



win motors

No. 898/990 Anawrahta Industrial Zone  
Mya Sein Young Phayar Road, Yangon-Pathein Highway Road, Hlaingtharya, Yangon



### CLAIM REQUEST FORM





Requestor Name : Ei Phoo  
 Ngone  
 Department Name : Unit Sales (ATT)  
 Payment Date :  
 Payment Voucher : EX-ATT-2025-02-00014  
 No  
 Payment Method : Cash/Bank  
 Payment Amount : 400500.0  
 Currency : MMK  
 Exchange Rate : 4,490.0

Budget Type : Include Budget  
 Payment Type : Claim Payment  
 Prepared By : ATT\_BudgetDataEntry  
 Superior Approved : ATT\_S&MDataCheck  
 By  
 Last Approved By : ATT\_S&MDataCheck

No.	Description	Department	Request Amount	Remark
1	Traveling charges for PIC Hein Min Htet(PTN,MUB)	Unit Sale Department (ATT)	400,500.00	Traveling charges for PIC Hein Min Htet(PTN,MUB)

Expense Total 400,500.00 K  
 Additional/Refund

Note: Traveling charges for PIC Hein Min Htet(PTN,MUB)

 Superior Check By		 F&A		 GM/AGM		 CGO	
Name : Ma Su G Maing	Name : Tin Mar	Name : Ko Maung Mye	Name : .....	NRC No : 01225185202501	NRC No : .....	NRC No : .....	NRC No : .....
Date : 21.2.25	Date : 21.2.2025	Date : .....	Date : .....	Remark : .....	Remark : .....	Remark : .....	Remark : .....



# TRAVELLING REPORT

Date : .....

Report To	Sayor U Aye Min Htoon and U Maung Maung	
Employee Name	Hein Min Htet	
Position	Sales Man	
Department	Sales	
Business	AT&T	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	10.2.2025 (6:30) AM	17.2.2025 (5:00 PM)
Total Days		
Trip Information	1. From Yangon AT&T To Patheingyi Bx	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling	Sales visit and AR collect.	
Travel Date	Activities	Remark
10.2.2025	Yangon to Kyaukhin Township, Sapanowan Village.	Customer U Win Tin AR collect.
11.2.2025	Patheingyi to Myingon Tsp.	cus visit and follow up.
13.2.2025	Patheingyi to Yae Kyi	
14.2.2025	Patheingyi to Kangyidaw and Htan Kalant village.	
17.2.2025	Patheingyi to Maubin	
18.2.2025	Maubin to Mawkyun Tsp.	
19.		

Reported by

Sign :

Name : Hein Min Htet

Position : Sales Man.

Checked by

Sign :

Name : Ko Maung Maung

Position : GM

(DH/AGM/GM)

Approved by

Sign :

Name : Sayor U Aye Min Htoon

Position : UCM

(COO)

H1-5 report ၀၆၀၀၂၀၂၂၅

Ei Hwe Ngone

Checked by

Sign :

Name : Ko Than Zau Lin

Position : OM

05-CHL-HRM-FRM-064-01



### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Hein Min Htet		Estimated Date of Travel	(8:00)AM (5:00)PM
Position Rank	Sales man		Total Day	2025.02.10 to 2025.02.17
BU/BR/DIV, Dept	ATT		Destination	8 days working day is 5 days YAN, PIN
Purpose	Sales & Marketing			
Travelling Permit				
Arrival Place	YAN	PIN		
Actual Date & Time of Travel	2025.02.10 (8:00)AM		2025.02.17 (5:00)PM	
Total Day	8 days working day is 5 days			
HR Name				
HR Sign	Attached on 01.02.2025			
BOH/Authorized Person Name				
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	2025.02.10 to 2025.02.17		Total Day	5 days
Departure Date & Time	2025.02.10 (8:00)AM		Arrival Date & Time	2025.02.17 (8:00)PM
Date	Description	Total Amount		
		Kyats	USD	
2025.02.10	10, 11, 13, 14, 17 (15000 x 5)	75000/-		
↓	Fuel charges	30600/-		
2025.02.17	Gate Pass Charges	4500/-		
	Hostel charges	21000/-		
Total Expense (Kyats/USD)		400500/-		
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Gi Hwe Ngone	Admin	2025.02.20	
Approved By Dept Head	Su Gi Hlaing	DI	21.2.25	
Approved By GM/AGM/COO	Ko Maung Maung	GM		
Acknowledged by related Superior for Job Report	Ko Aye Min Htoon	UCM		
HR Check & Approved	Thein Thein Nwey	HR	21.2.2025	
Cash Received				
Remark				

