



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Ko Myant Mac Aung, Aung Ko		Estimated Date of Travel	30.12.24 9:30 pm to 31.12.24 6:00 am
Position Rank	ADP, Forehand		Total Day	18 day
BU/BR/DIV, Dept	ASS BCL		Destination	Ass BCL to Myanmar - CL
Purpose	Customer to Ayeyar Hlon, Yangon - 1879, operator training			
Travelling Permit				
Arrival Place				
Actual Date & Time of Travel				
Total Day				
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	
30.12.24 9:30 pm 31.12.24 6:00 am	Ko Myant Mac Aung (18 x 150,000)	2,700,000		
16.12.24 5:00 pm 31.12.24 6:00 am	Aung Ko Ko (15 x 150,000)	2,250,000		
	Guest house	38,000		
	Express charges	116,000		
	Fuel	23,000		
	Machine repair	19,350		
	Operator charges	26,000		
	Tolls charges	65,000		
Total Expense (Kyats/USD)		2,513,500		
Cash Advance (Kyats/USD)		0		
Balance Refund/Additional (Kyats/USD)		2,513,500		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Nyein Nyein	So-staff	23.12.24	[Signature]
Approved By Dept Head	Ko Myant Mac Aung	So-DH		[Signature]
Approved By GM/AGM/COO	Ko Maung Maung	Gm		
Acknowledged by related Superior for Job Report				
HR Check & Approved	Me Zan Mar Win			
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02

MINT Energy

စက်သုံးဆီအရောင်းဆိုင်

ပိုင်ရှင်/ပြည်ထောင်စုရပ်နားစခန်းအနီး

ညောင်ဦးမြို့

ဖုန်း- ၀၆၀ ၂၄၆၀၂၅၇

- ၀၉၄၂၈၆၃၄၄၄၈/၇၉၇၉၉၉၀၈၅

Date	#	2024 Dec 14	
Cashier	#	Khin Mar Myint	
Car No:	#	Cycle	
Fuel Type	#	Octane-92	
Litres	x	Price	Amount
2.946	x	3395	10000

ကျေးဇူးတင်ပါသည်။



HTOO

PETROL

Oct 92 (B)

Vr No: C9-129 Date: 19-Dec-2024 08:26:07

Pump: P-5 Car No:

Liter

Price

Amount

1.867

3215

6000

Cashier - Admin

H-005 (NyaungOo)

Nyaung Oo - Kyaungpadaung Street,

Nyaung Oo Township, Nyaung Oo

Tel:(061)-60010

Thank You. Please Come again.

ကျေးဇူးတင်ပါသည်။

MNT Energy

စက်သုံးဆီအရောင်းဆိုင်
ပုဂံရွှေပြည်ယာဉ်ရပ်နားစခန်းအနီး
ညောင်ဦးမြို့

ဖုန်း- ၀၆၀ ၂၄၆၀၂၅၇
- ၀၉၄၂၈၆၃၄၄၄၈/၇၉၇၉၉၉၀၈၅

Date	#	2024 Dec 16	
Cashier	#	Khin Mar Myint	
Car No:	#	Cycle	
Fuel Type	#	Octane-92	
Litres	x	Price	Amount
2.062	x	3395	7000

ကျေးဇူးတင်ပါသည်။



အားပေးမှုကို အထူးကျေးဇူးတင်ပါသည်။

စုစုပေါင်း ▶▶

စရံငွေ ▶▶



GENERAL EXPENSE CLAIM FORM



BU/BR/DIV Name : *AGI*
 Department Name : *Service*

No.	Date	PIC Name	Description	Category (Customer (Or) Operation)	Cost (MMK)	Remark
1	5.12.24	Myint Moe Aung	Operator charges	Customer	30000	
2	14.12.24	"	2.7" 4" 2mmrod		1200	
3	"	"	O-ring		800	
4	15.12.24	"	battery 600mm		8000	
5	4.12.24	"	Guest house		78000	
	19					
	20.12.24					
Total General Expense					7	

Requested by: *[Signature]* Approved by: *[Signature]* Checked by: *[Signature]* Approved by: *[Signature]* Approved by: *[Signature]*

Sign: *[Signature]* Sign: *[Signature]* Sign: *[Signature]* Sign: *[Signature]* Sign: *[Signature]*

Name: *Myint Moe Aung* Name: *U Myint Moe Aung* Name: *[Blank]* Name: *[Blank]* Name: *[Blank]*

(Requester) (Department Head) (Finance & Account) (OM/AGM/GM) (ACOO/COO/MD/VCM)

