



### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Phyo Hein Pyae Kywe		Estimated Date of Travel	
Position Rank	Sales Support		Total Day	23 Days
BU/BR/DIV, Dept	Pen BU		Destination	
Purpose	Branch Support			
Travelling Permit				
Arrival Place	1.8.24 ~ 11.8.24	26.8.24 ~ 31.8.24	19.8.24 ~ 25.8.24	
Actual Date & Time of Travel	MDY Branch		MHL Branch	
Total Day	16 Days		7 Days	
HR Name				
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	
	Travelling Allowance → MDY (15000x16 Days)	240000	✓	
	MHL (15000x7 Days)	105000	✓	
	Bus Ticket MDY to NYU 12.8.24	25000	✓	
	NYU to MHL 19.8.24	15000	✓	
	25.8.24	15000	✓	
	MDY Hostel charge	25000	✓	
	NYU "	21000	✓	
	Cycle Fuel	10000	✓	
	<b>Total Expense (Kyats/USD)</b>	<b>456000</b>	<b>1-1</b>	
	<b>Cash Advance (Kyats/USD)</b>	<b>300000</b>	<b>1-1</b>	
	<b>Balance Refund/Additional (Kyats/USD)</b>	<b>156000</b>	<b>1-1</b>	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Khet Thu Zay	SH	9.9.24	[Signature]
Approved By Dept Head	Keji Celin	DH	9.9.24	[Signature]
Approved By GM/AGM/COO	Sol Khet Tin	AGM	11.9.24	[Signature]
Acknowledged by related Superior for Job Report	Ke Zay Min Myint	ACCO		
HR Check & Approved	Phyo win Nyein	ADH	10.9.24	Phyo
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02

[Handwritten Signature]



### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Phyo Hein Ryan Uyan		Estimated Date of Travel	1-8-24 ~ 11-8-24 / 26-8-24 ~ 31-8-24
Position Rank	Sales Support		Total Day	17 days.
BU/BR/DIV, Dept	DA		Destination	
Purpose	Branch Supporting			
Travelling Permit				
Arrival Place	Mdy			
Actual Date & Time of Travel	1-8-24 ~ 11-8-24 26-8-24 ~ 31-8-24			
Total Day	17 days.		16 Days	
HR Name	Nyein A Htue.			
HR Sign				
BOH/Authorized Person Name	Aung Myint Myat			
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel			Total Day	
Departure Date & Time			Arrival Date & Time	
Date	Description	Total Amount		
		Kyats	USD	
1-8-24 ~ 11-8-24	TA 17 days x 15000 (17 Days) x 10000	255000		✓
26-8-24 ~ 31-8-24	UMG Guest House Charges - for Aug.	25000		✓
<b>Total Expense (Kyats/USD)</b>		280000		
<b>Cash Advance (Kyats/USD)</b>		-		
<b>Balance Refund/Additional (Kyats/USD)</b>		280000 - (-15000) = 265000		
<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Htet Thee Zan	SH	6.9.24	
Approved By Dept Head	Heji Uyan	DH	6.9.24	
Approved By GM/AGM/COO	Soe Htet Tin	AGM	11.9.24	
Acknowledged by related Superior for Job Report	Ho Zee Min Myat	ACCO		
HR Check & Approved	Phyo Wri Nyein	ADH	16.9.24	
Cash Received				
Remark				

# GENERAL EXPENSE CLAIM FORM



PG  
 Department: Marketing & Sale Support

Date	PIC Name	Description	Category (Customer (Or) Operation)	Cost (MMK)	Remark
6.9.24	Phyo Hein	MDY Branch			
	Aye Kywe	Hostel charges	Operation	250000-	
		1.8.24 ~ 11.8.24			
		26.8.24 ~ 31.8.24			
		(17 Days)			
<b>Total General Expense</b>				250000-	

**Requested by**

*[Signature]*

Uwe Thee Zin

**(Requester)**

**Approved by**

*[Signature]*

Name: Uwe Zin

**(Department Head)**

**Checked by**

*[Signature]*

Name: Uwe Zin

**(Finance & Account)**

**Approved by**

*[Signature]*

Name: Soe Htet Tin

**(OM/AGM/GM)**

**Approved by**

Name: Ko Zaw Min  
*[Signature]*

**(ACOO/COO/MD/VCM)**

02-PWG-FNA-FRM-001-00




# TRAVELLING REPORT

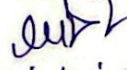
Date : 2.9.2021.....

