



TRAVEL ADVANCE CLEAR FORM

| Cash Advance | | | | |
|-------------------------------------------------|----------------------------------|--------------------------|----------------------|--------------------|
| Employee Name | Aung Aung | Estimated Date of Travel | 10.1.2025 ~ 8.2.2025 | |
| Position & Rank | Operator | Total Day | 30 Days | |
| BU/BR/DIV, Dept | PG/Rental | Destination | Pathein | |
| Purpose | Stand By Operator at job site | | | |
| Travelling Permit | | | | |
| Arrival Place | Pathein | | | |
| Actual Date & Time of Travel | 10.1.2025 ~ 8.2.2025 | (11:30AM~2:00 PM) | | |
| Total Day | 30Days | | | |
| HR Name | | | | |
| HR Sign | | | | |
| BOH/Authorized Person Name | | | | |
| BOH/Authorized Person | | | | |
| Advance Clear | | | | |
| Actual Date & Time of Travel | | | Total Day | |
| Departure Date & Time | | | Arrival Date & Time | |
| Date | Description | Total Amount | | |
| | | Kyats | USD | |
| 10.1.2025 ~ 8.2.2025 | Total Days 30 Days (30 x 10,000) | 300,000 | ✓ | |
| | Express charges | 12,000 | ✓ | |
| | Volvo 500 KVA | | | |
| | Model : VP500S | | | |
| | Sr:No: 2306056 | | | |
| | Customer : AAA | | | |
| Total Expense (Kyats/USD) | | 312,000 | ✓ | |
| Cash Advance (Kyats/USD) | | | | |
| Balance Refund/Additional(Kyats/USD) | | 312,000 | ✓ | |
| Job Report Status | | | | |
| Authorization | Name | Position | Date | Sign |
| Prepared by | Hsu Yee Htet | Staff | 18.2.2025 | <i>HN</i> |
| Approved by Dept Head | Aung Ko Oo | D.H | 19.2.2025 | <i>[Signature]</i> |
| Approved by GM/AGM/COO | Soe Htet Tin | A.G.M | | <i>[Signature]</i> |
| Acknowledged by related Superior for Job Report | Zaw Min Myat | ACOO | 18.2.2025 | <i>[Signature]</i> |
| HR check & approved | Phyo Wai Nyein | ADH | | <i>[Signature]</i> |
| Cash received | | | | |
| Remark | | | | |

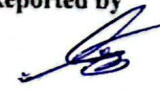
04-CFD-CAS-FRM-006-02

TRAVELLING REPORT


Date : 9.2.2025

| Report To | Department Head | |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Employee Name | Aung Aung | |
| Position | Operator | |
| Department | Rental | |
| Business | PA BU | |
| Departure & Arrival | Departure Date And Time | Arrival Date And Time |
| | 10.1.2025 (11:30AM) | 8.2.2025 (2:00 PM) |
| Total Days | 30 Days to Bus | |
| Trip Information | 1. From Yangon To Patheingyi | |
| | 2. From To | |
| | 3. From To | |
| Purpose For Travelling | | |
| Travel Date | Activities | Remark |
| 10.1.2025 to 8.2.2025 | Customer job Patheingyi AAA Rice mill. daily machine inspection checking, engine oil water, air cleaner checking, sent report. machine start hour and stop hour sent to DH. weekly inspection report. Machine regular service make and report. machine cleaning daily and weekly report sent to DH. Return Inspection. | |

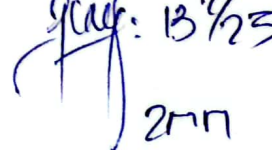
Reported by

 Sign : 
 Name : Aung Aung
 Position : Operator

Checked by

 Sign : 
 Name : Aung Aung
 Position : (DH/AGM/GM)

Approved by

 Sign : 
 Name :
 Position : (COO)

Ma Kyae Hmom (MD)

last seen recently

မင်္ဂလာ နေလည်ခင်ပါ အမ.

ကွန်တော်တို PG Rental Team က Pathein မှာ မီးစက် အငှားရရှိ ခြင်း ညနေပဲ
မီးကော်နဲ့ အတူ Stand by Operator တစ်ယောက် လိုက်သွားရမှာဖြစ်တဲ့ အတွက်
trip သွားဖို့ အမဆီက Approval လေးတောင်ခင်လိုပါ ခင်ဗျာ...

10:59 AM

Dear MD,

I would like to inform (Stand by Operator)

၁) ဝန်ထမ်းအမည် - Aung Aung

ရာထူး- Operator

BU - PG BU

၂) သွားရောက်မည့်ဝန်ထမ်းအရေအတွက် (1)

၃) ခရီးသွားမည့်နေရာ- Pathein

၄) ခရီးသွားမည့်အကြောင်းအရာ- Stand by Operator

၅) ခရီးစတင်သွားရောက်မည့်နေ့ရက် (10.01.2025) နှင့် ပြန်ရောက်မည့်နေ့ရက် (11
.02.2025) အထိပါရှင်

Crane Car ဖြင့် သွားမှာပါဗျ

Matador - 500KVA

Model - VP-5505

Sr No: -2306056

Customer -AAA Rice Mill

Best Regards,

11:00 AM

10:52 AM +95 9977835636
last seen at 10:50 AM

ADD ZAW TO CONTACTS

January 10

Ma Kyae Hmom (MD)

last seen recently

ADD ZAW TO CONTACTS

January 10

Dear MD,

I would like to inform (Stand by Operator)
၁) ဝန်ထမ်းအမည် - Aung Aung
ရာထူး- Operator
BU - PG BU
၂) သွားရောက်မည့်ဝန်ထမ်းအရေအတွက် (1)
၃) ခရီးသွားမည့်နေရာ- Pathein
၄) ခရီးသွားမည့်အကြောင်းအရာ- Stand by
Operator
၅) ခရီးစတင်သွားရောက်မည့်နေ့
ရက် (10.01.2025) နှင့် ပြန်ရောက်မည့်နေ့ရက်
(11.02.2025) အထိပါရှင်
Crane Car ဖြင့် သွားမှာပါဗျ

Matador - 500KVA
Model - VP-5505
Sr No: -2306056
Customer -AAA Rice Mill

Best Regards

Phyo Wai Nyein
Dear MD, I would like to inform (Stand by Oper-
Pis proceed

Message

Phyo Wai Nyein
Dear MD, I would like ...
Please process 11:55 AM

Ma Kyae Hmom (MD)
Please process
ကျေးဇူးပါ အမ 11:57 AM

Ko ZMM Approval လဲ ရထားပြီပါပြီ အမ 11:01 AM



ကန်ထူးအောင်

KANHTOO AUNG AIR-CON EXPRESS



အဆင့်မြင့် ခရီးသည်ပို့ဆောင်ရေး

ရန်ကင်း (YANGON) ပုသိမ် (PATHEIN)

သွားမည့်ရက် - 8 - 2 - 25

အမှတ်

အမည်

ထိုင်ခုံအမှတ်

ယာဉ်ထွက်ချိန်

၆၃၁၃၀၃၁၃

31

9:00A ~

မှတ်ချက်။ ယာဉ်ထွက်ခွာခို ဝိနစ်(၃၀)ကြိုတင် အရောက်လာရမည်။ ဝယ်ပြီးလက်မှတ်ငွေပြန်မအမ်းပါ။