




# TRAVELLING REPORT

Date : 7. 11. 2024


Report To	Management	
Employee Name	Htet Aung, Zora Hein	
Position	Sales Rep, DM	
Department	Sales and Marketing	
Business	TSCMC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	1. 11. 2024 (8:00 AM)	5. 11. 2024 (9:30 PM)
Total Days	5 Days	
Trip Information	1. From MUM BR..... To HPN BR.....	
	2. From HPN BR..... To YGN Aung Mingalar Bus center.	
	3. From Aung Mingalar Bus center To HTY.....	
Purpose For Travelling	Branch visit, BR support, cycle market condition, dealer appointment and new dealer appointment.	
Travel Date	Activities	Remark
2-Nov-24	HPN Branch support. HPN Market visit.	- send marketing and competitor information.
2-Nov-24	1. New Dealer Ko Soe Pye Hein appointment and cycle marketing.	- send cycle marketing and competitor information.
2-Nov-24	2. New Dealer Lin Yang chi appointment and cycle marketing.	- send C100 unit inquiry and meet YGN showroom appointment.
4-Nov-24	3. New Dealer Aung Kaung sat appointment and cycle marketing.	- send inquiry and YGN showroom appointment.
4-Nov-24	4. The Htone market visit.	- send inquiry and competitor information.
4-Nov-24	5. The Htone New Dealer Aung Myint Myat appointment.	- RE 3wheeler 180 kwhs and Produced 1 day 50 units.
4-Nov-24	6. The Htone New Dealer Shwe Dragon appointment.	
4-Nov-24	7. Competitor RE 3wheeler factory information.	

\* Need to report by date.


Reported by

Sign :   
 Name : Htet Aung  
 Position :

Checked by

Sign :   
 Name : Chit San Ko  
 Position :  
 (DH/AGM/GM)

Approved by

Sign :   
 Name :  
 Position :  
 (COO)



# ရွှေမြန်မာ

အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး

ရန်ကုန် ⇌ ဘားအံ

ရန်ကုန် ⇌ မြဝတီ

အမည် ..... ထက်ဒါကာ

သွားမည့်နေ့ ..... 5.11.2024

အချိန် ..... 10:00 AM

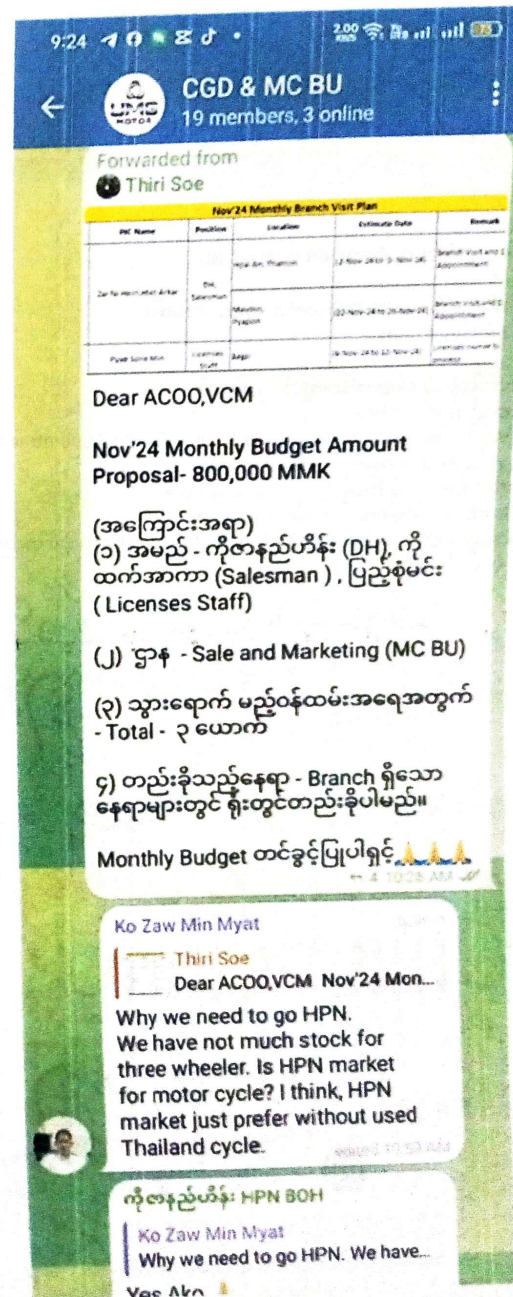
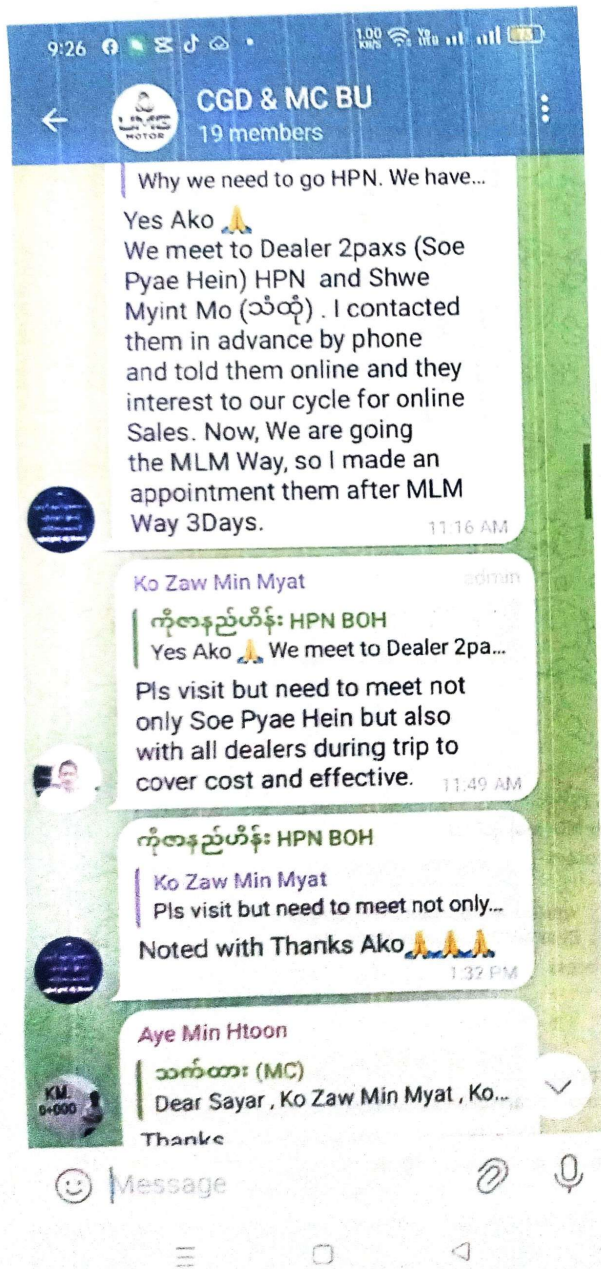
ခုံနံပါတ် ..... 4+5

