



### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Pyae Sone Min		Estimated Date of Travel	(11.8.24) to (16.8.24)
Position Rank	Staff		Total Day	5 days
BUR/DIV, Dept	IS BU		Destination	License Case.
Purpose	Go to NPT License extension.			
Travelling Permit				
Arrival Place	Yangon	to	NPT	
Actual Date & Time of Travel	11.8.2024 (6:00 PM) to (16.8.24) 9:00 PM			
Total Day	5 Days			
HR Name	Pyae Phyo Thuy May			
HR Sign	<i>[Signature]</i>			
BOH Authorized Person Name	Pyae Phyo Thuy May			
BOH Authorized Person	<i>[Signature]</i>			
Advance Clear				
Actual Date & Time of Travel	(11.8.2024 (6:00PM) to (16.8.24) 9:00PM)		Total Day	5 days
Departure Date & Time	11.8.2024 & 6:00 PM		Arrival Date & Time	16.8.24 & 9:00 PM
Date	Description	Total Amount		
		Kyats	USD	
11.8.2024 (6:00PM)	TA (15000 x 5)	75000	✓	
to	Express Car Charges	51800	✓	
16.8.24 (9:00AM)	Car fuel Charges	85000	✓	
	Guest House Charges	12000	✓	
	Taxi Charges	43000	✓	
<b>Total Expense (Kyats/USD)</b>		<b>266,800</b>		
<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	19.8.2024	<i>[Signature]</i>
Approved By Dept Head	Pyae Kes Ko	OM	21.8.2024	<i>[Signature]</i>
Approved By GM/AGM/COO	Ulat Sam Ko	AGM	26.8.2024	<i>[Signature]</i>
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACUO	27.8.2024	<i>[Signature]</i>
HR Check & Approved	Thae Ma Win	Staff	28.8.24	<i>[Signature]</i>
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02



# TRAVELLING REPORT

Date : 19.8.2024.....

Report To		
Employee Name	Pyae Sone Min	
Position	Staff	
Department	Sale	
Business	IS BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	11.8.2024 8 6:00 PM	16.8.2024 8 9:00 PM
Total Days		
Trip Information	1. From .....Yga.....To .....NPT.....	
	2. From .....To .....	
	3. From .....To .....	
Purpose For Travelling	License extension and NPT DL Appointment. (BH Auto)	
Travel Date	Activities	Remark
11.8.2024	<ul style="list-style-type: none"> <li>Go to NPT BR ✓</li> <li>Go to Ka Nya Na. ✓</li> <li>Go to 29 office. ✓</li> <li>Go to Pyinmanor (business office) ✓</li> <li>Go to BH Auto Showroom. ✓</li> </ul>	
to	<ul style="list-style-type: none"> <li>Make up Cargo 4 units Chief ✓</li> <li>Sign Case.</li> </ul>	
16.8.2024	<ul style="list-style-type: none"> <li>Make up TGY to NPT Correction of ✓</li> <li>vehicle inspection document. ✓</li> <li>Meet Agent ko Hein and ✓</li> <li>Ma Amue Chit. ✓</li> <li>Meet New Agent ko Thu Ya. ✓</li> <li>Get Cargo 4 units owner book, ✓</li> <li>wheel tax, premium book and ✓</li> <li>Number plates. ✓</li> </ul>	

Reported by

Sign :

Name : Pyae Sone Min

Position : Staff

Checked by

Sign :

Name :

Position :

(DH/AGM/GM)

Approved by

Sign :

Name :

Position :

(COO)

05-CHL-HRM-FRM-064-01



## Naypyitaw - Yangon

Travel Date	2024-08-16
Booking Date	2024-08-16 10:15:36
Ticket Ref	DBAYU
Passenger Name	Pyae Sone Min
Passenger Phone	09770341003
Purchased Seat	J3,
Adult	1
Departure Time	01:30 PM
Duration	Approximately 6 hours
Price	25800 MMK ✓

You must bring the ticket and present it at the car gate as you board on the bus. Customers are suggested to arrive at the gate one hour before departure time.

