



# CASH ADVANCE CLEAR FORM

Date : 28.9.2023

BU/BR/Division : CE-1 BU

Department : Service

Advance Issue : 400000 L- Kyats/ USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 <sup>st</sup> Time Advance	12.9.2023	ADV 2023090019		400000 L-	Advance clear for TA charges
2	2 <sup>nd</sup> Time Advance				7	for lathio branch support job.
3	3 <sup>rd</sup> Time Advance					customer - U Ton Han
Total Advance					400000 L-	Ex 29089 * 18785
Total Actual					198500 L-	PIC - ko myat Thee.
Balance Refund/Additional					201500 L-	

Request By  
*[Signature]*

Checked By  
*[Signature]*

Checked By  
*[Signature]*

Approved By  
*[Signature]*

Approved By

*[Signature]*  
17/10/2023  
Amthun

Requester  
Phye<sup>2</sup> Win

Mgr/DH  
Aung ko Man

Finance & Account  
Hnin Nwe Win

GM/AGM/COO  
Nwe<sup>2</sup> Han

CMC

04-CFD-CAS-FRM-002-03



### TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>			
Employee Name	Miyad Thu	Estimated Date of Travel	9.9.2023 ~ 19.9.2023
Position Rank	Tech-Support	Total Day	10.5 days
BU/BR/DIV, Dept	CE-1 BU	Destination	Lashio
Purpose			

<b>Travelling Permit</b>			
Arrival Place			
Actual Date & Time of Travel	9.9.2023 2:00PM	19.9.2023 6:00PM	
Total Day	10.5 days		
HR Name	Chaw Ei Zon		
HR Sign	<i>[Signature]</i>		
BOH/Authorized Person Name	Rheon Tint Son		
BOH/Authorized Person	<i>[Signature]</i>		

<b>Advance Clear</b>			
Actual Date & Time of Travel	9.9.2023 ~ 19.9.2023	Total Day	10.5 days
Departure Date & Time	9.9.2023 2:00PM	Arrival Date & Time	19.9.2023 6:00PM
Date	Description	Total Amount	
		Kyats	USD
9.9.2023	HO office to Aungmyindalar Taxi charges (per)	15000	✓
9.9.2023	Yangon to Lashio car ticket charges (1 per)	45000	✓
10.9.2023	Lashio car gate to Lashio office Taxi charges (per)	5000	✓
9.9.2023 ~ 19.9.2023	TA charges (1 per) (10.5 days)	78500	✓
18.9.2023	Lashio to Yangon car ticket charges (1 per)	45000	✓
19.9.2023	Aungmyindalar car gate to North Dagon Taxi charges	15000	✓
<b>Total Expense (Kyats/USD)</b>		198500	✓
<b>Cash Advance (Kyats/USD)</b>		400000	✓
<b>Balance Refund/Additional (Kyats/USD)</b>		201500	✓

<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Phye Phye Win	Admin	28.9.2023	<i>[Signature]</i>
Approved By Dept Head	Aung ko Min	①-H	28.9.2023	<i>[Signature]</i>
Approved By GM/AGM/COO	Nlaung Htet		25.9.2023	<i>[Signature]</i>
Acknowledged by related Superior for Job Report	Aye Min Htet			
HR Check & Approved	Kye Kye Mar	Sr. Staff	19.10.2023	<i>[Signature]</i>
Cash Received				

Remark

Note: aldy collect breaker piping AR  
Farm Customer U Tone Hana



# TRAVELLING REPORT

Date: 20.9.2023

Report To	Ko Nlaung Nlaung Htan, ko Aung ko Min	
Employee Name	Myat Thu	
Position	Tech-Support	
Department	Service	
Business	CE-1 BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	9.9.2023 2:00PM	19.9.2023 2:00PM
Total Days		
Trip Information	1. From YANU To LAS	
	2. From LAS To YANU	
	3. From To	
Purpose For Travelling	For lashio branch support job to repair breaker job Customer - U Ton Han (Equip # 18785)	
Travel Date	Activities	Remark
9/9/2023	Go to LAS Br.	
10/9/2023	Arrived to LAS Br.	
11/9/2023	Breaker piping line checking.	
12/9/2023	Reinstall the breaker piping line.	
13/9/2023	Wear harness checking.	
14/9/2023	Installation the solenoid valve for hammer/shear function.	
15/9/2023	Need adapters from BU	
16/9/2023	to install breaker piping. Waiting parts adapters from BU (Express traffic Jam due to war)	
17/9/2023	Installation piping line / test the machine. Job was finished	
18/9/2023	Return from job site.	
19/9/2023	Arrived to YANU	

Reported by  
 Sign :   
 Name : Myat Thu  
 Position : Tech Support

Checked by  
 Sign :   
 Name : Aungko Min  
 Position : D.H

Approved by  
 Sign :   
 Name : Aungko Min  
 Position :  
 17/10/2023

(DH/AGM/GM)

For Breaker problem solve (COO)





# TAXI CHARGES FORM

BU/BR/DIV Name : **EE-1 BU**

Department Name : **Service**

No.	Date	Name	Description	Departure Time	Routes		Cost	Remark	
					From	To			
1.	9.9.2023	Phyod Thu	For branch support to lastio customer - U Ton Han	12:15PM	HO office	Aungmyethalar	150001-		
2.	10.9.2023	"	"	7:00AM	lastio car-gate	lastio office	50001-		
8.	19.9.2023	"	"	6:00PM	Aungmyethalar	North Dagon	150001-		
Total Taxi Charges								<b>850001-</b>	

Requested by  
 Sign :   
 Name : **Phyod Thu**  
 Dept. : **Service**  
 (Requestor)

Acknowledged by  
 Sign :   
 Name : **Kyae Kyae Mar**  
 Dept. : **Administration**  
 (HR/Admin)

Acknowledged by  
 Sign :   
 Name : **Aung Mye Win**  
 Dept. : **Service**  
 (DH)

Approved by  
 Sign :   
 Name : **Neung Neung Han**  
 Dept. :  
 (ABOH/BOH/AGM/GM)

Acknowledged by  
 Sign :   
 Name : **Neung Neung Han**  
 Dept. :  
 (HO-GA)