ကျသင့်ငွေ ..... 36,000/-

Print Date : 22-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	2024-11-05	Motorcycle (Yangon)	Sales	Zarni Hein(2)	Branch Visit HPN and Thahton from go backhome	18:30	Aung Mingalar Car Gate	Aung Chan Thar Shwe Pyi Thar	25,000	25,000	GA Manager Approved	Branch Visit HPN and Thahton from go backhome ✓
2	2024-11-05	Motorcycle (Yangon)	Sales	Htet Arkar(3)	Branch Visit HPN and Thahton from go backhome	18:30	Aung Mingalar Car Gate	12/Tha Ma Hlaing Thar Yar	27,000	25,000	GA Manager Approved	Branch Visit HPN and Thahton from go backhome ✓
3	2024-11-05	Motorcycle (Yangon)	Sales	Zarni Hein(2)	Go to Bus Car Gate	09:00	HPN Branch	HPN Car Gate	5,000	5,000	GA Manager Approved	Branch Visit HPN and Thahton from go backhome
4	2024-11-05	Motorcycle (Yangon)	Sales	Htet Arkar(3)	Go to Bus Car Gate	09:00	HPN Branch	HPN Car Gate	5,000	5,000	GA Manager Approved	Branch Visit HPN and Thahton from go backhome



Win Zar Hlaing  
Dear MD အကြောင်းအ...  
Pls process 3:47 PM

Win Zar → Ko Thant Zin Gromaxx  
Dear MWZ Customer U Min Min ...  
Pls process 3:48 PM

Win Zar Hlaing  
Photo  
Pls process  
နောက်တခါ be careful for about that 3:48 PM



ဟုတ်ကဲ့ပါမေ ကျေးဇူးပါရှင့် 🙏❤️🥰 3:50 PM ✓✓

Ma Kyae Mhone MD  
last seen recently

Pinned message  
Dear MD ရတနာဖိုး တန်ဖိုး - 460,000/- မှ Oct'24 ရငွေ - 265,000/- ပေးရငွေ - T Shirt 5 ထည် \* 12000= 60,000

Dear MD

အကြောင်းအရာ ။ HPN,Thahton BR Visit MC BU

၁) အမည် - ကိုဇနည်ဟိန်း(DH), ကိုထက်အာကာ(Executive)  
ဌာန - sale and marketing

- ၂) သွားရောက်သည့်ဝန်ထမ်းအရေအတွက် - ၂ ယောက်
- ၃)ခရီးသွားသည့်နေရာ - ဘားအံ
- ၄)ခရီးသွားသည့်အကြောင်းအရာ - Branch Visit with Dealer Appointment
- ၅) စတင်သွားရောက်သည့်နေ့ရက် - (2-11-24 to 6-11-24)
- ၆)Estimate date. - ခန့်မှန်းခြေ (5) ရက်ကြာနိုင်ပါသည်။
- ၇) Trip Condition - Express ကားဖြင့်သွားပါသည်
- ၈) တည်ခိုသည့်နေရာ - ရုံးတွင်တည်းခိုပါမည်။Branch မရှိသည့်နေရာတွင် တည်းခိုခန်းတွင် တည်းခိုပါမည်

Approve လေးတင်ခွင့်ပြုပါရှင့် 🙏🙏🙏 8:58 AM ✓✓



### TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>			
Employee Name	Pye Sone Min		
Position Rank	Staff		
BU/DIR/Div. Dept	IS BU		
Purpose	Go to Bago, New Cycle License Course		
<b>Traveling Permit</b>			
Arrival Place	Bago		
Actual Date & Time of Travel	6.11.24 (9:00 AM) to 14.11.2024 (5:30 PM)		
Total Day			
HR Name	Aye Aye Mon		
HR Sign			
DOE/Authorized Person Name	Kyoo ko ko Hla		
DOE/Authorized Person			
<b>Advance Clear</b>			
Actual Date & Time of Travel	6.11.24 8:00 AM to 14.11.24 5:30 PM		
Departure Date & Time	6.11.24 8:00 AM		
Total Day	9 days		
Arrival Date & Time	14.11.24 5:30 PM		
<b>Total Amount</b>			
Date	Description	Kyats	USD
6.11.2024	TA 15000 x 9 days	135,000	
9:00 AM	Cycle fuel Charge	16,000	
to	sojapawing Bago market	3,000	
14.11.2024	Bago BB 19 sojapawing Bago market	5,000	
5:30 PM	sojapawing Bago market	16,100	
	Home (H. Ta. 2)		
	Taxi Charge	7	
<b>Total Expense (Kyats/USD)</b>		179,100	
<b>Cash Advance (Kyats/USD)</b>			
<b>Balance Refund/Additional (Kyats/USD)</b>			
<b>Job Report Status</b>			
Authorization	Name	Position	Date
Prepared By	Pye Sone Min	Staff	18.11.24
Approved By Dept Head	Zarni Hein	JH	4.12.24
Approved By GM/AGM/COO	Chit San Ko	ARM.	4.12.24
Acknowledged by related Superior for Job Report	Aye Min Htoon	VCM	6.12.24
HR Check & Approved	Thae nu Wai	Sm Staff	4.12.24
Cash Received			
Remark			

01-CFD-CAS-FRM-006-02

# TRAVELLING REPORT


Date : 18.11.24.....