**\*\* This ticket is for Myanmar National Card holder only. All Foreign and tourist passenger are suggested to buy Foreign/tourist ticket for security reason.**

**Passengers are entitled to carry one Luggage per seat. \*\***

If you need more information, please contact  
+959977181230.

## Booking Confirmation

Booking Ref: **5318-8524** | Shwe Mandalar | YGN - 092228735,  
09420720058, POL - 098303945, MWD - 09785001750, Monywa  
-07128227, MDY - 092028322,091006424, NPT-06726286, TGI -  
081208032, Bagan - 0949600845, Meiktila -06424306



## Booking Details

Route	Departure Time	Departure Gate
Yangon - Naypyitaw (Myoma)	Aug 11, 08:00 PM	NA
Bus Operator	Booking Date	Total
Shwe Mandalar	Aug 11, 09:33 AM	26000.0 MMK ✓

## Traveller Information

Traveller Name	Phone Number	Special Request
Pyae Sone Min	09770341003	N/A
Seat Number		
G3		

## Terms & Condition

- All the tickets bought are not refundable or exchangeable.
- Travellers must reach the bus station 45 minutes before the departure time.

Contact us - 09 777 111 811

Facebook - <https://www.facebook.com/MMbusticket>



NAYPYIDAW (2) STATION

Contact No : 09 940 549 190

Receipt No: 01674911  
Date/Time : 13-08-2024(13:52)  
Pump/Noz : 8/ 1  
Product : OCTANE 92 RON  
Lit/Price : 17.825 x 2805 K

-----  
Total : 50,000 K  
MOP : Cash  
Plate : CC 5G9415 ✓  
Thank you ... See You Again!



NAYPYIDAW (2) STATION

Contact No : 09 940 549 190

Receipt No: 01671987  
Date/Time : 12-08-2024(10:00)  
Pump/Noz : 4/ 1  
Product : OCTANE 92 RON  
Lit/Price : 7.130 x 2805 K

-----  
Total : 20,000 K  
MOP : Cash  
Plate : CC 5G9415 ✓  
Thank you ... See You Again!



NAYPYIDAW (2) STATION

Contact No : 09 940 549 190

Receipt No: 01671451  
Date/Time : 12-08-2024(06:16)  
Pump/Noz : 2/ 1  
Product : OCTANE 92 RON  
Lit/Price : 5.348 x 2805 K

-----  
Total : 15,000 K  
MOP : Cash  
Plate : CC 4G3726 ✓  
Thank you ... See You Again!


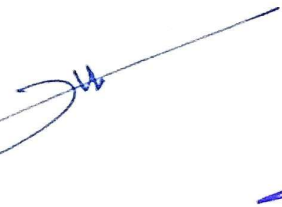
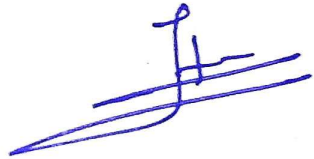
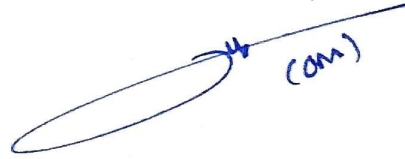
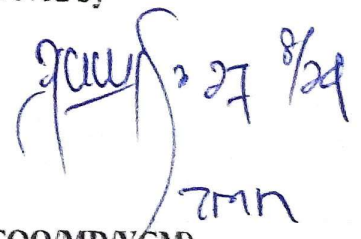