02-ATT-FNA-FRM-002-01

MNT Energy
 စက်သုံးဆီစာရောင်းဆိုင်
 ပုဂံရွှေပြည်သာရပ်ကမ်းစခန်းဘုန်း
 ဧညာင်ဦးမြို့
 ဖုန်း- ၀၆၁ ၂၄၆၁၂၇
 - ၀၉၄၂၀၆၃၄၄၄၄/၇၉၇၉၉၉၁၅

Date # 2024 Dec 14
 Cashier # Khin Mar Myint
 Car No: # Cycle
 Fuel Type # Octane-92

Litres	x	Price	Amount
2.946	x	3395	10000

ကျေးဇူးတင်ပါသည်။

MNT Energy
 စက်သုံးဆီစာရောင်းဆိုင်
 ပုဂံရွှေပြည်သာရပ်ကမ်းစခန်းဘုန်း
 ဧညာင်ဦးမြို့
 ဖုန်း- ၀၆၁ ၂၄၆၁၂၇
 - ၀၉၄၂၀၆၃၄၄၄၄/၇၉၇၉၉၉၁၅

Date # 2024 Dec 16
 Cashier # Khin Mar Myint
 Car No: # Cycle
 Fuel Type # Octane-92

Litres	x	Price	Amount
2.062	x	3395	7000

ကျေးဇူးတင်ပါသည်။



HTOO
 PETROL

Oct 92 (B)

Vr No: C9-129 Date: 19 Dec 2024 08:26:07
 Pump: # Car No:

Liter	Price	Amount
1.867	3215	6000

Cashier - Admin

H-005 (NyaungCo)
 Nyaung Co - Kyaungpadaung Street,
 Nyaung Co Township, Nyaung Co
 Tel: (061) 66-310

Thank You. Please Come again.

ကိစ္စ

12:12 PM Details



လုပ်ဆောင်မှုအောင်မြင်ပါသည်
-34,000.00 (Ks)

လုပ်ဆောင်သော အချိန်	03/12/2024 12:05:59
လုပ်ဆောင်မှုအမှတ်	01003624030633908543
လုပ်ဆောင်မှုအမျိုးအစား	OnlinePayment MINIAPP
ငွေလွှဲမည့် သို့	911000301 - MMBus Ticket
ငွေပမာဏ	-34,000.00 Ks
မှတ်ချက်	

12:07 PM MMBusTicket

Booking Info EN

Booking confirmation is successful.

Seat Numbers
36

Traveller Info
Traveller Name Myint Moe Aung
Phone Number 09977904919
Email nyein.nyein@umgroup s.com

Special Request
Job Site

Payment Details

Subtotal	34,000
Tax	0
Discount	0
Total Due	MMK 34,000

12:06 PM MMBusTicket

Booking Info EN

Booking confirmation is successful.

Yangon - Bagan/Nyaung-U • Dec 03, 07:00 PM
Shwe Mandalar | (Scania) Standard
Ref # 7147-3871 | Booked on: 2024/12/03 12:06 PM

Trip Summary

- Yangon 07:00 PM, Dec 3
- Bagan/Nyaung-U (ETA) 04:00 AM, Dec 4

Route
Yangon-Kyaukpadaung-Bagan/Nyaung-U-Pakokku

Operator
Shwe Mandalar | (Scania) Standard

Seat Count
1 Seat

၁၈၇

1:10 PM

4G 74

MMBusTicket



X Booking Info

EN မြန်မာ

✓ Booking confirmation is successful.

Yangon - Bagan/Nyaung-U • Dec 11, 06:00 PM

Araindama Express | Standard

Ref # 7874-7883 | Booked on: 2024/12/11 01:10 PM

Trip Summary

- Yangon 06:00 PM, Dec 11
- Bagan/Nyaung- (ETA) 08:00 AM, Dec 12

Route

Yangon-Kyauk Padaung-Bagan/Nyaung-U-Pakokku

Operator

Araindama Express | Standard

Seat Count

1 Seat

1:10 PM

4G 74

MMBusTicket



X Booking Info

EN မြန်မာ

✓ Booking confirmation is successful.