Report To	OM, AGM, COO	
Employee Name	Pyae Some Min	
Position	Staff	
Department	Sale & Marketing	
Business	IS BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	6.11.24 @ 9:00 AM	14.11.24 @ 5:30 PM
Total Days	9 days	
Trip Information	1. From ..... Kga ..... To ..... Bago .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling	Go to Bago Ka Nya Na New Selena License Case.	
Travel Date	Activities	Remark
6.11.24  to  14.11.24	<ul style="list-style-type: none"> <li>- Go to Bago.</li> <li>- Go to Bago Ka Nya Na.</li> <li>- New Selena License 50 units Case.</li> <li>- New Selena Cycle 50 units Ka Na Do number Case.</li> <li>- Go to Bago မြို့နယ် ၊</li> <li>- Update information Ka Nya Na and မြို့နယ် ၊</li> <li>- Go to D.L U Aung Soe Moe Cycle Showroom.</li> <li>- Come back from Bago.</li> </ul>	


Reported by

 Sign :   
 Name : Pyae Some Min  
 Position : Staff

Checked by

 Sign :   
 Name : Zoni Hein  
 Position :  
 (DH/AGM/GM) Phyo Ko Ko (OM)

Approved by

 Sign :   
 Name :  
 Position :  
 (COO)

05-CHL-HRM-FRM-064-01

⚡ To report - daily activities by date.



# သိကြားမင်း စက်သုံးဆီအရောင်းဆိုင်

၁။ အင်းတကော် -09428651424

၃။ ကမာနုတ် -09263024973

၂။ ဘုရားသုံးဆူ -09782443862

၄။ ဝါးမရမ်း -09885302609

နေ့စွဲ ..... 6. 11. 24 .....

92-RON
95-RON

ယာဉ်အမှတ်

ဝယ်ယူသည့်ဂီလံ

ကျသင့်ငွေ

..... Oct ( 3090 ) .....

..... 3000 ks .....

(ဆိုင်တာဝန်ခံ)  
kay



ထွက်ခွဲခြင်း

ပိုင်ဆိုင်မှု (၇) မှတ်တမ်း ဖွဲ့စည်းပေးသူ MUY  
ဆိုင်ရောင်းမှု ဖုန်းနံပါတ် 0978244386

Employee Petrol

POS POS 2

Di

ET 9210,

K3,000

PC 0.987 x K3,040

02 **Total**

**K3,000**

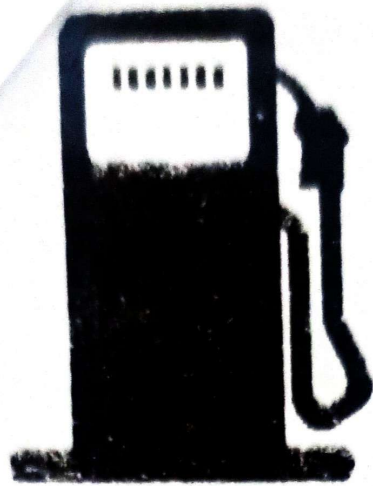
Cash

K3,000

၇

၇

ထွက်ခွဲခြင်း မှတ်တမ်း ဖွဲ့စည်းပေးသူ



အကြောင်း

ပိုင်ဆိုင်မှု (ပုံနှိပ်) နှင့် နှစ်ပတ်စပို့ YCN-MDY  
ဆိုင်ဆိုင် နှင့် နှစ်ပတ်စပို့ - 09782443862

Order Ticket - 3:29 PM

Employee Petrol

POS: POS 2

92 Lit, K5,001

1.645 x K3,040

**Total K5,001**

Cash K5,001

အောက်ဖော်ပြပါအတိုင်း နှစ်ပတ်စပို့ နှင့် နှစ်ပတ်စပို့

11/12/24 3:29 PM

#472153

8.11.24



အိတ်ဂျက်

ပြည်ထောင်စု ဝန်ထမ်း ဝန်ထမ်းပြင်ဆင်ရေး  
အဖွဲ့အစည်းမှ ဝန်ထမ်း ဝန်ထမ်းပြင်ဆင်ရေး

Employee Petrol

POS POS 2

92 Lit,

K5,001

16.15 x K3,040

**Total**

**K5,001**

Cash

K5,001

ပြည်ထောင်စု ဝန်ထမ်း ဝန်ထမ်းပြင်ဆင်ရေး

ပြည်ထောင်စု ဝန်ထမ်း ဝန်ထမ်းပြင်ဆင်ရေး

ပြည်ထောင်စု ဝန်ထမ်း ဝန်ထမ်းပြင်ဆင်ရေး

Why we need to go HPN. We have...

Yes Ako 🙏  
We meet to Dealer 2paxs (Soe Pyae Hein) HPN and Shwe Myint Mo (သိထုံ) . I contacted them in advance by phone and told them online and they interest to our cycle for online Sales. Now, We are going the MLM Way, so I made an appointment them after MLM Way 3Days.

11:16 AM

Ko Zaw Min Myat

ကိုဇာနည်ဟိန်း HPN BOH  
Yes Ako 🙏 We meet to Dealer 2pa...

Pls visit but need to meet not only Soe Pyae Hein but also with all dealers during trip to cover cost and effective.

11:49 AM

ကိုဇာနည်ဟိန်း HPN BOH

Ko Zaw Min Myat  
Pls visit but need to meet not only...

Noted with Thanks Ako 🙏🙏🙏

1:32 PM

Aye Min Htoon

သက်ထား (MC)  
Dear Sayar , Ko Zaw Min Myat , Ko...

Thanks

Message

Forwarded from  
Thiri Soe

Nov'24 Monthly Branch Visit Plan				
MC Name	Position	Location	Estimate Date	Remark
Zar Na Htein Aye Win	DM, Salesman	Myeik, Thailand	2 Nov '24 to 5 Nov '24	Branch visit and Appointment
Pyae Soe Min	Licenses Staff	Moulmein, Myanmar	22 Nov '24 to 26 Nov '24	Branch visit and Appointment
			18 Nov '24 to 22 Nov '24	Licenses Staff in business

Dear ACOO,VCM

Nov'24 Monthly Budget Amount  
Proposal- 800,000 MMK

(အကြောင်းအရာ)  
(၁) အမည် - ကိုဇာနည်ဟိန်း (DH), ကိုထက်အာကာ (Salesman) , ပြည့်စုံမင်း ( Licenses Staff)

(၂) ဌာန - Sale and Marketing (MC BU)

(၃) သွားရောက် မည့်ဝန်ထမ်းအရေအတွက်  
- Total - ၃ ယောက်

၄) တည်းခိုသည့်နေရာ - Branch ရှိသော  
နေရာများတွင် ရုံးတွင်တည်းခိုပါမည်။

Monthly Budget တင်ခွင့်ပြုပါရှင် 🙏🙏🙏

on 4 10:28 AM

Ko Zaw Min Myat

Thiri Soe  
Dear ACOO,VCM Nov'24 Mon...

