



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Toe Wai Phyo	Estimated Date of Travel	10.11.2024 and 11.11.2024	
Position & Rank	Operator	Total Day	2 Days	
BU/BR/DIV, Dept	PG/Rental	Destination	Taungoo-Oaktwin	
Purpose	Machine Delivery Inspection and load test run			
Travelling Permit				
Arrival Place	Taungoo-Oaktwin			
Actual Date & Time of Travel	10.11.2024 and 11.11.2024 (8:00 AM~17:00 PM)			
Total Day	2 Days			
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	
10.11.2024 and 11.11.2024	TA for Total - 2 Days (2 x 15000)	30,000		
	Express charges	20,000		
	Taxi charges	18,000		
	Matador 200 KVA			
	Model : DE220D5			
	Sr:No: A1607033			
	Customer :Red Star Rice Mill			
	Total Expense (Kyats/USD)	68,000		
	Cash Advance (Kyats/USD)			
	Balance Refund/Additional(Kyats/USD)	68,000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Kyal Sin Thway	Staff	16.11.2024	Kyal
Approved by Dept Head	Aung Ko Oo	D.H	16.11.2024	
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M	16.11.2024	
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	16.11.2024	
HR check & approved	Phyo Wai Nyein	A D.H	16.11.2024	Phyo
Cash received				
Remark				

အဆင့်မြင့်ခရီးသည်ဖို့ဆောင်းရေး
တောင်ငူ ⇌ ရန်ကုန် ⇌ တောင်ငူ (အမြန်လမ်း)


အမည် --- တိုးဝေဖြိုး --- ရက်စွဲ --- 11.11.24
 ခုံနံပါတ် --- ၂၃ --- ကားနံပါတ် --- (၅၂)
 သင့်ငွေ --- 20000 --- ယာဉ်ထွက်ချိန် --- ၅:00 AM

- မှတ်ချက်
- ယာဉ်ထွက်မှီ မိနစ်(၃၀)ကြိုတင် အရောက်လာရမည်။
 - ဝယ်ပြီးလက်မှတ် ငွေပြန်မအမ်းပါ။
 - ယာဉ်ပေါ်တွင် မူးယစ်သောက်စားခြင်း၊ ဆူညံခြင်းမပြုရပါ။

တောင်ငူ - အမှတ်(၁၅/၃၂)၊ ရန်ကုန် - မန္တလေးလမ်း၊ ပန်းစွယ်တော်ဟိုတယ်ရှေ့၊ ဖုန်း - ၀၉ ၇၈၅၄၉၀၆၉၉၊ ၀၉ ၄၀၆၀၆၉၉၇၄
 ရန်ကုန် - အမှတ်(ည/၁၇)၊ ဥဿာလမ်း၊ အောင်မင်္ဂလာအဝေးပြေးကားဝင်း၊ ဖုန်း - ၀၉ ၇၈၅၄၉၀၆၉၃၊ ၀၉ ၇၈၁၂၃၃၅၅
 ဖြူး - ကုန်းကျော်မီးပွိုင့်အနီး၊ ရွှေသန်းကြွယ်လွှက်ရည်ဆိုင်ရှေ့၊ ဖုန်း - ၀၉ ၄၀၆၉၄၆၄၃၃၊ ၀၉ ၄၀၆၉၄၆၄၀၇

3. FromTo		
Purpose For Travelling	Machine delivery Inspection and load test run.	
Travel Date	Activities	Remark
10.11.2024 to 11.11.2024	Machine delivery Inspection and load site check. Load wire installation. Diesel filling and Engine oil, water, air, checking, load test run.	

Reported by
 Sign :
 Name : Toe wai Phyo
 Position :

Checked by 
 Sign :
 Name : Aung Ko Oo
 Position : DH

Approved by
 Sign :
 Name :
 Position :

(DH/AGM/GM)

(COO)

TRAVELLING REPORT

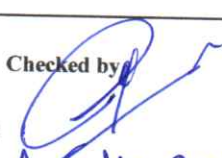
Date : 10. 11. 24

Report To	DH	
Employee Name	Toe wai Phyo	
Position	Operator	
Department	Rental	
Business	PG	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	10. 11. 24	11. 11. 24
Total Days		
Trip Information	1. From TGN To TAO	
	2. From To	
	3. From To	
Purpose For Travelling	Machine delivery Inspection and load test run.	
Travel Date	Activities	Remark
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Reported by

 Sign :
 Name : Toe wai Phyo
 Position :

Checked by

 Sign : 
 Name : Aung Ko
 Position : DH

(DH/AGM/GM)

Approved by

 Sign :
 Name :
 Position :

(COO)

Print Date : 20-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	2024-11-03	Power Generator	Rental	Toe Wai Phyo	Machine regular service and radiator cap expention tank leakage problem solving to Taungoo-oaktwin customer job site	04:00	Aung Mingalar Bus Terminal	Hlaing Thar Yar Shwelinban	20,000	20,000	GA Manager Approved	U Kan Chun Rice mill 100KVA, DE-110D5 A1607039
2	2024-11-04	Power Generator	Rental	Arkar Kyaw (3)	Come back from Hpa-an customer job site stand by operator	08:00	Aung Mingalar Bus Terminal	Hlaing Thar Yar Phayyar Street	20,000	20,000	GA Manager Approved	Mingalar Soe Myint 60KVA, DE-66D5 A-1607044
3	2024-11-11	Power Generator	Rental	Toe Wai Phyo	Come back from customer job site machine delivery inspection	03:00	Aung Mingalar Bus Terminal	Hlaing Thar Yar Shwelinban	18,000	18,000	GA Manager Approved	Red star rice mill 200KVA, DE-220D5 A-1607033