# GENERAL EXPENSE CLAIM FORM

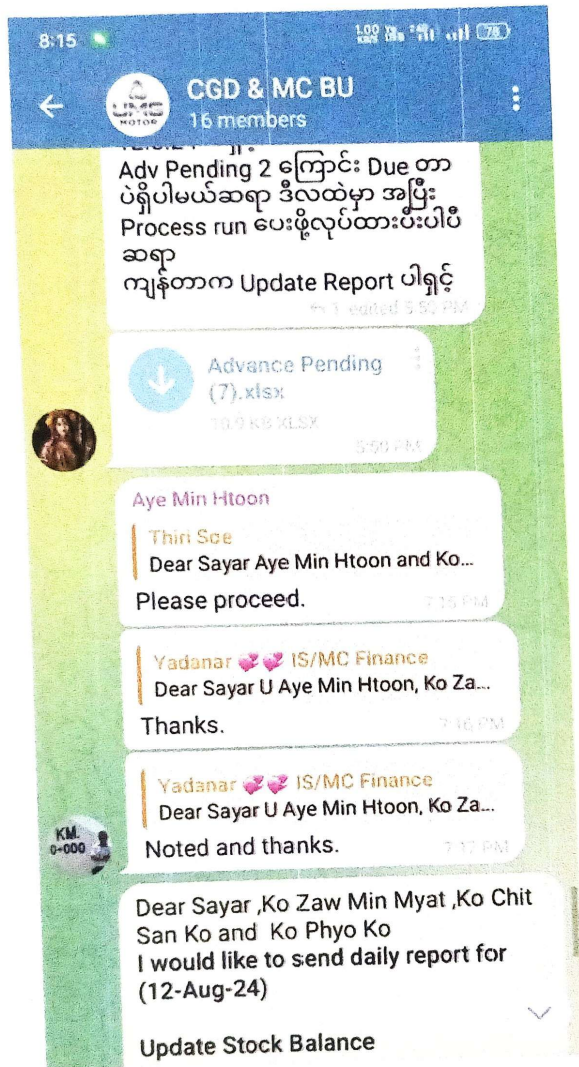


Company Name : *me*  
 Department Name : *Sale*

No.	Date	Name	Description	Amount	Remark
1.	20.8.24	Pyae Sone Min	NPT Branch Guest house Charges (4x3000)	12000	for NPT BR (HR) Zar Chi M'we 09-969250026
<b>Total Amount</b>				12,000/-	

Requested by Sign :  Name : <i>Pyae Sone Min</i> (Requester)	Approved by  (Department Head)	Checked by  (Related FNA/Corp FNA) <i>Zar ko Htin</i>	Approved by  (OM/AGM/GM)	Approved by  (ACOO/COO/MD/VCM)
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02-BMC-FNA-FRM-002-00



MM

Noted with thank

ဟုတ်ကျေးဇူးတင်ပါတယ်ရှင်



AUGUST 7

Dear MD ရှင်  
MC sale & marketing မှ licensess staff  
မောင်လေး Pyae Sone Min နေပြည်တော်  
သို့ ( 8-8-24 မှ 15-8-24) Estimate  
licensess ကိစ္စဖြင့်သွားရောက်ရန်ရှိ  
ပါသည် Branch တွင်တည်းခိုပါမည်

11:51 AM ✓

Traveling Request Form	
အမည်	...
ရာထူး	...
အဖွဲ့	...
အသွယ်ရောက်ရမည့်နေရာ	...
အသွယ်ရောက်ရမည့်ရက်	...
အသွယ်ရောက်ရမည့်အကြောင်း	...
အသွယ်ရောက်ရမည့်အခန်းကဏ္ဍ	...
အသွယ်ရောက်ရမည့်အခန်းကဏ္ဍ	...
အသွယ်ရောက်ရမည့်အခန်းကဏ္ဍ	...
အသွယ်ရောက်ရမည့်အခန်းကဏ္ဍ	...