Why we need to go HPN.  
We have not much stock for three wheeler. Is HPN market for motor cycle? I think, HPN market just prefer without used Thailand cycle.

on 11 11:59 AM

ကိုဇာနည်ဟိန်း HPN BOH

Ko Zaw Min Myat  
Why we need to go HPN. We have...

Yes Ako 🙏

Dear MD  
MC BU မှ

အကြောင်းအရာ ။ Bago Licenses Process

၁) အမည် - ပြည်စုံမင်း (Licenses Staff)  
ဌာန - sale and marketing (MC BU )

၂) သွားရောက်သည့်ဝန်ထမ်းအရေအတွက် - ၁ ယောက်

၃)ခရီးသွားသည့်နေရာ - ပဲခူး

၄)ခရီးသွားသည့်အကြောင်းအရာ - ဆိုင်ကယ် Licenses ယာဉ်စစ်မိန့်များလုပ်ရန်

၅) စတင်သွားရောက်သည့်နေ့ရက် - (6-11-24 to 14-11-24)

၆)Estimate date. - ခန့်မှန်းခြေ (9) ရက်ကြာနိုင်ပါသည်။

၇) Trip Condition - လိုင်း ကားဖြင့်သွားပါသည်

၈) တည်ခိုသည့်နေရာ - Branch တွင်တည်းခိုပါမည်။



Approve လေးတင်ခွင့်ပြုပါရှင့် 🙏🙏🙏

2:41 PM ✓

Win Zar Hlaing

Dear MD MC BU မှ အ...



Pls process

2:46 PM



ကျေးဇူးပါမမရှင့် 🙏❤️❤️🥰

2:47 PM ✓

**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	2024-11-06	Motorcycle (Yangon)	Sales	Pyae Sone Min(1)	KaNyaNa Office for Cycle Licenses KaNaOo Process	08:15	Dagon Ayayar Car Gate (Hlaing Thar Yar )	Bago Branch	7,000	7,000	GA Manager Approved ✓	Not Yet Bus car ticket because of minibus
2	2024-11-14	Motorcycle (Yangon)	Sales	Pyae Sone Min(1)	Back to Home	17:20	Bago Branch	Khayae Pin Lann Khwel Bus Stop	5,000	5,000	GA Manager Approved ✓	Not Yet Bus car ticket because of minibus
3	2024-11-14	Motorcycle (Yangon)	Sales	Pyae Sone Min(1)	Back to Home	17:30	Khayae Pin Lann Khwel Bus Stop	Hlaing Thar Yar	16,100	16,100	GA Manager Approved ✓	Close Tasaung tme office



Kyu Sann Village  
ကျစ်စမ်းရွာသစ်

သက်နိုးကျိန်

Near သေရပင်လမ်း - Kh... >

12 Thama Bus Stop (H... >



Mayangon  
မရမ်းကျိန်


GrabMaps


 **GrabTaxi** ⓘ 👤 4  
4 mins  
Taxi with affordable, upfront fixed fares

**Ks16,100** ✓

**Unavailable**



 **GrabTaxi AMGL** ⓘ 👤 4  
5 mins

 **GrabTaxi Plus** ⓘ 👤 4  
5 mins



**Cash**

Offers



**Book GrabTaxi**





### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Pya Sone Min	Estimated Date of Travel	(20.11.24) to (22.11.24)	
Position Rank	Staff	Total Day	3 days	
BU/BR/DIV, Dept	IS RU	Destination	License Case (New) Bago	
Purpose	Go to New License Bago Selena License Case.			
Travelling Permit				
Arrival Place	Bago			
Actual Date & Time of Travel	20.11.24 (9:00 AM) to 22.11.24 (6:00PM)			
Total Day	3 Days			
HR Name	Aye Aye Mon			
HR Sign				
BOH/Authorized Person Name	Kyoo ko ko Htet			
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	20.11.24 9:00 AM to 22.11.24 6:00 PM	Total Day	3 days	
Departure Date & Time	20.11.24 9:00 AM	Arrival Date & Time	22.11.24 6:00 PM	
Date	Description	Total Amount		
		Kyats	USD	
20.11.24 to 22.11.24	TA 15000 x 3 days	45,000		
	3 နံပါတ်များ (Bago မြို့နယ်) နှင့် Bago BR နှင့်	7,000		
	Bago BR နှင့် အခြားအခန်းများ (Bago မြို့နယ်)	5,000		
	အခြားအခန်းများ (Home နေရာ)	25,000		
<b>Total Expense (Kyats/USD)</b>		<b>82,000</b>		
<b>Cash Advance (Kyats/USD)</b>				
<b>Balance Refund/Additional (Kyats/USD)</b>				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Pya Sone Min	Staff	27.11.2024	
Approved By Dept Head	Zarri Hein	JH	9.12.2024	
Approved By GM/AGM/COO	Chit San Ko	AGM	4.12.2024	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Thae Nu Wai	HR	4.12.2024	
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02

# TRAVELLING REPORT

Date : 23.11.2024

Report To	DH, OM, GM and ACOO	
Employee Name	Pye Sone Min	
Position	Staff	
Department	Sale & Marketing	
Business	IS	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	20.11.24 & 9:00 AM	22.11.24 & 6:00 PM
Total Days	3 days	
Trip Information	1. From ..... Yga ..... To ..... Baga BR .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling	Go to Bago Selena New Cycle 50 unit Case.	
Travel Date	Activities	Remark
20.11.2024	<ul style="list-style-type: none"> <li>Go to Bago BR.</li> <li>Go to Bago Ka Nya Na.</li> <li>Go to Bago မာပီဆီဆီ:</li> <li>Taken up 2 vehicle inspection orders.</li> <li>Copy 2 vehicle inspection orders.</li> </ul>	
22.11.2024	<ul style="list-style-type: none"> <li>Make up 50 units Chalkboards.</li> <li>50 units ခြံပုံ စည်းစိမ်စာတမ်းများ မှာ:</li> <li>မာပီဆီဆီ မှာ:</li> <li>50 units မာပီဆီဆီ မှာ ပို့ပေးရန် စီစဉ်ရန်</li> <li>Give 50 units မာပီဆီဆီ မှာ မာပီဆီဆီ မှာ ပို့ပေးရန် စီစဉ်ရန်</li> </ul>	

Reported by  
 Sign :   
 Name : Pye Sone Min  
 Position : Staff

Checked by  
 Sign :   
 Name : Zami Hein Pyo Ko Ko  
 Position : (COM)

Approved by  
  
 20/11/2024  
 Amliton

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01

To report daily activities by date.

