



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Pyae Sone Min	Estimated Date of Travel	14.7.2025 to 17.7.2025	
Position Rank	Staff	Total Day	4 days	
BU BR DIV. Dept	DS BCI	Destination	License Case	
Purpose	Go to NPT Kya Nga Na and 29 office policy & License Case			
Travelling Permit				
Arrival Place	Nay Pyi Taw			
Actual Date & Time of Travel	14.7.2025 8 7:00 AM) to 17.7.2025 8 5:00 PM)			
Total Day	4 days			
HR Name	Nwe Nwe Htin			
HR Sign				
BOH Authorized Person Name	Aung Myo Lin			
BOH Authorized Person				
Advance Clear				
Actual Date & Time of Travel	(14.7.2025 8 7:00 AM) to (17.7.2025 8 5:00 PM)	Total Day	4 days	
Departure Date & Time	(14.7.2025 8 7:00 AM)	Arrival Date & Time	(17.7.2025 8 5:00 PM)	
Date	Description	Total Amount		
		Kyats	USD	
	P.S.M TA (15000 x 4 days) =>	60000	✓	
	Express Car Charges (220+200) =>	44000	✓	
	Taxi Charges (CYAN) =>	53300	✓	
	Cycle fuel Charges =>	7000	✓	
	Taxi Charges (NPT) =>	15000	✓	
	Bawga Car Gate to NPT Branch	-		
Total Expense (Kyats/USD)		179300	✓	
Cash Advance (Kyats/USD)		160000		
Balance Refund/Additional (Kyats/USD)		19300	✓	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Pyae Sone Min	Staff	22.7.2025	
Approved By Dept Head	Zarni Hein	DM	22.7.2025	
Approved By GM/AGM/COO	Phyo Ka Ko	OM	26.7.2025	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Thae Nu Wai	SH	26.7.25	
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02



TRAVELLING REPORT

Date : 22.7.2025.....

Report To	DH, OM, AGM, VCM	
Employee Name	Pyae Sone Min	
Position	Staff	
Department	Sale and Marketing	
Business	IS Bu	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	14.7.2025 @ 7:00 AM	17.7.2025 @ 5:00 PM
Total Days	4 days	
Trip Information	1. From To	
	2. From To	
	3. From To	
Purpose For Travelling	Go to Nay Pyi Taw Ka Nya Na and 29 office. C policy and License Case).	
Travel Date	Activities	Remark
14.7.2025	Go to Nay Pyi Taw.	
15.7.2025	Go to NPT Ka Nya Na. Meet up NPT Agent Ko Thu Ya. Go to NPT Ka Nya Na inspection office for city (388) Licenses Case. Meet up NPT Ka Nya Na office employee Daw Hmwe Chit.	
16.7.2025	Go to 29 office. Meet up 29 office employee Ko A Gy: Kaungfor Ka Nya Na policy. Go to NPT Ka Nya Na. Meet up NPT Agent Ko Thu Ya and Daw Hmwe Chit.	
17.7.2025	Come back from NPT.	

Reported by
 Sign :
 Name : Pyae Sone Min
 Position : Staff

Checked by
 Sign :
 Name : Zayri Hein
 Position : DH

(DH/AGM/GM)

Approved by

Sign :
 Name :
 Position :

(COO)

05-CHL-HRM-FRM-064-01

Print Date : 23-Jul-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	2025-07-14	Motorcycle (Yangon)	Sales & Marketing	Pyae Sone Min(1)	Hlaing Thar Yar to NPT	07:00	Hlaing Thar Yar 12 Tha Ma	Aung Mingalar Gate	26,800	26,800	GA Manager Approved	Licenses Case (Ka Nya Na)
2	2025-07-14	Motorcycle (Yangon)	Sales & Marketing	Pyae Sone Min(1)	to NPT Branch	15:30	Baw GA Car Gate	NPT Branch	15,000	15,000	GA Manager Approved	
3	2025-07-17	Motorcycle (Yangon)	Sales & Marketing	Pyae Sone Min(1)	NPT to YGN	16:11	Aung Mingalar Gate	Hlaing Thar Yar 12 ThaMa	26,500	26,500	GA Manager Approved	

68,300⁰⁰/-

8:01



Hotline: 09 777 111 811

Trip Summary

- Yangon Jul 14, 8:30 AM
- Naypyitaw (Bawga) Jul 14, 2:30 PM

Arrival times provided are estimates and may be subject to change. *

Bus Operator: Mandalay Minn Express
 Bus Type: Standard-Higer
 Number of Seats: 1
 Seat No.: 44

Booking Number: 5424-6130



Scan the QR code to verify and access further details.