11:51 AM ✓

Pls process

Dear MDရှင်  
MC salesman မောင်လေး Htet Arl ✓  
(12-8-24 to 21-8-24)Estimate date

Print Date : 24-Aug-2024

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

**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	2024-08-11	Motorcycle (Yangon)	Sales	Pyae Sone Min(1)	Branch Visit	18:30	Hlaing Thar Yar 12 Tha Ma	Aung Minglar Bus Station	18,000	18,000	GA Manager Approved	Licenses Case to NPT Trip
2	2024-08-16	Motorcycle (Yangon)	Sales	Pyae Sone Min(1)	Back to Horne	20:00	Aung Minglar Bus Station	Hlaing Thar Yar 12 Tha Ma	25,000	25,000	GA Manager Approved	Not Have Fuel Taxi So very Expensive



### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Htet Arkar	Estimated Date of Travel	From 14.8.24 to 17.8.24	
Position Rank	sale man	Total Day	4 Days	
BU/BR/Div, Dept	IS and Mktg. Div.	Destination		
Purpose	Branch visit and support and Market visit.			
Travelling Permit				
Arrival Place	PIN BR.			
Actual Date & Time of Travel	from 14.8.24 to 17.8.24			
Total Day	4 Days			
HR Name	Chaw Ei Zin.			
HR Sign	Telegrams approve.			
BOH Authorized Person Name	Ma Su Su Pone.			
BOH Authorized Person	Telegrams approve.			
Advance Clear				
Actual Date & Time of Travel	14.8.24 8:00 AM	Total Day	4 Days	
Departure Date & Time	14.8.24 8:00 AM	Arrival Date & Time	17.8.24	
Date	Description	Total Amount		
		Kyats	USD	
14.8.24 8:00 AM	- Travelling Advance from 14.8.24 to 17.8.24	60000	^	
to 17.8.24 5:00 AM	- Travelling Express charges.	24000	✓	
	- Taxi charges.	11000	^	
			7	
			I	
	<b>Total Expense (Kyats/USD)</b>	<b>95000</b>		
	<b>Cash Advance (Kyats/USD)</b>			
	<b>Balance Refund/Additional (Kyats/USD)</b>			
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Htet Arkar	sale man	20.8.24	
Approved By Dept Head	Ryo Ko Ko	OM	20.8.24	
Approved By GM/AGM/COO	Chit Sun Ko	AGM	26.8.2024	
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	27.8.2024	
HR Check & Approved	Thae Na Khas	hr Mktg	28.8.24	
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02

# TRAVELLING REPORT

Date : 20.8.2024

Report To	AGM, ACOO, VCM	
Employee Name	Htet Aikar	
Position	Salesman	
Department	Sale and Marketing	
Business	IS and MC BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	14.8.24	18.8.24
Total Days	5 Days	
Trip Information	1. From ...U.S. showroom.....To ...PTN BR.....	
	2. From ...Dago Ajax cargo gate.....To ...PTN BR Home.....	
	3. From .....To .....	
Purpose For Travelling	BR Visit, BR Support, Cycle Sale and Dealer appointment and new dealer appointment and PTN marketing, Cargo Sale.	
Travel Date	Activities	Remark
14.8.24 to 18.8.24	PTN BR support. ✓ PTN BR visit. ✓ PTN BR marketing visit. ✓ old Dealer appointment ✓ RT-250i marketing. ✓ Cargo marketing. ✓ PTN 3-wheeler gate marketing. Spin prospect (1) unit. ✓ Cargo inquiry. ✓ RT 250i inquiry. ✓	

Reported by

 Sign : 

Name :

Position :

Checked by

 Sign : 

Name :

Position :

(DH/AGM/GM)