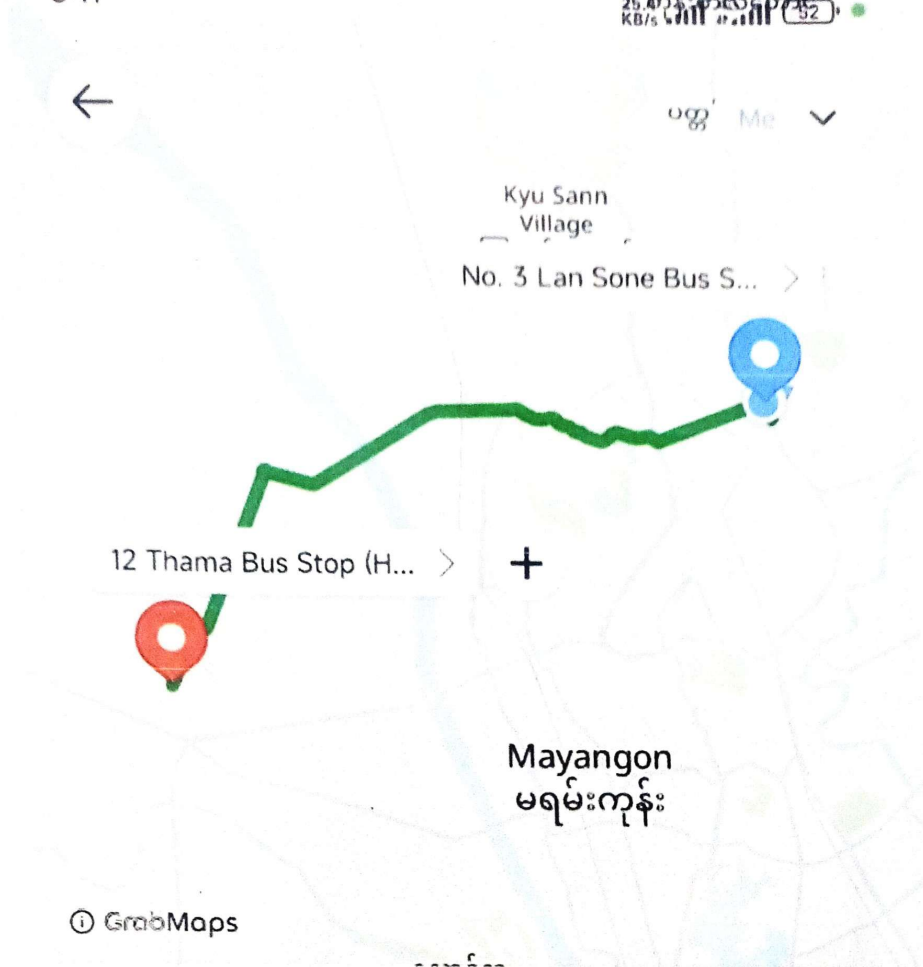
No.589-592,Bo Aung Kyaw Street, Yangon-Pathein High Way Road, Hlaing Thar Yar Township, Yangon, Myanmar.

Date : 04-Dec-2024



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

Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	State	Remark
2024-11-20	Motorcycle (Yangon)	Sales	Pyae Sone Min(1)	KaNyaNa Office Licenses Process for Cycle	08:15	Dagon Ayayar Car Gate (Hlaing Thar Yar)	Bago Branch	7,000	7,000	GA Manager Approved	Cycle Bago Licenses case Bu Car Charges
2024-11-22	Motorcycle (Yangon)	Sales	Pyae Sone Min(1)	Licenses Process Cycle	18:00	Bago Branch	Aung Mingalar Car Gate(Mingalardon)	5,000	5,000	GA Manager Approved	(Not Yet Car Tick ) Bus Car Charge
2024-11-22	Motorcycle (Yangon)	Sales	Pyae Sone Min(1)	Back to Home	18:05	Aung Mingalar Car Gate(Mingalardon)	Hlaing Thar Yar Yoe Kyi Yoe Lay	25,000	25,000	GA Manager Approved	Cycle Process (Come back from Bago BR to Hlaing tharyar)

37000



GrabMaps

- 
**GrabTaxi** ① 4  
 2 mins **Ks25,000**   
 Taxi with affordable, upfront fixed fares
- 
**GrabTaxi Plus** 4  
 2 mins **Ks30,100**   
 Newer vehicles with Quality Drivers

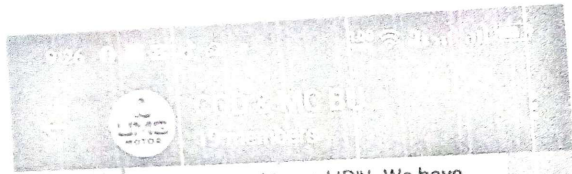
Unavailable ⓘ

GrabTaxi AMGL ① 4

Cash Offers ...

**Book GrabTaxi**





Why we need to go HPN. We have...

Yes Ako 🙏  
We meet to Dealer 2paxs (Soe Pyae Hein) HPN and Shwe Myint Mo (သံထုံ) . I contacted them in advance by phone and told them online and they interest to our cycle for online Sales. Now, We are going the MLM Way, so I made an appointment them after MLM Way 3Days.

Ko Zaw Min Myat

ကိုတနည်းဟိန်း HPN BOH  
Yes Ako 🙏 We meet to Dealer 2pa...  
Pls visit but need to meet not only Soe Pyae Hein but also with all dealers during trip to cover cost and effective.