Handwritten note: 92.2.25

Handwritten note: 22/02/2025

# GENERAL EXPENSE CLAIM FORM



Company Name

: Win Motor (ATT)


Department Name


: Sale Support


No.	Date	Name	Description	Amount	Remark
1.	17-2-2025	Hein Min Htet	ယဉ်းခက်ခဲအားဖြင့် Prospect customer Follow up ရန်အတွက် ခွင့်ပြုပေးရန်	21000/-	
				}	
<b>Total Amount</b>				21000/-	

Requested by  
 Sign :   
 Name : Hein Min Htet  
 (Requester)

Approved by  
  
 Name : Su Ei Hlaing  
 (Department Head)

Checked by  
  
 Name : Tin Mar  
 (Related FNA/Corp FNA)

Approved by  
  
 Name : Ko Maeng Maeng  
 (OM/AGM/GM)

Approved by  
  
 Date : 22/02/2025  
 Name : Auditor

02-ATT-FNA-FRM-002-02

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Date Start Kilo End Kilo



### TRIP CAR USED FORM

BU/BR/DIV : ATT BU  
 Driver Name : Hein Min Htet  
 Car User Name : Wai Yan Pyo  
 Trip Title : Marketing way, BR support & to meet AR customer  
 Trip Location : Patheingyi  
 Car No. : 9H/4067  
 Car Type : Probox  
 Estimate Date : 2025.02.10 to 2025.02.17  
 Participant : Wai Yan Pyo , Hein Min Htet

Date	Start Kilo	End Kilo
2025.02.10	489720	490217
2025.02.11	490217	490373
2025.02.13	490373	490562
2025.02.14	490562	490633
2025.02.17	490633	490868

1148 km

Request By	Checked By	Acknowledge By	Approved By
Requester	Related GM/AGM	GAV Head	CAM GM/AGM/COO
Ei Phee Ngone	Ko Maung Maung	Ko Maung Maung Htwe	Soyor Ko Aye Min Hkon



No.589-592,Bo Aung Kyaw Street,Yangon-Pathein High Way Road,Hlaing Thar Yar Township, Yangon, Myanmar.

Print Date : 20-Feb-2025

Monthly Fuel Claim

Vehicle Number	Holding Business	Request Date	For Month	Contract Name	Approved amount	Actual Issue Gallon	Actual Charges Amount	Actual Approved Status	Monthly Usage Kilo	Remark
9H/4067	Agriculture Tractor & Truck	2025-02-07	February	Aye Min(4)	250,000	23	340,000	Close	1,275	Trip car fuel charges for MTL to NPT to YGN
9H/4067	Agriculture Tractor & Truck	2025-02-20	February	Aye Min(4)	250,000	21	300,000	Close	1,148	Trip car fuel charges for YGN .PTN

*Ei Pwe*  
Requester By  
Admin  
Ei Pwe Ngone

*Su Ei Maing*  
Checked By  
DH  
Su Ei Maing

*Ming*  
Checked By  
HR

*Ko Maung Maung*  
Approved By  
GM  
Ko Maung Maung

*Ko Maung Maung Htwe*  
Approved By  
GA  
Ko Maung Maung Htwe  
20.2.25

Probox 1148litre  
21.8gal  
59 km/gal