Approved by

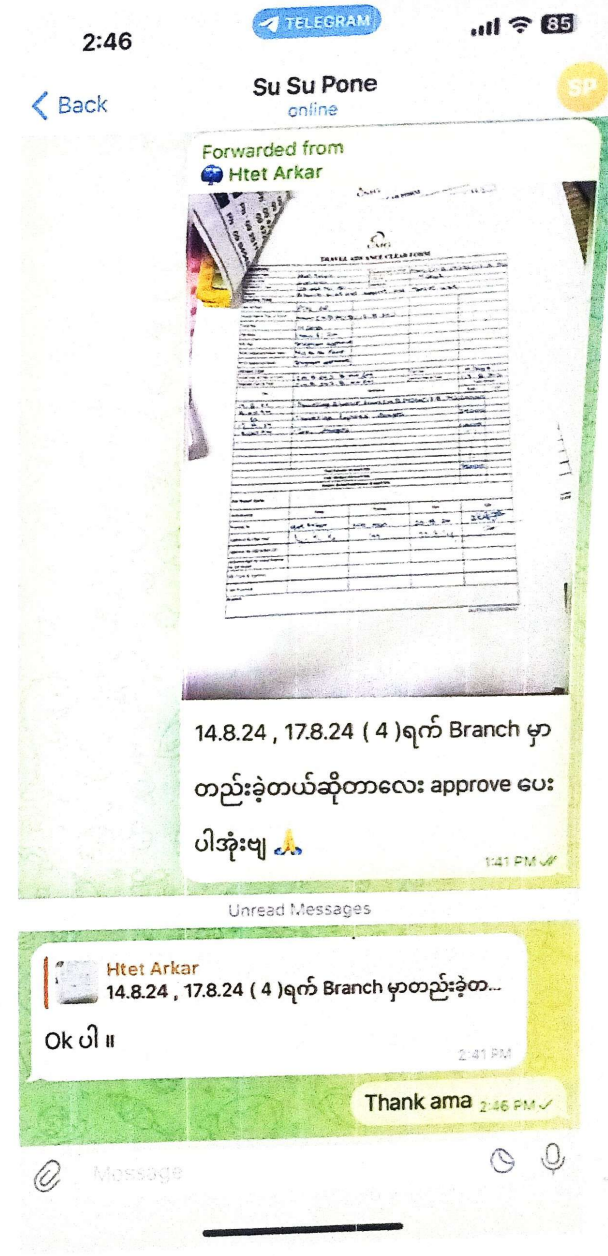
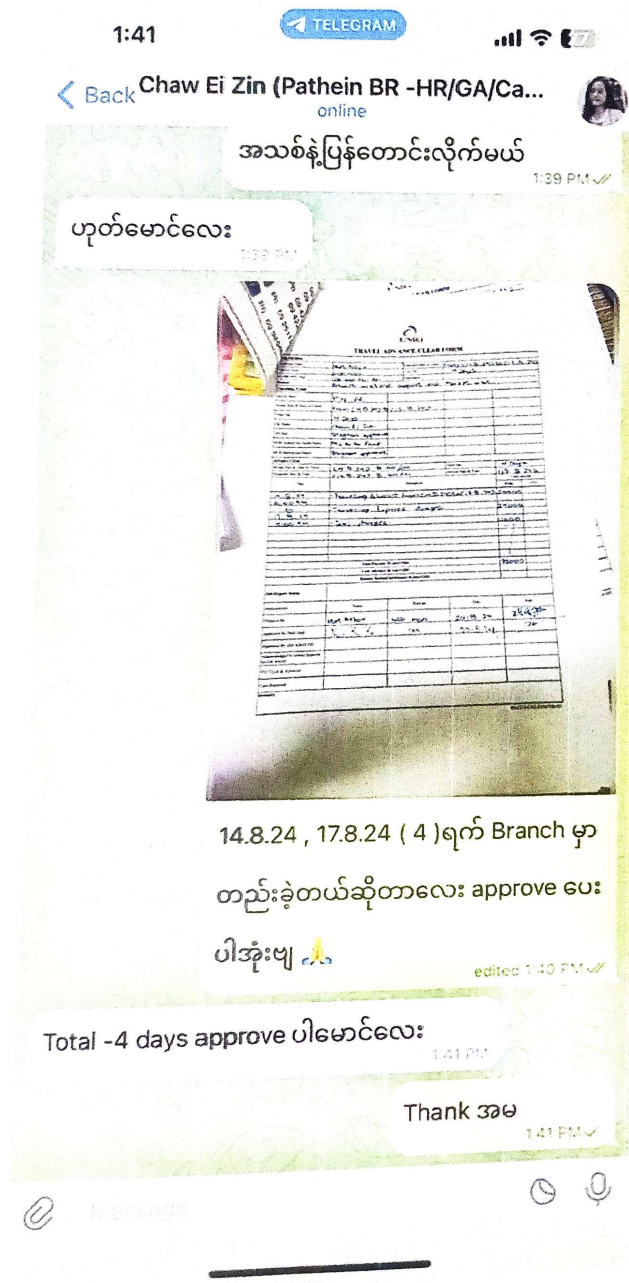
 Sign : 

