



CASH ADVANCE CLEAR FORM

Date 7.5.2024  
29-4.2024

BU/BR/Division Reman

Department Sale & Marketing

Advance Issue 50000 Kyats/.....USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 <sup>st</sup> Time Advance	<u>28.3.24</u>	<u>2024/3/135</u>		<u>500,000</u>	<u>Adv clear TA charges</u>
2	2 <sup>nd</sup> Time Advance					<u>For MDY Branch visit</u>
3	3 <sup>rd</sup> Time Advance					
Total Advance					<u>500,000</u>	
Total Actual					<u>643,000</u>	
Balance Refund/Additional					<u>143,000</u>	

Request By

Requester

Checked By

Mgr/DH

Checked By

Finance & Account

Approved By

GM/AGM/COO

Approved By

CMC

04-CFD-CAS-FRM-002-03



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Bin Toe Aung, Aung Ko Loo	Estimated Date of Travel	29.3.2024 - 12.4.2024	
Position Rank	JH	Total Day	15 Days	
BU/BR/DIV, Dept	Reman	Destination	-	
Purpose	Branch visit to MDY.			
Travelling Permit				
Arrival Place	Mandalay			
Actual Date & Time of Travel				
Total Day	15 Days			
HR Name	Zay Yar Lin			
HR Sign				
BOH/Authorized Person Name				
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel		Total Day		
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
29.3.2024-12.4.2024	TA charges 10000 x 15 Days (TTA)	150000	✓	
29.3.2024-5.4.24	10000 x 8 Days (AKK)	80000	✓	
29.3.2024	Car ticket (YGN-MDY) 33000 x 2 pass (TTA+AKK)	66000	✓	
29.3.2024	Car ticket (MDY-YGN)	39000	✓	
29.3.2024	Taxi charges (Home to Bus Gate) (TTA+AKK)	42000	✓	
29.3.2024	Bus Gate to MDY Hostel (TTA, AKK)	8000	✓	
1.4.2024-11.4.2024	MDY Hostel to MDY office (3 wheel charge)	154000	(70000 x 11 Days) 2 way	
3.4.2024	Cast; U H La Tun wa; visit guest house charge	12000	✓	
30.3.2024-6.4.2024	MDY office market visit (Fuel charge)	50000	✓	
5.4.2024/12.4.2024	Taxi charges (Bus gate to home) YGN (TTA, AKK)	42000	✓	
Total Expense (Kyats/USD)		643000		
Cash Advance (Kyats/USD)		500000		
Balance Refund/Additional (Kyats/USD)		143000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Cho Cho Khaing	Admin	29.4.24	
Approved By Dept Head	Wlat Yee Soe	OM	29.4.24	
Approved By: GM/AGM/COO	Mauy Mau	GM.		
Acknowledged by related Superior for Job Report				
HR Check & Approved	Zay Yar Lin	Administration	30.4.24	
Cash Received				
Remark				



# GENERAL EXPENSE CLAIM FORM



BU/BR/DIV Name :

Department Name :

No.	Date	PIC Name	Description	Category (Customer (Or) Operation)	Cost (MMK)	Remark
1.	2.4.2024	Aung Ko Ko	customer visit (request house charge)	Ko HlaTanWai	12000MMK	(လက်ပံယူခြင်း) ၁၅ နာရီခွဲ
			Job site သွားရာတွင် တည်းခိုခန်းမရှိသောကြောင့် (customer side)			
			ကားသမားများ တည်းခိုရာသို့ ခရီးစရိတ် တည်းခို			
			ရခြင်း၊ အစားအသောက် စရိတ် ချောင်မှီ ခြင်းဖြစ်ပါသည်			
Total General Expense					12000MMK	

Requested by  
Sign:   
Name: Cho Chokh ong  
(Requester)

Approved by  
Sign:   
Name: Wat Yee Soe  
(Department Head)

Checked by  
Sign:   
Name: Khin Swe Win  
(Finance & Account)

Approved by  
Sign:   
Name:   
(OM/AGM/GM)

Approved by  
Sign:   
Name:   
(ACOO/COO/MD/VCM)