Employee Name	Phyo Hein Aye Kyaw.	
Position	Sales Support.	
Department	Marketing & Sales Support.	
Business	DH	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	1.8.21	31.8.21
Total Days		
Trip Information	1. From ..... MDY ..... To ..... MYU .....	
	2. From ..... NYU ..... To ..... MTL .....	
	3. From ..... MTL ..... To ..... MDY .....	
Purpose For Travelling		
Travel Date	Activities	Remark
1.8.21	* U Kyaw Soe. Snooker - 200kva local - Ko Aung Myo. KTV -	- 18 kva prospect. - 150/200 Inqirip
2.8.21	- Ko Sai San Lon (Hotel) -	site ၄၀:၆၀: (100/150).
5.8.21	- U Maung Hlike (KTV)	- 200 kTV (၄၀:၆၀:)
"	- Ko Tunha og (Home Shop)	- local ၄၀:၆၀:
"	Za Bu Date tea shop	- 20 kva
9.8.21	- Paw Oo Tea Shop	- 60 kva used
"	- Ko Aung Myo Tin (KTV)	- 200kva (၄၀:၆၀:)
26.8.21	- U Too (Hotel)	- ၂၀ 250 kva
"	- U Maung Wlin - factory	(competitor Demyo 200kva)
"	- A Gin Young (Hospital)	- ၂၀ 150 open.
"	- Ma Kyae Hmane Wlin (Home)	- 100 kva Cement.
31.8.21	Ko Mung Di (Restaurant)	- ၂၀ 2755.
		- 25 kva single.

Reported by

Sign :   
 Name : Phyo Hein Aye Kyaw  
 Position : Sales Support.

Checked by

Sign :   
 Name : Kyi Kyi Win  
 Position : DH

(DH/AGM/GM)

Approved by

Sign :  
 Name :  
 Position :

(COO)

02-CHL-HRM-FRM-064-00



### TRAVEL ADVANCE CLEAR FORM

Travel Advance				
Employee Name	Phyo Hein Pyae Mye		Estimated Date of Travel	12.8.24 ~ 19.8.24
Position Rank	Sales Support		Total Day	7 Days
BU/BR/DIV, Dept	RC		Destination	
Purpose				
Travelling Permit				
Arrival Place	Nyang U			
Actual Date & Time of Travel	12.8.24 ~ 19.8.24			
Total Day	7 Days			
HR Name	Shwe Let Hmoe			
HR Sign				
BOH/Authorized Person Name	Thein Htay			
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel			Total Day	
Departure Date & Time			Arrival Date & Time	
Date	Description	Total Amount		
		Kyats	USD	
12.8.24 to 19.8.24	TA (base) x 7 days	-		
	Mini Bus Ticket MDY to Nyu	25000	✓	
	Nyang U Guest Charges (7 day)	21000	✓	
	7 day x 3000			
Total Expense (Kyats/USD)		46000		
Cash Advance (Kyats/USD)		-		
Balance Refund/Additional (Kyats/USD)		46000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Hlet Thee Zan	SH	6.9.24	
Approved By Dept Head	Kei? Cein	DH	6.9.24	
Approved By GM/AGM/COO	Soe Hlet Tin	AGM	11.9.24	
Acknowledged by related Superior for Job Report	Ko Zaco Min Myat	ACOO		
HR Check & Approved	Phyo Wai Nyein	ADH	16.9.24	
Cash Received				
Remark				

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Van, Saloon, Wish, Hiace  
အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး

လေး-ပုဂံ-ညောင်ဦး-မိုးကုတ်-မိုးမိတ်-မဘိမ်း-မန်းမော်-လားရှိုး

Hein Rywe Lya	လိုက်ပါမည့်ရက်စွဲ 12. 8. 24	ခရီးစဉ်	မောက်
A.	ယာဉ်အမှတ်	သင့်ငွေ	၂၅၀၀၀