Notices by Mandalay Minn Express

- NRC+Letter of Endorsement from ward+Letter of Endorsement from Police
- Road Passenger Not Allow Before 20 Mile
- Foreigner: Immigration Form C

Traveller Information

Name: PyaeSoneMin
 Phone: 09770341003
 Email: psm478002@gmail.com

Special Request to Mandalay Minn Express

Safe Travels

Total Amount: MMK 22,000

Mandalay Minn Express Hotlines

CallCenter-09772 889 994.YGN-
 095020181JNPT-
 09251251277.Meiktila-
 0978885587.MDY-
 09402651991.Bagon-
 09429291000.POL-
 0940133533.MWD-09779950501.TG-
 0978117 2003.MH-09263679305,
 Pokkoku-09 7733 45 666.Myangyan-09
 771 9680 78.Hagway-09 2560 83

Thank you for booking with us on MMBusTicket. Hotline: 09 777 111 811



Hotline: 09 777 111 811

Terms & Conditions

- Refunds are unavailable after purchase.
- Passengers must arrive at the gate 45 minutes before the bus departs.
- Allow one carry-on luggage for one passenger.
- Keep your belongings together with you. We will not be held responsible for lost items.



Hotline: 09 777 111

Trip Summary

- Naypyitaw (Bawga) Jul 17, 9:00 AM
- Yangon Jul 17, 4:00 PM

Arrival times provided are estimates and may be subject to change. *

Bus Operator: Mandalay Minn Express
 Bus Type: Standard
 Number of Seats: 1
 Seat No.: 52

Booking Number

9228-9378



Scan the QR code to verify and access further details.

Notices by Mandalay Minn Express

- NRC+Letter of Endorsement from ward+Letter of Endorsement from Police
- Foreigner: Immigration Form C

Traveller Information

Name: PyaeSoneMin
 Phone: 09770341003
 Email: psm478002@gmail.com

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 0978885587.MDY-
 09402651991.Bagon-
 09429291000.POL-
 0940133533.MWD-09779950501.TG-
 0978117 2003.MH-09263679305,
 Pokkoku-09 7733 45 666.Myangyan-09
 771 9680 78.Hagway-09 2560 83

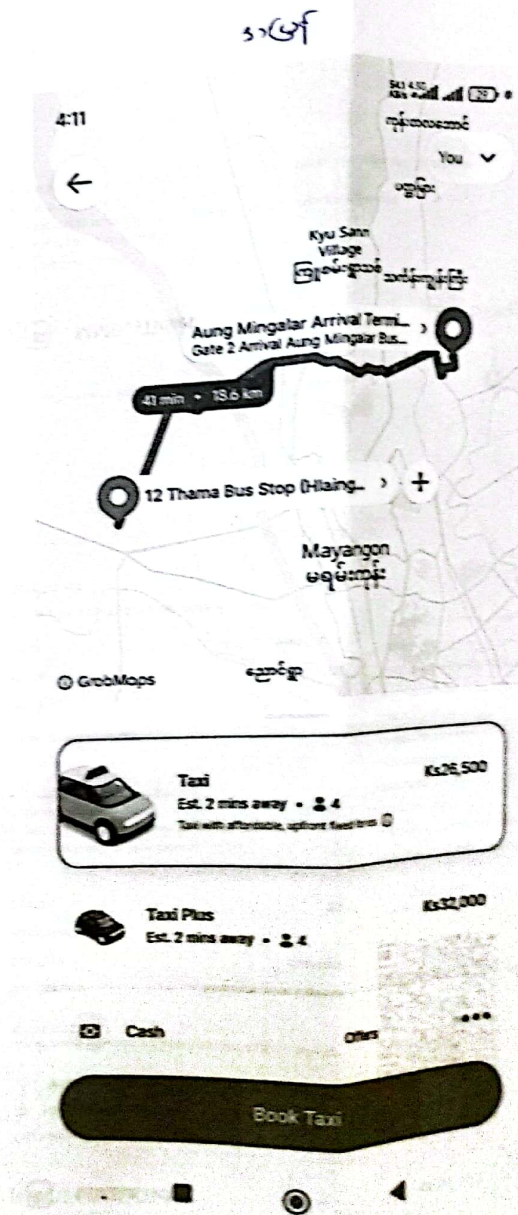
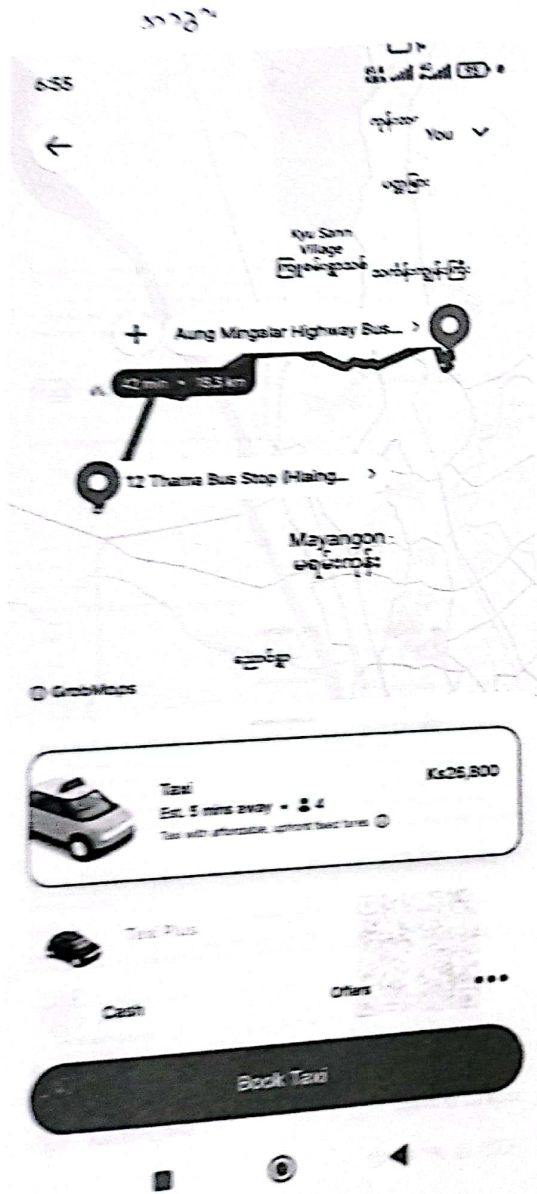
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Terminal-101 (Nay Pyi Taw)