Seat Count

1 Seat

Seat Numbers

17

Traveller Info

Traveller Name Aung Ko Ko
Phone Number 09664322907
Email nyein.nyein@umgroup
s.com

Special Request

Job site

Payment Details

Subtotal 28,000
Tax 0
Discount 0

၁၀၆

Booking Confirmation

Booking Ref: **8477-8315** | Shwe Sin Set Kyar 1 | YGN-
09775377300, 09775377331, 09255811650, 09783637233



Booking Details

Route	Departure Time	Departure Gate
Bagan/Nyaung-U - Yangon	Dec 20, 05:00 PM	N/A
Bus Operator	Booking Date	Total
Shwe Sin Set Kyar 1	Dec 20, 12:01 PM	27000.0 MMK

Traveller Information

Traveller Name	Phone Number	Seat Number
Ko Myint Moe Aung	09977904919	31
Special Request to Shwe Sin Set Kyar 1		
Job site		

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>

၁၇၆၃

Booking Confirmation

Booking Ref: 4324-7037 | Shwe Sin Set Kyar 1 | YGN-
09775377300, 09775377331, 09255811650, 09783637233



Booking Details

Route	Departure Time	Departure Gate
Bagan/Nyaung-U - Yangon	Dec 20, 05:00 PM	N/A
Bus Operator	Booking Date	Total
Shwe Sin Set Kyar 1	Dec 20, 12:05 PM	27000.0 MMK

Traveller Information

Traveller Name	Phone Number	Seat Number
Aung Ko Ko	09664322907	32
Special Request to Shwe Sin Set Kyar 1		
Job site		

Terms & Condition

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

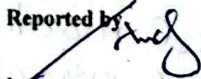
Contact us - 09 777 111 811

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

TRAVELLING REPORT

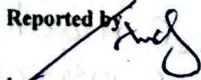
Date :

Report To		
Employee Name	Myint Moe Aung , Aung Ko Ko	
Position	ADH	
Department	Service , Production	
Business	A??	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. FromTo	
	2. FromTo	
	3. FromTo	
Purpose For Travelling		
Travel Date	Activities	Remark
15-12-2024	<p>Ro to job site with branch car , to carry dozer frame. We reach job site, we dismantled dozer frame side cover, cylinder and support. We change other dozer side frame, install sides cover, front cover, cylinder support and mounted cylinder. We installed wireline and connected accessories, testing lighting function, it was Ok. We change hub (L) ring and filled oil. It was Ok.</p>	

Reported by 

Checked by

Approved by

Sign : 
 Name : Myint Moe Aung
 Position : ADH

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

Sign :
 Name :
 Position :
 (COO)

05-CHL-HRM-FRM-064-01

24

We found PTO joint shaft lock pin are damage. So, we found parts at local, not OK. So, we inquire to BU. After that we making wooden stick instead of lock pin. We testing with condition. It was OK. Waiting to drive machine to field.

17.12.2024

We drive machine to field, with joint shaft connecting lock nut cracked. So, we find local and mounting. Machine are driven to field from 2:00pm to 6:00pm. Machine are normally OK.

18.12.2024

We arrived job site, machine fuel is out, so we filled fuel, breath air and starting machine. We drive machine 8:00am to 11:30am. Then, we drive rental other field about 50 mins. We take back machine out yard, mounted dozer main frame and blade. We drive machine rental other field 2:50pm to 5:20pm.

19.12.2024

We inspected the machine oil level and other components. Then, we change hub (1) O ring and checked hub oil level. We repaired sprocket and tighten drawbar support nut and mounted PTO joint shaft lock nut. We rental machine at morning nearly 1 hour and 20 min, evening nearly 1 hours 20 min. We return job site to NYU branch.

20.12.2024

We go to job site, machine rental about 1 hour 20 min, then, we greasing machine, inspected machine and explained machine important points and inspection point before machine drive to field. Then we return to NYU office and return Yangon at 5:00pm with express.

21.12.2024

We reach Yangon at 6:00 AM and, reach to chee hostel at 7:30 AM.

Date : 3.12.2024

Report To		
Employee Name	Myint Moe Aung	
Position	ADH	
Department	Service	
Business	APP	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	3.12.24 , 7:00 PM	
Total Days		
Trip Information	1. FromAPP...BU.....To Nyaung U branch.....	
	2. FromTo	
	3. FromTo	
Purpose For Travelling	Machine Inspection , Operator Training	
Travel Date	Activities	Remark
3-12-2024	Go to job site with express	
4-12-2024	Reach Nyaung U branch, go to jobsite Shwe twin vilage. checked machine inspection and test drive with operator to field. At evening , go to UMF farm and use dozer for leveling.	
5-12-2024	level the field with dozer , also use G poly disk. Share machine inspection procedure	

Reported by

Sign :

Name : Myint Moe Aung

Position : ADH

Checked by

Sign :

Name :

Position :

(DH/AGM/GM)

Approved by

Sign :

Name :

