 Name : **Zwe Thingyan**  
 Position : **ASM**

Checked by  
 Sign : *[Signature]*  
 Name : **Aung ko Lat**  
 Position : **ASM**

Approved by  
 Sign :  
 Name : **Zaw min myat**  
 Position : **ACCO**

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01



0502645



ORIGIN (FROM - TO) သွားရောက်မည့်မြို့ (မှ - သို့) မောင်မြို့ - နန်ကန်		
NAME OF PASSENGER ဦးစွာ	N.R.C / PASSPORT NO. မှတ်ပုံတင်အမှတ်	
FARE PRICE သင့်ငွေ (ကျပ်) 30,000/-	DATE OF DEPARTURE သွားမည့်နေ့ 24.12.2024	
SERVICE CHARGES ရန်ဆောင်ခ -	TIME OF DEPARTURE သွားမည့်အချိန် ၂၀၂၄ ၂:၀၀	
TOTAL AMOUNT (KYAT) စုစုပေါင်းကျသင့်ငွေ (ကျပ်) -	PLACE OF DEPARTURE ထွက်ခွာမည့်နေရာ	
AUTHORISED SIGNATURE အာဇာနည်ခံလက်မှတ်	CLASS & SEAT NO. ခုံအမှတ် 5	

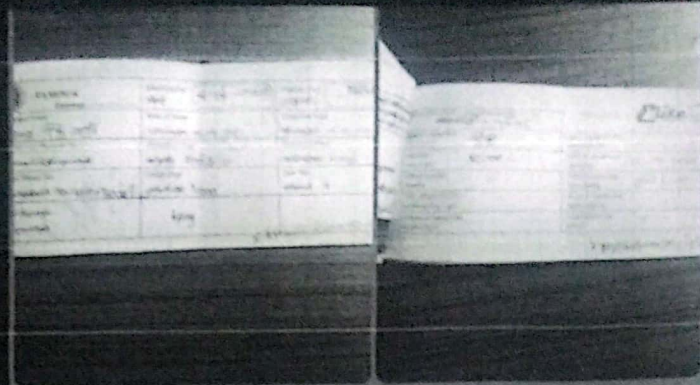
K ပေးငွေ. ကိုယ်စေလှူ. Cd



AD

# Admin and National Sal

10 members, 2 online



Dear Ko Aung Ko Latt, ကိုကြီးဗျ

ASM U Zwe Thingyan ,  
 Branch sale Supporting TaungGyi  
 သွားထားတဲ့ TA report and TA claim  
 အတွက်စိစစ်ပြီး approve ပေးပေးပါ  
 အုံးကိုကြီး  
 ကားလတ်မှတ်အား K pay ဖြင့်  
 တိုက်စစ်ပြီးပါပြီအကို ။  
 Taxi charges အား Grab Taixi ဖြင့်  
 တိုက်စစ်ပြီး GA AMS system run ပြီး  
 ပါပြီဗျ

Total claim - 225000/

Thanks And Best Regards,  
Aung Thiha Myo.

1 4:40 PM ✓✓

January 7

Ko Aung Ko Latt



Aung Thiha Myo

Dear Ko Aung Ko Latt, ကိုကြီး...



Thanks , please proceed

10:02 AM



Message





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

Print Date : 15-Jan-2025

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

No	Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	State	Remark
1	2024-12-16	Consumable (Yangon)	National Sales	Zwe Thingyan		08:00	Shwe Pyi Thar (ထန်းခြောက်ပင်)	Aung Mingalar Highway	15,000	15,000	GA Manager Approved	Branch sales support for Taung Gyi
2	2024-12-25	Consumable (Yangon)	National Sales	Zwe Thingyan		06:00	Aung Mingalar Highway	Shwe Pyi Thar (ထန်းခြောက်ပင်)	15,000	15,000	GA Manager Approved	Branch sales support for Taung Gyi