### TAXI CHARGES FORM

BU/BR/DIV Name : Reman

Department Name : Sale & Marketing

No.	Date	Name	Description	Departure Time	Routes		Cost	Remark
					From	To		
✓ 1.	29.3.2024	Than Toe Aung Aung Ko Ko	Taxi charges Home to Bus Gate	6:30 AM	ကော့ကော့ကော့ ရပ်ဘိလ်ကော့ကော့	Aung Mingalar	42000	
✓ 2.	5.4.2024	Aung Ko Ko	Bus gate to home (YGN)	7:00 PM	Aung Mingalar	ကော့ကော့ကော့	22000	
✓ 3.	12.4.2024	Than Toe Aung	Bus gate to home (YGN)	7:00 PM	Aung Mingalar	ကော့ကော့ကော့	28000	
✓ 4.	30.3.2024 18.4.2024	Than Toe Aung Aung Ko Ko	MOR Hostel to MOR office (3 wheel charge)	7:20 AM	Hostel	office	154,000	4000k / (11) days ကော့ကော့ကော့
✓ 5.	29.3.2024	Than Toe Aung Aung Ko Ko	Bus gate to MOR Hostel	6:00 PM	Bus Gate	Hostel (ကော့ကော့ကော့)	8000	
Total Taxi Charges							246,000	

Requested by

Sign :   
Name : Cho Cho Khaing  
Dept. : S & M  
(Requestor)

Acknowledged by

Sign :   
Name : Zay Yar Linn  
Dept. : Admin  
(HR/Admin)

Acknowledged by

Sign :   
Name : Wut Yee Soe  
Dept. : Wut Yee S & M  
(DH)

Approved by

Sign :   
Name :   
Dept. :   
(ABOH/BOH/AGM/GM)

Acknowledged by

Sign :   
Name :   
Dept. :   
(HO-GA)

# CROWN 101

## တော်သုံးဆီအရောင်းဆိုင်

၁၀၀ (ဆီ) လီတာ ၅၅ \* ၅၀၀၀  
ပျမ်းခြားစည်ဖြူနယ်၊ ဝဋ္ဋစေးမြို့၊

☎ : ၈၃-၉၅၂၈၀၂၈၅၃, ၈၃-၉၄၅၂၈၀၂၂၂

Thank You .....

Cus: MDY

Docan Tocun

MDY office from

95 Customer visit.

V No: C2-3

Date: 06-Apr-2024 09:35:2

Pump: ၀၆-၄

ယာဉ်အမှတ် ၇၀၀/၆၀၉၅

Liter

Price

Amount

6.78

2950

20000 ✓

ထပ် · မှီတောင် · ဝိစိ

Casher Name

ကျော်ကျော်စွာ

Date: 30.3.21 ✓

X FG - 2429 //

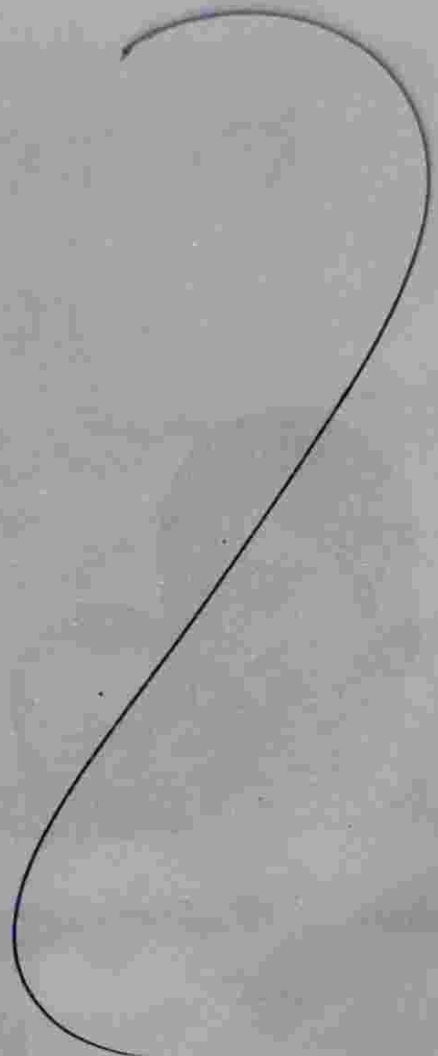
92

2845

30000



MDY Industrial Zone



OBIMIN<sup>®</sup>

30000 ✓, M.D.

*For the beautiful mother and the healthy child*

impressive ride.

68

spotless and

...in Rd.

Check this out before arriving



ပိုတန်ပိုသက်သာများများမှာစားပါ

Ad · Lumbini Garden

အခုဝယ်ရန်



\$ Cash

Offers

Personal



Current total

Ks22,300

Aung Mingalar Highway Bus St... >

Na Win Clinic

You can change the destination after your driver picks you up.