Position :

(COO)

05-CHL-HRM-FRM-064-01

Drive machine to field with a poly disc and shade
poly disc method and how to drive machine

12.2024
to
9.12.2024

Watering the fields and waiting to drive machine
from 7.12.2024 to 9.12.2024

10.12.2024

Dismounting PTO clutch rope assembly and
change another one. Also checked machine
inspection for ready to drive at fields

11.12.2024

We go to site location, our dozer level are
too low from ground level. we need to repair,
so we measure the dozer level, report to BU.
Then, we leveling the field with dozer

12.12.2024

We go to job site, leveling the field with dozer
at field about 4-5 hrs. After finished we
dismounted the dozer blade, under frame.
we inspected machine and greasing axle pin,
PTO joint shaft.

13.12.2024

Go to job site with branch cycle, we repaired
hydraulic link abnormal condition. change gear
shaft oil seal and range gear link. checking machine
condition, testing field it was OK

14.12.2024

We go to job site, drive field about 30 min, road
drive 15 min, drive field with water to plant
tomato. After finished, we inspected machine,
found PTO joint shaft lock pin 1 pc are not
have. we need to replaced and report to
BU. we found oil leakage from hub (L), so
we dismounted O ring for sample.

Date : 24-Dec-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	2024-12-11	Agriculture Tractor & Truck	Operation - Lifeguard Section	Aung Ko Ko(13)	Branch support ,ATT To Nyaung-U BR,DF60-1873,machine repair.	16:30	ATT BU	ဆေးရုံ	25,000	25,000	GA Manager Approved	
2	2024-12-21	Agriculture Tractor & Truck	Operation - Lifeguard Section, Service	Aung Ko Ko(13), Myint Moe Aung	Branch support ,return go to job site,Nyaung-U To ATT BU	00:00	ဆေးရုံလမ်း	ဆေးရုံလမ်းထဲသို့	30,000	30,000	GA Manager Approved	



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

2024-12-20

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	2024-02-20	Agriculture Tractor & Truck	Operation - Lifeguard Section, Service	Aung Ko Ko(13), Myint Moc Aung	Return go to job site,Meilhtila To Yangon.	16:30	Meikhila BR	ကားရိပ်	10,000	10,000	GA Manager Approved	

12:12 PM ◀ ▶ 📶 🔋 Details



လုပ်ဆောင်မှုအောင်မြင်ပါသည်
-34,000.00 (Ks)

လုပ်ဆောင်သော အချိန် 03/12/2024 12:05:59
လုပ်ဆောင်မှုအမှတ် 0100362403063308543
လုပ်ဆောင်မှုအမျိုးအစား OnlinePayment MINIAPP
စဉ်လွှဲမည် သို့ 911000301 - MMBus Ticket
ငွေပမာဏ -34,000.00 Ks
မှတ်ချက်

12:12 PM ◀ ▶ 📶 🔋 Details



လုပ်ဆောင်မှုအောင်မြင်ပါသည်
-27,000.00 (Ks)

လုပ်ဆောင်သော အချိန် 20/12/2024 12:05:07
လုပ်ဆောင်မှုအမှတ် 01003641031026431993
လုပ်ဆောင်မှုအမျိုးအစား OnlinePayment MINIAPP
စဉ်လွှဲမည် သို့ 911000301 - MMBus Ticket
ငွေပမာဏ -27,000.00 Ks
မှတ်ချက်

12:12 PM ◀ ▶ 📶 🔋 Details



လုပ်ဆောင်မှုအောင်မြင်ပါသည်
-27,000.00 (Ks)

လုပ်ဆောင်သော အချိန် 20/12/2024 12:01:35
လုပ်ဆောင်မှုအမှတ် 01003641041026347484
လုပ်ဆောင်မှုအမျိုးအစား OnlinePayment MINIAPP
စဉ်လွှဲမည် သို့ 911000301 - MMBus Ticket
ငွေပမာဏ -27,000.00 Ks
မှတ်ချက်

12:13 PM ◀ ▶ 📶 🔋 Details



လုပ်ဆောင်မှုအောင်မြင်ပါသည်
-28,000.00 (Ks)

လုပ်ဆောင်သော အချိန် 11/12/2024 13:09:49
လုပ်ဆောင်မှုအမှတ် 01003632090819066979
လုပ်ဆောင်မှုအမျိုးအစား OnlinePayment MINIAPP
စဉ်လွှဲမည် သို့ 911000301 - MMBus Ticket
ငွေပမာဏ -28,000.00 Ks
မှတ်ချက်