ကိုတနည်းဟိန်း HPN BOH

Ko Zaw Min Myat  
Pls visit but need to meet not only...  
Noted with Thanks Ako 🙏

Aye Min Htoon

သက်ထား (MC)  
Dear Sayar , Ko Zaw Min Myat , Ko...  
Thanke



Forwarded from  
Thiri Soe

Nov'24 Month My Branch Visit Plan

No	Name	Position	Job Label	Estimated Date	Remarks
1	Soe Pyae Hein	Dealer	HPN	10 Nov 24 to 12 Nov 24	Branch visit and 2 Approx target
2	Shwe Myint Mo	Dealer	HPN	10 Nov 24 to 12 Nov 24	Branch visit and 2 Approx target
3	Thiri Soe	Branch Manager	HPN	10 Nov 24 to 12 Nov 24	Branch visit and 2 Approx target

Dear ACOO,VCM

Nov'24 Monthly Budget Amount  
Proposal- 800,000 MMK

(အကြောင်းအရာ)  
(၁) အမည် - ကိုတနည်းဟိန်း (DH), ကိုထက်အာကာ (Salesman) , ပြည့်စုံမင်း ( Licenses Staff)

(၂) ဌာန - Sale and Marketing (MC BU)

(၃) သွားရောက် မည့်ဝန်ထမ်းအရေအတွက်  
- Total - ၃ ယောက်

၄) တည်းခိုသည်နေရာ - Branch ရှိသော နေရာများတွင် ရုံးတွင်တည်းခိုပါမည်။

Monthly Budget တင်ခွင့်ပြုပါရှင်

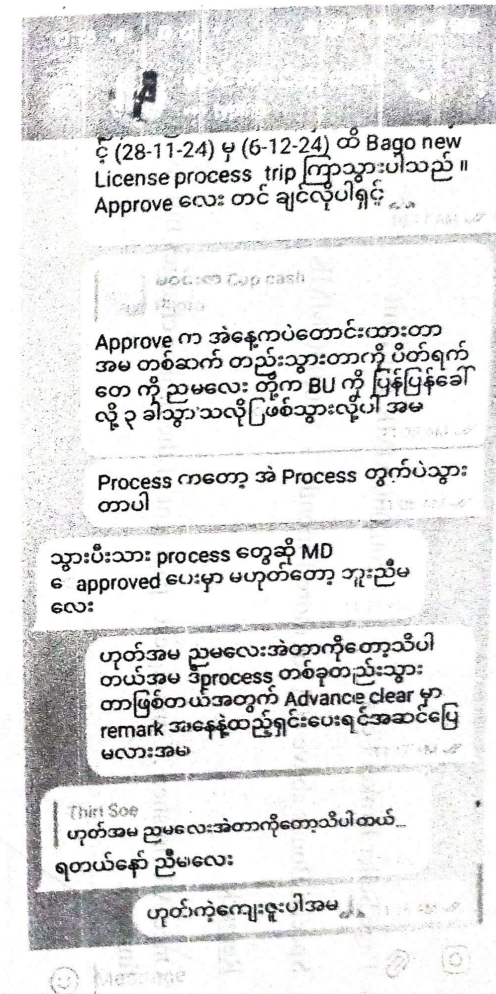
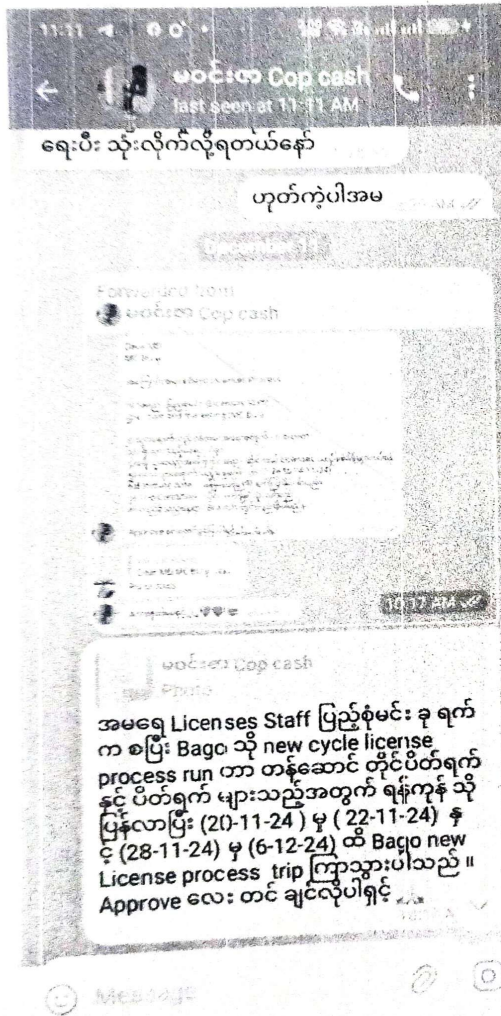
Ko Zaw Min Myat

Thiri Soe  
Dear ACOO,VCM Nov'24 Mon...

Why we need to go HPN. We have not much stock for three wheeler. Is HPN market for motor cycle? I think, HPN market just prefer without used Thailand cycle.

ကိုတနည်းဟိန်း HPN BOH

Ko Zaw Min Myat  
Why we need to go HPN. We have...  
Yes Ako 🙏



Vertical text on the right edge of the page, possibly a watermark or page number.



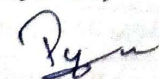
## TRAVEL ADVANCE CLEAR FORM

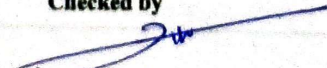
Cash Advance				
Employee Name	Pyae Sone Min	Estimated Date of Travel	28.11.2024 to 6.12.2024	
Position Rank	Staff	Total Day	9 days	
BU/BR/DIV, Dept	IS BU	Destination	License Case	
Purpose	Go to Bago ka Nya Na License Case			
Travelling Permit				
Arrival Place	Bago			
Actual Date & Time of Travel				
Total Day				
HR Name	Aye Aye Mon			
HR Sign				
BOH/Authorized Person Name	Kywee ko ko Hte			
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	28.11.2024 8 9:00AM to 6.12.2024 7:00PM	Total Day	9 days	
Departure Date & Time	28.11.2024 8 9:00AM	Arrival Date & Time	6.12.2024 8 7:00 PM	
Date	Description	Total Amount		
28.11.24 9:00AM		Kyats	USD	
6.12.2024 to 7:00PM	TA 9 days (9 x 15000)	135,000		
	fuel charges	27,000	✓	
	accommodation: (Bago mung 2) + Bago RR up	7,000	✓	
	Bago RR + accommodation	5,000	✓	
	accommodation H.T.Y (Home)	16,000	✓	
		7		
<b>Total Expense (Kyats/USD)</b>		190,000		
<b>Cash Advance (Kyats/USD)</b>				
<b>Balance Refund/Additional (Kyats/USD)</b>				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Pyae Sone Min	Staff	9.12.2024	
Approved By Dept Head	Zorri Hein	DH	11.12.2024	
Approved By GM/AGM/COO	Pyae Ka Ka	OM	12.12.2024	
Acknowledged by related Superior for Job Report	Zaw Min Myint	ACOO	12.12.2024	
HR Check & Approved	Thae Nu Wai	HR	12.12.2024	
Cash Received				
Remark				

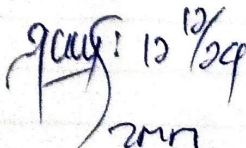
# TRAVELLING REPORT

Date : 7.12.2024.....

