



win motors

No. 898/993, Anawrahta Industrial Zone
Mya Sein Young Phayat Road, Yangon-Pathein Highway Road, Hlbingtharya, Yangon



ADVANCE CLEAR VOUCHER

Requestor Name : Ei Phoo
 Department Name : Unit Sales (ATT)
 Payment Date : 2024-12-09
 Payment Voucher : AC-ATT-2024-12-00043
 No
 Payment Method : Cash/Bank
 Payment Amount : 158000.0
 Currency : MMK
 Exchange Rate : 4,500.0

Budget Type : Include Budget
 Payment Type : Advance Clearing
 Advance No : ADV-ATT-2024-11-00034
 Prepared By : ATT_BudgetDataEntry
 Superior Approved : ATT_S&MDataCheck
 By
 Last Approved By : ATT_S&MDataCheck

No.	Description	Department	Request Amount	Remark
1	ADV-ATT-2024-11-00034, ATT-ADV2024110031, Traveling charges for PIC Ko Myo Zin Htwe (TGO, NLP, Bago)	Unit Sale Department (ATT)	158,000.00	ADV-ATT-2024-11-00034, ATT-ADV2024110031, Traveling charges for PIC Ko Myo Zin Htwe (TGO, NLP, Bago)

Expense Total 158,000.00 K
 Advance Total 100,000.00 K
 Additional 58,000.00 K

Note: ADV-ATT-2024-11-00034, ATT-ADV2024110031, Traveling charges for PIC Ko Myo Zin Htwe (TGO, NLP, Bago)

Superior Check By		F&A		GM/AGM		NCOO	
Name : <u>Masei Hlang</u>	Name : <u>Zin Mar</u>	Name : <u>Ko Mawng Mawng</u>	Name : <u>Ko Zee Min Meant</u>				
NRC No : <u>02271087002</u>	NRC No : _____	NRC No : <u>12/30/2024</u>	NRC No : <u>12/11/2024</u>				
Date : <u>9.12.24</u>	Date : <u>10.12.24</u>	Date : _____	Date : <u>11/12/24</u>				
Remark : _____	Remark : _____	Remark : _____	Remark : _____				

Date: 27.11.2024

Report To	Ko Maing Maing	
Employee Name	Myo Zin Htwe	
Position	Salesman	
Department	Sales	
Business	OTI & TBU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	13.11.2024 8:00AM	26.11.2024 5:00PM
Total Days	8-day	
Trip Information	1. From NLP To TGO	
	2. From TGO To BGO	
	3. From To	
Purpose For Travelling	Sales and Marketing	
Travel Date	Activities	Remark
13.11.2024	NLP to TGO Trip	
14.11.2024	Taungoo Tsp; sale visit	
18.11.2024	Oakburn Tsp; sale visit	
19.11.2024	Phye Tsp; sale visit	
20.11.2024	Taungoo Tsp; sale visit	
21.11.2024	Taungoo Tsp; sale visit	
22.11.2024	Office prospects follow up	
26.11.2024	TGO to BGO branch trip	
27.11.2024	Waw Tsp; sale visit	
28.11.2024	Kawa Tsp; sale visit	
29.11.2024	Phayargyi city sale visit	
30.11.2024	Bago Tsp; (Chairwomen D)	
1.12.2024	Bago to YGN trip	
2.12.2024	YGN training (meeting)	

Reported by

Sign : *[Signature]*
 Name : Myo Zin Htwe
 Position : Salesman

Checked by

Sign : *[Signature]*
 Name : Ko Maing Maing
 Position : GM

Approved by

Sign : *[Signature]*
 Name : Ko Zaw Min Myat
 Position : ACOO

(DH/AGM/GM)

(COO)

H1-5 reports @ 0000: 0122254

[Signature]
 Ei Htwe Akyone

[Signature]
 Checks by
 Name : Ko Than Zaw Lin
 Position : OM
 Sign :



TRAVEL ADVANCE CLEAR FORM

Cash Advance ATT ADV 2024110031		08:00 AM (5:00) PM		
Employee Name	Ko Myo Zin Hlue	Estimated Date of Travel	2024.11.13 to 2024.12.02	
Position Rank	Sale man	Total Day	20 days working days is 14 days	
RU/BR/DIV, Dept	ATT BU	Destination		
Purpose	Sale & Marketing			
Travelling Permit				
Arrival Place	TLO	BGO	PGN	
Actual Date & Time of Travel	2024.11.13 (8:00) AM		2024.12.02 (5:00) PM	
Total Day	20 days working days is 14 days			
HR Name				
HR Sign	Attached ၀၂၀၁: ၀၀၁:၀၆၂၃၅၄	Ma lae lae Mon	1/8	
BOH Authorized Person Name				
BOH Authorized Person				
Advance Clear				
Actual Date & Time of Travel	2024.11.13 to 2024.12.02		Total Day 14 days	
Departure Date & Time	2024.11.13 (8:00) AM		Arrival Date & Time 2024.12.02 (5:00) PM	
Date	Description	Total Amount		
		Kyats	USD	
2024.11.13	26, 27, 28, 29, 30, 1 (15000x6)	90000/-		
↓	Fuel charges	48000/-		
2024.12.02	Express charges	13000/-		
	General express charges (Bus charge)	7000/-		
Total Expense (Kyats/USD)		158000/-		
Cash Advance (Kyats/USD)		100000/-		
Balance Refund/Additional (Kyats/USD)		58000/-		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Ei Hwe Nopne	Admin	2024.02.03	[Signature]
Approved By Dept Head	Mabe Ei Hlaing	DH	9.12.24	[Signature]
Approved By GM/AGM/COO	Ko Maeng Maung	GM		[Signature]
Acknowledged by related Superior for Job Report	Ko Zaw Min Myat	ACCO	11.12.24	[Signature]
HR Check & Approved	Lae lae Mon	ADH	9.12.24	[Signature]
Cash Received				
Remark				

12/29
2HR.