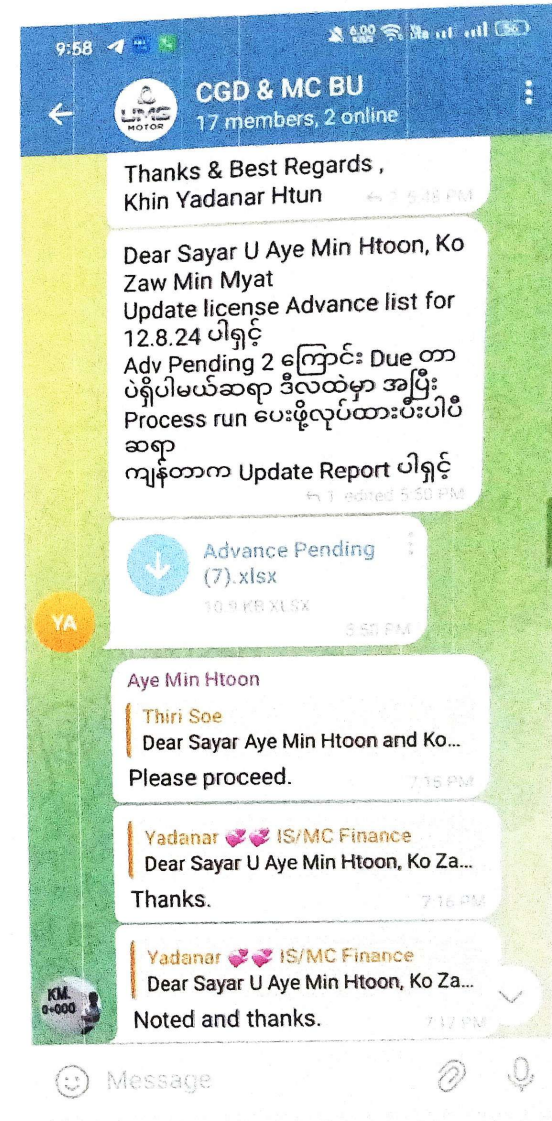
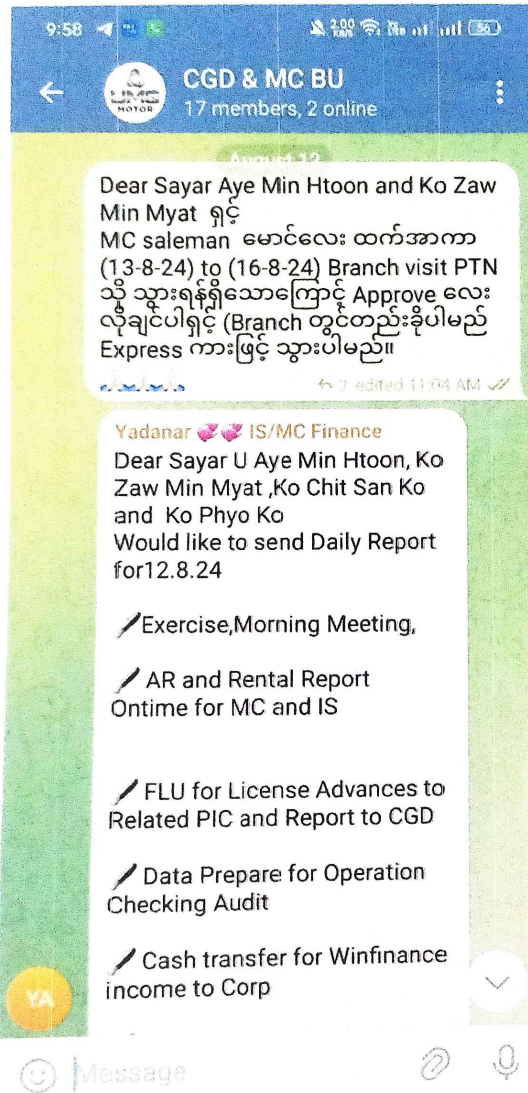
Name :