Aung Mingalar to Home  
(ကော့ကံမြို့နယ်) (အမှတ် ၆၆၆) TTA

7/5/24



2:58

42.0 KB/S 4G 91%



SAFETY CENTRE

Crown Express



Driver is on the way

3 min

Aung Mingalar Highway Bus Station

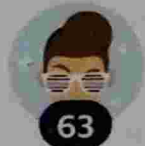


Tin Yu Naing • 4.9 ★

အင်္ဂါ Toyota Probox 1.5 • DD-3501 • GrabTaxi

Great Personality

Your driver is warm and engaging.



Exc  
You exci

\$ Cash

Offers

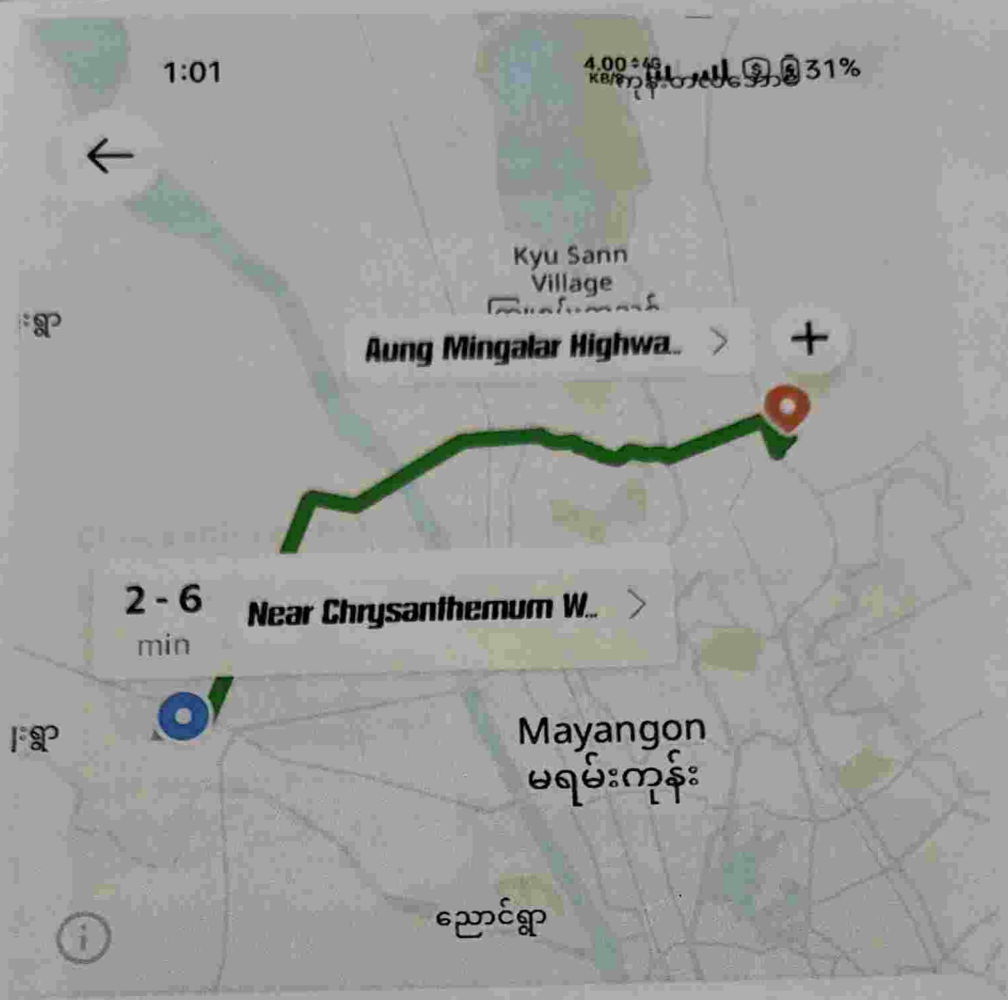
Personal >


Current total

Ks24,600

Aung  
Aung Mingalar to home  
အင်္ဂါ. (အင်္ဂါ) AKK

charges



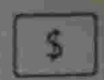
 **GrabTaxi** 4 \* **Ks22,100**  
 Taxi with affordable, upfront fixed fares

**Economy**

*home တို:ခါ- to Aung Mingalar  
 AKK (ကား) (i)  
 Taxi charges*

 **GrabTaxi AMGL** ? 4

 **GrabTaxi** 4 **Ks22,100**



Cash

Offers



**Book GrabTaxi**

SAFETY CENTRE



Drop off at Aung Mingalar Highway Bus S...