ယာဉ်ထွက်ချိန် (2: ) နာရီတိတိ

နံနက် | ညနေ

ရောင်းပြီးလက်မှတ် ရွေးချယ်နိုင်ပါသည်။

89x90 ဆီရိုမန္တလာကားကွင်း၊ ၀၉-၄၄၁၀၁၀၉၆၉၊ ၀၉-၄၄၅၅၅၇၃၇၂၊ ၀၉-၄၄၅၅၅၇၃၇၅

၀၉-၄၄၅၅၅၇၃၇၈၊ ၀၉-၄၄၅၅၅၇၃၇၉၊ ၀၉-၄၄၅၅၅၇၃၈၀၊ ၀၉-၄၄၅၅၅၇၃၈၁၊ ၀၉-၄၄၅၅၅၇၃၈၂

၀၉-၄၄၅၅၅၇၃၈၃၊ ၀၉-၄၄၅၅၅၇၃၈၄၊ ၀၉-၄၄၅၅၅၇၃၈၅၊ ၀၉-၄၄၅၅၅၇၃၈၆၊ ၀၉-၄၄၅၅၅၇၃၈၇၊ ၀၉-၄၄၅၅၅၇၃၈၈၊ ၀၉-၄၄၅၅၅၇၃၈၉

Line - 09 445 559 990, 09 445 559 992

We Accept :



KBZ Pay



Wave Money

# GENERAL EXPENSE CLAIM FORM



PGI BU  
Marketing & Sale Support

PIC Name	Description	Category (Customer (Or) Operation)	Cost (MMK)	Remark
Phyo Hein	Nyaung U Brand	operation	210001-	
Pya Kywe	Hostel charges (7 Days)		2	
Total General Expense			210001-	

Approved by

Sign :

Name :

Hej<sup>2</sup> ee Din

(Department Head)

Checked by

Sign :

Name :

Luin<sup>2</sup> Aung

(Finance & Account)

Approved by

Sign :

Name :

Sae Htet Tin

(OM/AGM/GM)

Approved by

Sign :

Ho Zee Min Myat

(ACOO/COO/MD/VCM)

02-PWG-FNA-FRM-001-00




# TRAVELLING REPORT


Date : 2.9.2024

Employee Name	Phyo Han Pyae Kywe	
Position	Sales Executive	
Department	Sales Dept	
Business	PCG BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	12.8.2024	12.8.2024
Total Days	7 Days	
Trip Information	1. From MDY To NYU	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling	Branch Sales Support	
Travel Date	Activities	Remark
12.8.2024	MDY to NYU	
13.8.2024	Visit to Myingyan, Pakokke → → Khin May Htay, Shwe Ka Thit- → H Aung Myin	
14.8.2024	Visit to Ngazun U → White Pagon Hotel, Kyau Pagon Hotel, Bagan Contact.	
15.8.2024	Visit to Kyaukse, Poppa → Zayar Thirngi, Zabun Aye, Royal Viro Point, Shwe Kaik	
16.8.2024	Visit to Nyung U → Nyaon Bagan, Sincerer Bagan, Shwe Kaik Hotel, United Bagan Hotel	
17.8.2024	Appointment to Pakokke Khin May Htay - 13 kwa Delivery	

Reported by

Sign :   
Name : Phyo Han Pyae Kywe  
Position : Sales Executive

Checked By

Sign :   
Name : Kyi Lay Win  
Position : DH

Approved by

Sign :  
Name :  
Position :

(DH/AGM/GM)

(COO)

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## TRAVEL ADVANCE CLEAR FORM