Position :

(COO)

05-CHL-HRM-FRM-064-01





ဟုတ်ကဲ့ပါ

August 12

Travelling Request Form	
အမည်	အမည်
ရာထူး	ရာထူး
အဖွဲ့	အဖွဲ့
ရောက်ရှိမည့်နေ့ရက်	ရောက်ရှိမည့်နေ့ရက်
ရောက်ရှိမည့်နေရာ	ရောက်ရှိမည့်နေရာ
အခြားအချက်အလက်	အခြားအချက်အလက်
အတည်ပြုသူ	အတည်ပြုသူ
အတည်ပြုရက်	အတည်ပြုရက်

11:00 AM ✓

Thiri Soe  
Photo

Dear MD ရှင့်  
MC saleman မောင်လေး ထက်အာကာ  
(13-8-24) to (16-8-24) Branch visit PTN  
သို့ သွားရန်ရှိသောကြောင့် Approve လေး  
လိုချင်ပါရှင့် (Branch တွင်တည်းခိုပါမည်)



11:02 AM ✓

Thiri Soe  
Dear MD ရှင့် MC saleman မောင်လေး ထ...  
Pls process

11:16 AM

ဟုတ်ကဲ့ကျေးဇူးတင်ပါတယ်ရှင့်

11:26 AM ✓



# ကံထူးအောင်

KANHTOO AUNG AIR-CON EXPRESS

အဆင့်မြင့် ခရီးသည်မို့ဆောင်ရေး



ယာဉ်အမှတ် -----

ရန်ကုန် (YANGON) ပုသိမ် (PATHEIN)

သွားမည့်ရက် -----

14.8.24

အမည်

ထိုင်ခုံအမှတ်

ယာဉ်ထွက်ချိန်

ထက်အာ ကျ

၅၇

၇:၅၀ AM

မှတ်ချက်။ ယာဉ်မထွက်ခွာမှီ ၆နင်(၃၀)ကြိုတင် အရောက်လာရမည်။ ဝယ်ပြီးလက်မှတ်ငွေပြန်မအမ်းပါ။

Motorcycle

Sales

Arkar(3)

Home:

22



# 120001 ကံထူးအောင် KANHTOO AUNG AIR-CON EXPRESS



## အဆင့်မြင့် ခရီးသည်ပို့ဆောင်ရေး

ရန်ကုန် (YANGON) ပုသိမ် (PATHEIN) သွားမည့်ရက်

13.8.24

ယာဉ်အမှတ်

သွားမည့်ရက်

အမည်	ထိုင်ခုံအမှတ်	ယာဉ်ထွက်ချိန်
ထက်ဒါက	25	9:30 AM

မှတ်ချက်။ ယာဉ်မထွက်ခွာမှီ ၆နစ်(၃၀)ကြိုတင် အရောက်လာရမည်။ ဝယ်ပြီးလက်မှတ်ငွေပြန်မအပ်ပါ။

Print Date : 24-Aug-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	Status	Remark
1	2024-08-14	Motorcycle (Yangon)	Sales	Htet Arkar(3)	GO to PTN Branch	08:00	UD Truck Hlaing Thar Yar	Dagon Ayar Bus Station	5,500	5,500	GA Manager Approved	Branch Visit
2	2024-08-17	Motorcycle (Yangon)	Sales	Htet Arkar(3)	Come Back Home	05:00	Dagon Ayar Bus Station	Bago Street (Hlaing Thar Yar)	5,500	5,500	GA Manager Approved	Branch Visit