Your arrival time

7:22 AM

Aung Mingalar Highway Bus Station

Change

Check this out before arriving



စုံလင်တဲ့ မနက်စာ

Order Now



Cash

home to  
Aung Mingalar  
(TTA) အထိ



Offers

Taxi Charges



Personal

Change

Current total

\* Ks19,900

How's your ride so far?

Rate it or tip your driver.

## Booking Confirmation

Booking Ref: 2909-8900 | Mandalar Minn Express | CallCenter-09772 889 998, YGN-095020181, NPT-09251251277, Meikhtila-09788885587, MDY-09402651991, Bagan-09429291000, POL-0943133533, MWD-09779950501, TGI-0978117 2003, MLM-09263679305, Pakkoku-09 7733 45 666, Myingyan-09 771 9680 78, Magway-09 2560 83 936, Tatfone-094480 12 556



## Booking Details

Route	Departure Time	Departure Gate
Pyin Oo Lwin - Yangon	Apr 19, 07:31 AM	Thiri Padaythar
Bus Operator	Booking Date	Total
Mandalar Minn Express	Apr 17, 05:39 AM	39000.0 MMK

## Traveller Information

Traveller Name	Phone Number	Special Request
Than Toe Aung	09898876655	N/A
Seat Number		
D1		

## Terms & Condition

- All the tickets bought are not refundable or exchangeable.
- Travellers must reach the bus station 45 minutes before the departure time.

ဗြဟ္မစာရ (12.4.24) သို့မဟုတ် ဗြဟ္မစာရ (19.4.24) ရက်စွဲဖြင့် ဗြဟ္မစာရ ဝယ်ယူခြင်းဖြစ်ပြီး ဝယ်ယူသူသည် ဝယ်ယူရက်မှစ၍ ဝယ်ယူရက်ထက် ၄၅ မိနစ်ခင် ဝယ်ယူရက်ထက် ၄၅ မိနစ်ခင် ရောက်ရှိရမည်။

# Booking Confirmation



Booking Ref: 8351-7305 | Khaing Mandalay Express | YGN-092011251, MDY-09444855510, MGW-063-2028584

## Booking Details

Route	Departure Time	Departure Gate
Yangon - Mandalay	Mar 29, 08:00 AM	Aung Mingalar Bus Terminal
Bus Operator	Booking Date	Total
Khaing Mandalay Express	Mar 28, 12:28 PM	66000.0 MMK

## Traveller Information

Traveller Name	Phone Number	Special Request
Than Toe Aung	09898876655	N/A
Seat Number		
E3,E2		

## Terms & Condition

- All the tickets bought are not refundable or exchangeable.
- Travellers must reach the bus station 45 minutes before the departure time.

Contact us - 09 777 111 811

Facebook - <https://www.facebook.com/MMbusticket>

Handover



# TRAVELLING REPORT

Date: 26.4.2024.

Report To	U Aye Min Htoon / U Maung Maung.	
Employee Name	Than Toe Aung.	
Position	Department Head.	
Department	Sale & marketing.	
Business	Reman BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	29.3.2024 / 8:00 AM	12.4.2024.
Total Days		
Trip Information	1. From .. Reman BU (YGW) ..... To .. Mandalay Branch.....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling	Visit to customer and finding prospects and customer relation for overhauls a 8 unit.	
Travel Date	Activities	Remark
29.3.2024.	1) Visit to industrial zone	Quarry mine market condition is not good, because of they not get <del>for</del> enough Gunpowder. Quarry mine have 2 wheel loader, the 1 unit of wheel loader is stop, for lack of demand. Quarry market price is low. MDY Branch mainly sell to mogoke area.
30.3.2024.	- U Myint Oo (Volvo Broker). 210,290 BP (inquiry).	
6.4.2024.	- Ko Maung Tun (bucket Reseller). EC290 (inquiry).	
10.4.2024.	- U Than Zaw (CE Broker & Seller). - Overhaul job & unit prospect.	
12.4.2024.	Down town Area - U San Htoo Aung (CE Broker). (Upper Myanmar). - Myanmar Conch (CE290 Hot prospect). - U Sai Than maung (CE Boss). - U Myo Min Thant (Broker of Gold mine Boss).	

Reported by  
  
 Sign :  
 Name : THAN TOE AUNG  
 Position : DEPARTMENT HEAD

Checked by  
  
 Sign :  
 Name : MAUNG MAUNG  
 Position : GM

Approved by  
  
 Sign :  
 Name :  
 Position :  
 20/04/2024  
 Amintoon

(DH/AGM/GM)

(COO)