SalesMan Daily Report

Branch	SaleMan	NEW_OLI	ReportDate	Company Name/Cust	Visit/Ph Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	14-11-2024	U San Nyein	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	14-11-2024	U Khin Mg Win	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	14-11-2024	U Win Naing	Visit
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	14-11-2024	U Mg Zan	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	14-11-2024	ကိုဇော်ဝင်း	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	14-11-2024	Ko Kyaw Htet	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	14-11-2024	U Mg Zaw	Visit
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	18-11-2024	U Win Naing	Visit
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	18-11-2024	U Mg Zaw	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	18-11-2024	U Thar Kyaw	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	18-11-2024	Ko Tun Lwin	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	NEW	18-11-2024	Ko Zaw One	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	18-11-2024	Ko Kyaw Ko	Visit
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	18-11-2024	Ma Wai	Visit
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	18-11-2024	Ko Aung Thu Win	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	NEW	19-11-2024	U San Wai	Visit
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	19-11-2024	Ko Chan	Visit
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	19-11-2024	ကိုလင်းလင်း	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	19-11-2024	Ko Myo Win Than	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	19-11-2024	Ko Thura Kyaw	Visit
Agriculture Tractor & Truck	Myo Zin Htwe (2)	NEW	19-11-2024	Ko Nay Lin Aung	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	19-11-2024	Ko Kyaw Lin Aung	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	19-11-2024	Ko Kyaw Soe Win	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	20-11-2024	Ko Naing Htwe	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	20-11-2024	U Win Naing	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	20-11-2024	U Zaw One	Visit
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	20-11-2024	ကိုထွန်းလင်း	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	20-11-2024	U Win Soe	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	20-11-2024	U Mg Zaw	Visit
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	20-11-2024	ဦးလှအေး	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	NEW	20-11-2024	Ko Ye Thiha	Visit
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	21-11-2024	Ko Soe Soe Win	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	21-11-2024	ကိုညွန့်ဝင်း	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	NEW	21-11-2024	Ko Lin	Visit
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	21-11-2024	U Win Naing	Visit
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	21-11-2024	U Phoe Kyar	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	21-11-2024	Ko Myint Min Htet	Visit
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	21-11-2024	ကိုကျော်မိုးနိုင်	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	21-11-2024	Ko Kyaw Thu	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	22-11-2024	U Phoe Htoo	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	22-11-2024	U Mg Zan	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	22-11-2024	U Thar Kyaw	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	22-11-2024	U Khin Mg Win	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	22-11-2024	U Nyunt Min	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	22-11-2024	Ko Thant Gyi	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	22-11-2024	ကိုဇော်ဝင်း	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	22-11-2024	Ko Nyi Soe	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	27-11-2024	U Tin Myint	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	27-11-2024	U Phoe Htoo	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	27-11-2024	U Thar Kyaw	Call

Agriculture Tractor & Truck	Myo Zin Htwe (2)	NEW	27-11-2024	U Soe Hla Kyi	Visit
Agriculture Tractor & Truck	Myo Zin Htwe (2)	NEW	27-11-2024	Ko Soe Min	Visit
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	27-11-2024	U Tin Win	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	NEW	27-11-2024	Ko Zin Lin Htet	Visit
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	27-11-2024	U Mg Zaw	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	28-11-2024	U Phoe Saung	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	28-11-2024	U Win Naing	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	NEW	28-11-2024	Ko Phoe Hla	Visit
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	28-11-2024	Ko Min Min Aung	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	NEW	28-11-2024	Ko Ye Lwin Aung	Visit
Agriculture Tractor & Truck	Myo Zin Htwe (2)	NEW	28-11-2024	U Kyaw Myint	Visit
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	28-11-2024	U Phoe Kyar	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	28-11-2024	Ko Min Min Swe	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	29-11-2024	Ko Naing Win	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	NEW	29-11-2024	Ko Pyae Phyo	Visit
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	29-11-2024	Ko Soe San	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	29-11-2024	Ko Nyi Soe	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	NEW	29-11-2024	U Myo Aung	Visit
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	29-11-2024	ကိုလင်းလင်း	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	NEW	29-11-2024	U Tun Aye	Visit
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	29-11-2024	ကိုထွန်းလင်း	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	30-11-2024	U Kyi Soe	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	30-11-2024	ကိုကျော်မိုးနိုင်	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	30-11-2024	U Khin Mg Win	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	30-11-2024	U Mg Zaw	Call
Agriculture Tractor & Truck	Myo Zin Htwe (2)	OLD	30-11-2024	U Khin Mg Thein	Call