Ph:09977838101

RON(92)

Cashier

Htet Nai

Voucher No

C2-388

Pump No

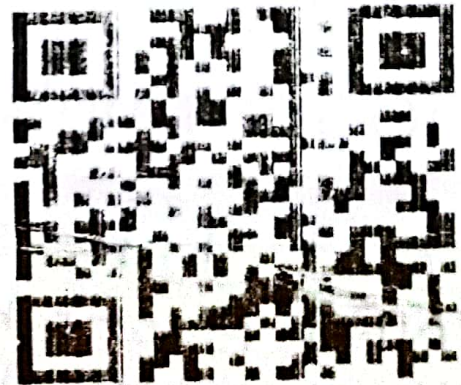
P-4

Date

15/07/2025 9:53

ယာဉ်အမှတ်

C



[Handwritten signature in blue ink]

Gal	Liter	Price	Amount
0.507	2.303	3040	7000 <small>MMK</small>

[Faint handwritten text]

Inclusive of CT Tax 5% (333 MMK)

Thank You



CGD & MC BU

16 members, 2 online



အကြောင်းအရာ ။နေပြည်တော် လိုင်စင်
ကိစ္စ သွားရန်

၁) အမည် - Pyae Sone Min
ဌာန - sale and marketing ,

၂) သွားရောက်သည့်ဝန်ထမ်းအရေအတွက်
- (၁) ယောက်

၃)ခရီးသွားသည့်နေရာ - နေပြည်တော်

၄)ခရီးသွားသည့်အကြောင်းအရာ - လိုင်စင်
Pending Follow up လိုက်ရန်

၅) စတင်သွားရောက်သည့်နေ့ရက် -
(14-Jul-25 to 16-Jul-25)

၆) Estimate date. - ခန့်မှန်းခြေ (3)ရက်
ကြာနိုင်ပါသည်

၇) Trip Condition - လိုင်းကားဖြင့်သွားပါ
မည်

(နေပြည်တော် ရုံးတွင်တည်းခိုပါမည်)

Branch မရှိသောနေရာတွင် တည်းခိုခန်း
တွင်တည်းပါမည်။

Budget Amount - 160,000 MMK

Approve လေးတင်ခွင့်ပြုပါရှင် 🙏🙏🙏

2 11:41 AM ✓

Ko Zaw Min Myat

admin

Thiri Soe

Dear VCM, ACOO BU - MC BU အ...

Pls proceed to NPT trip



1:46 PM

Dear VCM, ACOO
BU - MC BU

Ma Kyae Mhone MD
last seen recently



Pinned message
Photo



၁) အမည် - Pyae Sone Min
ဌာန - sale and marketing ,

- ၂) သွားရောက်သည့်ဝန်ထမ်းအရေအတွက် - (၁) ယောက်
- ၃)ခရီးသွားသည့်နေရာ - နေပြည်တော်
- ၄)ခရီးသွားသည့်အကြောင်းအရာ - လိုင်စင် Pending Follow up လိုက်ရန်
- ၅) စတင်သွားရောက်သည့်နေ့ရက် - (14-Jul-25 to 16-Jul-25)
- ၆)Estimate date. - ခန့်မှန်းခြေ (3)ရက် ကြာနိုင်ပါသည်
- ၇) Trip Condition - လိုင်းကားဖြင့်သွားပါမည်
(နေပြည်တော် ရုံးတွင်တည်းခိုပါမည်)

Branch မရှိသောနေရာတွင် တည်းခိုခန်းတွင်တည်းပါမည်။

Approve လေးတင်ခွင့်ပြုပါရင့် 🙏🙏🙏 10:58 AM ✓

Win Zar ➡ Thiri Soe
Dear MD BU - MC BU ...
Please process 10:59 AM

ကျေးဇူးပါမမရှင် 🙏❤️ 10:59 AM ✓