Name	Phyo Hein Rose Yaw	Estimated Date of Travel	19.8.24 ~ 25.8.24	
Job Title	Sale Support	Total Day	7 Days	
DIV, Dept		Destination		
Purpose	Branch Support			
<u>Travelling Permit</u>				
Arrival Place	M'heikhtila			
Actual Date & Time of Travel	19.8.24 to 25.8.24			
Total Day	7 days			
HR Name	Thein Thein Thein			
HR Sign	<i>[Signature]</i>			
BOH/Authorized Person Name	Arkar Zaw			
BOH/Authorized Person	<i>[Signature]</i>			
<u>Advance Clear</u>				
Actual Date & Time of Travel		Total Day		
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
19.8.24 to 25.8.24	TA. 7 days x 15000/-	105000/-		
	Mini Bus Nya to MIL	15000/-		
	" MIL to MDY.	15000/-		
	Cycle Fuel	10000/-		
<b>Total Expense (Kyats/USD)</b>		145000		
<b>Cash Advance (Kyats/USD)</b>		-		
<b>Balance Refund/Additional (Kyats/USD)</b>		145000		
<u>Job Report Status</u>				
Authorization	Name	Position	Date	Sign
Prepared By	Htet Thee Zar	SH	6.9.24	<i>[Signature]</i>
Approved By Dept Head	Myi Zee Lin	DH	10.9.24	<i>[Signature]</i>
Approved By GM/AGM/COO	Soe Htet Tin	AGM	4.9.24	<i>[Signature]</i>
Acknowledged by related Superior for Job Report	Ko Zaco Min Myat	ACCO		
HR Check & Approved	Phyo Lwin Myein	ADH	16.9.24	Phyo
Cash Received				
Remark				

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ခမ္ဘာ

သံယံ

# အပျားမင်း



Air Con : Hiace, Starex

အိယားကွန်းအသင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး



INSURANCE

မိတ္ထီလာ - နေပြည်တော် - မြင်းခြံ - ဝခုတ္တူ - ညောင်ဦး - တောင်ကြီး

ခရီးစဉ် - မန္တလေး

Phyo Hein Kyalaya ခုံအမှတ် - 7 -

ထွက်ခွာချိန် -

ထွက်ညွှန်နေ့ - 25.8.21

အရောက်လာရန်အချိန် -

သင့်ငွေ - ၁၅၀၀၀/-

မန္တလေးရိတ် ■ 09-769542545, 09-792650365, 09-422587661, 09-443662220,

09-443662221, 09-402521589, 09-422587660

မိတ္ထီလာရိတ် ■ 09-792650364, 09-257778412, 09-257778413, 09-257778414, 09-443662222

နေပြည်တော်ရိတ် ■ 09-456662267, 09-787622966, 09-442022118, 09-443662223, 09-443662224

မြင်းခြံရိတ် ■ 09-422587662, 09-422587663

ဝခုတ္တူရိတ် ■ 09-422587664, 09-422587665

ညောင်ဦးရိတ် ■ 09-443662225, 09-443662226

တောင်ကြီးရိတ် ■ 09-443662227, 09-443662228, 09-443662229

ယာဉ်ပစ္စည်းအာမိန်ခံ (၃၀) ကြိုတင်၍ နောက်ပိုရမည်။ သတ်မှတ်ချိန်ကျော်လွန်သော အခါ ခရီးသည်အား တာဝန်မယူပါ။

3495


လက်မှတ်တွင် FNI အိုးသွားအာမိန်ရှိပြီးဖြစ်သည်။

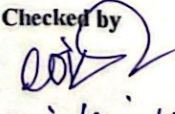


# TRAVELLING REPORT

Date : 2.9.2024.....

Report To		
Employee Name	Phyo Hein Aye Kyaw	
Position	Sales Support	
Department	Marketing & Sales Support	
Business	DGR	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From MYU.....To.....MTL.....	
	2. From MTL.....To.....MDY.....	
	3. From.....To.....	
Purpose For Travelling		
Travel Date	Activities	Remark
19.8.24.	Myu to MTL.	
20.8.24.	- Pyaw Bwe - U Myint Soe (Hotel) - Tra Zin Nax Hotel. - 100 kva Hand over contract.	- 80 kva (Hot) - Customer relation.
21.8.24.	- MTL Downtown - Myanmar Beer - Ko BS Trading.	- Introduce.
22.8.24.	- Pyaw Bwe - U Myint Soe - Hlaing Restaurant.	- Hot customer follow up.
23.8.24.	- Industry Zone. - Ko Hein - Soe Moe (Hospital) - Thim Htan (Clinic) - Htan (Clinic)	- 20 kva prospect. - 200 kva - 20/25 kva. - 20/25 kva.
25.8.24.	Go to MDY	

Reported by  
 Sign :   
 Name : Phyo Hein Aye Kyaw  
 Position : Sales Support.

Checked by  
 Sign :   
 Name : Kyi Kyi Win  
 Position : DH

Approved by  
 Sign :  
 Name :  
 Position :

(DH/AGM/GM)

(COO)

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