Report To	DH, OM, GM, ACOO	
Employee Name	Pyae Sone Min	
Position	Staff	
Department	S & M	
Business	TS BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	28.11.2024 & 9:00 AM	6.12.2024 & 7:00 PM
Total Days	9 days	
Trip Information	1. From ..... Ygn ..... To ..... Bago BR .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling	Go to Bago Ka Nya Na and Bago inspection office.	
Travel Date	Activities	Remark
28.11.24	Go to Bago BR ✓	Find New D.L. ko
28.11.24	Go to Bago Ka Nya Na office.	Khin Mg Aye Cycle
29.11.24	Find Selena New Cycle.	products မြန်မာ့၊ မြန်မာ့
29.11.24	D.L ko Aung Soe Moe Cycle and M.M.T Cycle Showroom to Arrive.	New D.L. ko Khin Mg
29.11.24	Go to Daw Aye Mi San Cycle showroom.	Aye y Cycle မြန်မာ့
2-12-24	finally Daw Aye Mi San Customer from Selena Cycle get ✓	Bago City y D.L Happy မှ မြန်မာ့
2-12-24	Go to Selena User Customer Home	ko Aung Soe Moe မ
2-12-24	Location - Maga tail ✓	ကျေး ခို: မြန်မာ့ မြန်မာ့
2-12-24	Take Selena Cycle from Customer Daw San Dar. ✓	မည်မှ မြန်မာ့
2.12.24	Go to inspection office.	D.L Daw Aye Mie San
2.12.24	Selena Cycle မြန်မာ့	y 3 wheel မှ မြန်မာ့
2.12.24	Error Case - MJ 150 cc ✓	မည်မှ မြန်မာ့
3.12.24	Go to D.L ko Aung Soe Moe and Daw Aye Mi San. ✓	(3 wheel - RE)

**Reported by**  
 Sign :   
 Name : Pyae Sone Min  
 Position : Staff

**Checked by**  
 Sign :   
 Name : Pya Ka Ko  
 Position : OM

**Approved by**  
 Sign :   
 Name :  
 Position :

(DH/AGM/GM)

(COO)



# TRAVELLING REPORT

Date : 9.12.2024.....

Report To	DH, OM, GM, ACOO	
Employee Name	Pgae Snae Min	
Position	Staff	
Department	S & M	
Business	IS & C	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	28.11.2024 @ 9:00 AM	0.12.2024 @ 7:00 PM
Total Days	9 days	
Trip Information	1. From ..... Yga ..... To ..... Bago BR .....	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling	Go to Bago Ka Nya Na and Bago inspection office.	
Travel Date	Activities	Remark
4.12.24	Go to KBZ Bank.	
4.12.24	Take Bago inspection office & Cycle 50 units မြန်မာ့စက်မှုရေးရာဌာနသို့ ပို့ပေးခြင်း။	
5.12.24	Go to Bago Ka Nya Na.	
5.12.24	New Selenia Cycle 50 units မြန်မာ့စက်မှုရေးရာဌာနသို့ Bago မှာပင် Register ဖြစ်ပြီး ပို့ပေးရန် ဆုံးဖြတ်ပါသည်။	
6.12.24	မြန်မာ့စက်မှုရေးရာဌာနသို့ ပို့ပေးခြင်း။	
6.12.24	၁၆ နံပါတ်၊ မိမိ ချက်ချင်းပင် တောင်းပန်ပါသည်။	
6.12.24	ချက်ချင်းပင် မြန်မာ့စက်မှုရေးရာဌာန ၄ နံပါတ် ၇ ခု ပို့ပေးခြင်း။	
6.12.24	Came back from Bago.	

Reported by  
 Sign :   
 Name : Pgae Snae Min  
 Position : Staff

Checked by  
 Sign :   
 Name : Pyo Ko Ko  
 Position : OM

Approved by  
 Sign :   
 Name : Jmm  
 Position : COO

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01

# Nilar Yoma

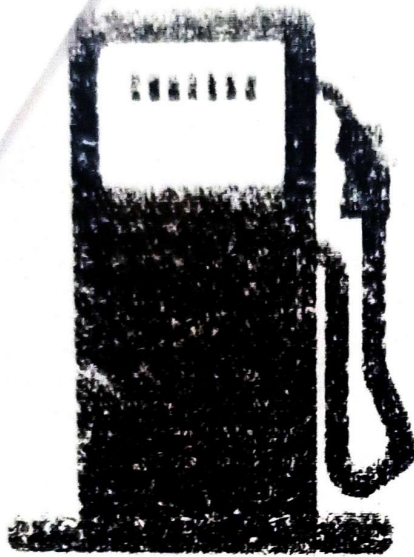
Station : Bago  
No. : NY(BG) 85505  
Phone : PH : 795894982  
Date : 2024 11 28 15:36:47  
Car No : CY  
Cashier : Han Lin Htun  
MOP : Cash

Item	Pump	Price	Litre	Gallon	Amount
------	------	-------	-------	--------	--------

92 RON	P17	2,965	1.686	0.371	5,000
--------	-----	-------	-------	-------	-------

Total Amount : 5,000

Thank you!



