



## TRAVEL ADVANCE CLEAR FORM

8:00AM~5:00PM

<u>Cash Advance</u>				
Employee Name	Arkar Kyaw	Estimated Date of Travel	24.10.2024 to 1.11.2024	
Position Rank	ASM	Total Day	9 Days	
BU/HR/Div, Dept	RE BU	Destination	Mawlamyaing	
Purpose	Branch Visit and Customer Appointment			
<u>Travelling Permit</u>				
Arrival Place	Mawlamyaing			
Actual Date & Time of Travel	24.10.2024 to 1.11.2024			
Total Day	9 Days			
HR Name	Thinzar Nyo			
HR Sign	Telegram Approved			
BOM/Authorized Person Name	Myo Htike Aung			
BOM/Authorized Person	Telegram Approved			
<u>Advance Clear</u>				
Actual Date & Time of Travel	24.10.2024 to 1.11.2024		Total Day	9 Days
Departure Date & Time		Arrival Date & Time		
Date	Description		Total Amount	
			Kvats	USD
24.10.2024				
to	TA charges for (1person x 9days x 15,000/-)		135,000/-	
1.11.2024				
24.10.2024	Car Ticket (Yangon~Mawlamyaing)		18,000/-	
1.11.2024	Car Ticket (Mawlamyaing ~ Yangon)		25,000/-	
24.10.24 , 1.11.24	Taxi Charges		31,000/-	
	<b>Total Expense (Kvats/USD)</b>		209,000/-	
	<b>Cash Advance (Kvats/USD)</b>		250,000/-	
	<b>Balance Refund/Additional (Kvats/USD)</b>		41,000/-	
<b>Job Report Status</b>				
<b>Authorization</b>	<b>Name</b>	<b>Position</b>	<b>Date</b>	<b>Sign</b>
Prepared By	Zin Zin Oo	Admin	16.11.2024	
Approved By Dept Head	Aung Myat Thu	DH	16.11.2024	
Approved By GM/AGM/COO	Phyo Thu	GM	16.11.2024	
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	16.11.2024	
HR Check & Approved	Nyein Ei Ei Khaing	HR	16.11.2024	
Cash Received				
<b>Remark</b>				





Print Date : 16-Nov-2024


Taxi (Bus,Motorcycle,3-wheel etc...) Charges Form

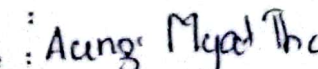
No	Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	State	Remark
1	2024-10-24	Renewable Energy	Sales & Marketing	Arkar Kyaw(2)	Go to Mawlamyaing branch visit and customer appointment	06:30	Taw Tike Ward (Mingalardone)	Aung Mingalar Bus Station	15,500	15,500	GA Manager Approved	
2	2024-11-01	Renewable Energy	Sales & Marketing	Arkar Kyaw(2)	Go back Yangon	19:15	Aung Mingalar Bus Station	Taw Tike Ward (Mingalardone)	13,000	15,500	GA Manager Approved	

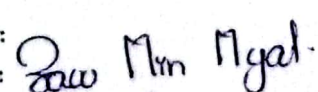
# TRAVELLING REPORT

Date : 4.11.24

Report To	ko Aung Myat Thu	
Employee Name	Arkar Kyaw (22)	
Position	ASM	
Department	Sd.M	
Business	REBU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	24 Oct. 2024, 7:00AM	24 Oct. 2024, 7:06PM
Total Days		
Trip Information	1. From Yangon To Mawlamyine	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling	Branch Support	
Travel Date	Activities	Remark
24 Oct. 2024	Start Going to Mawlamyine from Yangon	
25 Oct. 2024	Tain Tike Drinking Water Factory	
28 Oct. 2024	- Cool Spring Drinking Water Factory	
	- King Drinking Water Factory	
29 Oct. 2024	- ko Bhone Nang (Delivery Solar Panel)	
	- ko ko Nji Nji Ice factory	
30 Oct. 2024	- India City Mall	
	- Thamaradi School	
31 Oct. 2024	- U Aung Thein cold Storage	
	- ko ko Nji Nji cold Storage	
	- ko kyaw Sen cold Storage	
	- Shwe and Mya Dealer shop	
	- C & C Dealer shop	
	- Tain Tike Drinking Water	

**Reported by**  
 Sign :   
 Name : Arkar Kyaw  
 Position : ASM

**Checked by**  
 Sign :   
 Name : Aung Myat Thu  
 Position : DH.  
 (DH/AGM/GM)

**Approved by**  
 Sign :   
 Name : Saw Min Myat  
 Position : ACOO  
 (COO)

05-CHL-HRM-FRM-064-01

6:51



MM Bus Ticket 6:45 PM

to me



You booking is confirmed, and reference number is 2341-6737. Thank you for booking with us on MMBusTicket

Booking Details

From/To: Yangon - Mawlamyine  
Departure: Oct 24, 07:00 AM

Full Route: Yangon-Mawlamyine-Mudon-Thanbyuzayat-Ye  
Operator: Golden Mandalay Express

Traveller Name: Arkar Kyaw  
Traveller Contact: 09763476092

Seat Number: 20  
Number of Passengers: 1

Bus Class/Type: First Class  
Bus No.

Booking Reference: 2341-6737  
Status: CONFIRMED

Special Request: None  
Gate Info: Aung Mingalar Bus Terminal

Booked On: Oct 23, 06:45 PM  
Total Amount: 18000.0 MMK

Attach file



Reply





SHWE SIN SAT KYAR 2

From (မှ)  
Mawlamyine

To (သို့)  
Yangon

Traveller (ခရီးသည်)  
အောင်ကျော်

Contact (ဖုန်းနံပါတ်)  
09793475092

Seat(s) (ရုံနံပါတ်များ)  
13

Class/Type  
အထူးကား

Bus No (ကားနံပါတ်)

Booking Reference  
9568-2871

Status  
CONFIRMED

Departure (ထွက်ခွာ)  
Nov 01, 11:00 AM

Gate (ဂိတ်)  
NA

Special Request (ခြံငြိမ်ချက်)

Printed Time  
Nov 01, 11:01 AM

Passengers	1
Total	<u>25,000</u>



\* 9 5 6 8 - 2 8 7 1 \*

Check-in 30 min before the departure time.  
ကတည်းက 30 မိနစ် အကြို စစ်ဆေးရန် လိုအပ်ပါသည်။

Each passenger is allowed one carry-on luggage.  
မိန့်သည်တစ်ဦး တစ်ယောက်တည်း ခိုဆောင်ခွင့် ရှိပါသည်။

No refund will be issued after the departure.  
ကတည်းက ချုပ်ဆိုပြီး နောက်ဆင့် ပြန်လည်ရရှိ မည်။

ထပ်ပြီး ချုပ်ဆိုရန် အခွင့်အလမ်း မရှိပါ။ အထူးကားများ သို့မဟုတ်  
အခြား ဝန်ဆောင်ခများ အကျိုးရှိ ပြုနိုင်ရန် အတွက် အသေးစိတ်  
အချက်အလက်များကို မေးမြန်းနိုင်ပါသည်။

Contact Phone: YGN 0979347500, 0979347533,  
09755811650, 0978263723