



TRAVELLING REPORT

Date: 11.2.2005

Region To	Saysa U Aye Min Htoo and Ko Mungy Maung	
Employee Name	Wai Yan Phyo and Hain Min Htoo	
Position	Sales Man	
Department	Sales	
Business	ATT BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	10.2.2005 (6:30 AM)	12.2.2005 (5:00 PM)
Travel Days	5 days	
Trip Information	1 From Yangon ATT (10.2.2005) to Patheingyi (10.2.2005)	
	1 From Patheingyi (11.2.2005) to Yangon ATT (12.2.2005)	
	1 From _____ To _____	
Purpose for Travelling	Sales visit and AR collect	
Travel Date	Activities	Remark
10.2.2005	Yangon to Kyaukse Township, Sapanon Village	Customer U Win Tin AR collect
11.2.2005	Patheingyi to Myeikong Top.	
12.2.2005	Patheingyi to Yangon	

Reported by

Sign:
 Name: Wai Yan Phyo
 Position: Sales Man

Checked by

Sign:
 Name: Ko Mungy Maung
 Position: GM
 (DH/AGM/GM)

Approved by

Sign:
 Name: Saysa U Aye Min Htoo
 Position: UCM
 (COO)

Hi-5 report of 06000.01223.

Ei Pwe Ngone

Checked by

Sign:
 Name: Ko Than Zau Lin
 Position: OM

65-CHE-HRM-FRM-004-01



TRAVEL ADVANCE CLEAR FORM

Cash Advance		(8:00) AM	(5:00) PM
Employee Name	Wai Yan Hyeo	Estimated Date of Travel	2025.02.10 to 2025.02.12
Position Rank	Sale man	Total Day	3 days
BU/BR/DIV. Dept	ATT BU	Destination	YGN to PTN
Purpose	Sale & Marketing		
Travelling Permit			
Arrival Place	YGN	PTN	
Actual Date & Time of Travel	2025.02.10 (8:00) AM	2025.02.12 (5:00) PM	
Total Day	3 days		
HR Name			
HR Sign	Attached 02/10/2025 02/25/25		
BOH/Authorized Person Name			
BOH/Authorized Person			
Advance Clear		(5:00) PM	
Actual Date & Time of Travel	2025.02.10 (8:00) AM	2025.02.12	Total Day: 3 days
Departure Date & Time	2025.02.10 (8:00) AM		Arrival Date & Time: 2025.02.12 (5:00) PM
Date	Description	Total Amount	
		Kyats	USD
2025.02.10	10,11,12 (15000x3)	45000/-	
↓	Express charges	12000/-	
2025.02.12			
Total Expense (Kyats/USD)		57000/-	
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			
Job Report Status			
Authorization	Name	Position	Date
Prepared By	Ei Phue Ngone	Admin	2025.02.12
Approved By Dept Head	Ma Su Ei Hlaing	DH	21.2.25
Approved By GM/AGM/COO	Ko Moeing Moeing	GM	
Acknowledged by related Superior for Job Report	Ko Aye Min Hlaon	UCM	
HR Check & Approved	Thant Thant New	HR	21.2.2025
Cash Received			
Remark			

2025/02/25
A. M. Hlaon