အိတ်စီပီ

ရန်ကင်းမြို့၊ ဘုရားတော်လမ်း၊ ယေန် MDY  
အိတ်စီပီ ဖုန်းနံပါတ် - 09782443862

F Employee Petrol

F POS POS 2

9. 92 Lit, K5,000

2. 1653 x K3,025

**Tc Total K5,000**

Ca Cash K5,000

12/4/24 10:06 AM

#476803





κόστος

Σταθ. (7/7) Πετρελαιοαγωγιμότητα MDY  
αριθμός κ. [9] αριθ. - 09782443862

Order: 09733

Employee: Petrol

POS: POS 2

92 Lit, K10,001  
3.306 x K3,025

**Total K10,001**

Cash K10,001

Από: [unclear] [unclear]  
13/2/24 2:20 PM #17050/

Taxi(Bus, Motorcycle, 3-wheel etc...) Charges Form / Thiri Soe(2)

⌵ **Edit** ⌵ Create

⌵ Action

5 / 93

Draft Submit Related Manager Related HR **GA(GM/AGM)**

#	Date	Employee Name	Departure Time	Start Location	End Location	Claim Amount	Allowed Amoun...	GA Feedback	Rental Purpose	Remark
1	11/28/2024	Pyae Sone Min(1)	09:00	Dagon Ayeayar Car Gate	Bago Branch	7,000.00	7,000.00		Bago Ka Nya Na Office	Cycle New Licenses Ka Nya Na Process and Cycle Inspection for Licenses (Ka Nya Na)
2	12/06/2024	Pyae Sone Min(1)	16:30	Bago Branch	Khayae pin Lann (Mingalardon)	5,000.00	5,000.00		Come Back to Yangon	Cycle New Licenses Ka Nya Na Process and Cycle Inspection for Licenses (Ka Nya Na)
3	12/06/2024	Pyae Sone Min(1)	17:00	Khayae pin Lann (Mingalardon)	Hlaing Thar Yar 12Tha Ma	16,000.00	16,000.00		Come Back to Home	License Process

Add a line

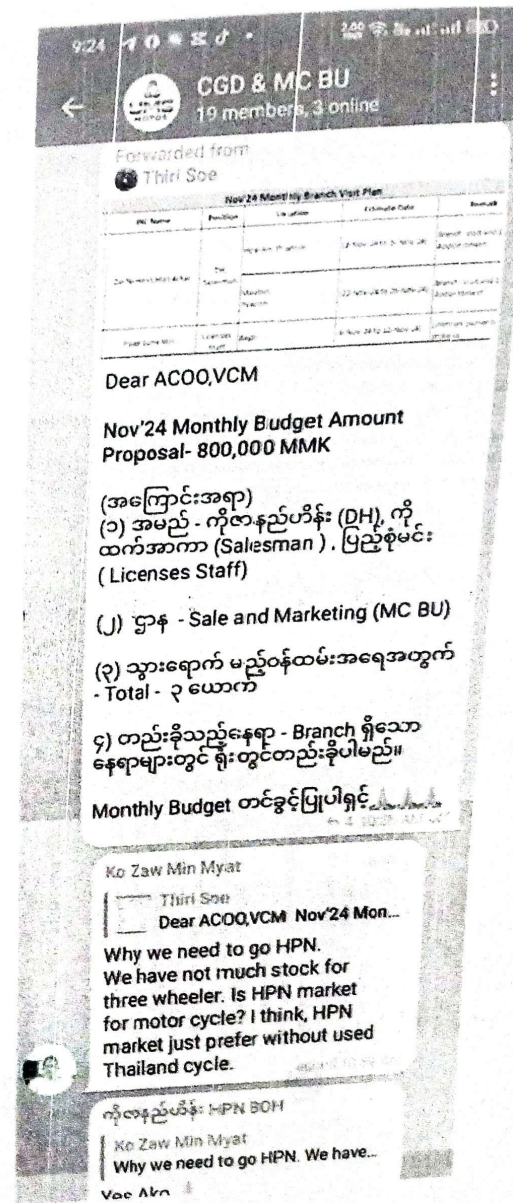
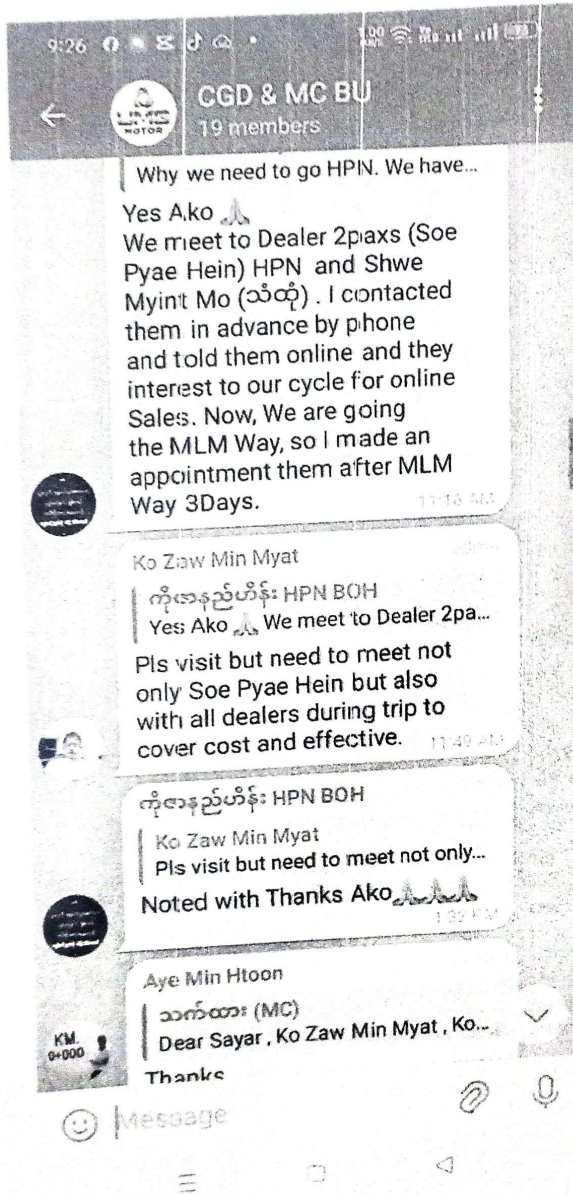
28000



Thiri Soe

HR







Kyu Sann Village  
ကျစ်စမ်းရွာသစ်  
သင်္ကန်းကျွန်း

Near Khayae Pin Lann... >

12 Thama Bus Stop (H... > +

Mayangon  
မရမ်းကုန်း

GrabMaps

**GrabTaxi** ⓘ 4  
4 mins **Ks16,000** ✓  
Taxi with affordable, upfront fixed fares

**Unavailable** ⓘ

**GrabTaxi AMGL** ⓘ 4  
5 mins

**GrabTaxi Plus** ⓘ 4  
5 mins

**Cash** **Offers** ○○○

**Book GrabTaxi**