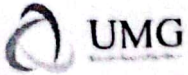




### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Toe Wai Phyo	Estimated Date of Travel	17.03.2025~17.03.2025	
Position & Rank	Operator	Total Day	1 Day	
BU/BR/DIV, Dept	PG/Rental	Destination	Hinthada	
Purpose	Pre delivery inspection			
Travelling Permit				
Arrival Place	Hinthada			
Actual Date & Time of Travel	17.03.2025~17.03.2025		(6:30 AM~8:00 PM)	
Total Day	1 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	
17.03.2025~17.03.2025	TA for Total - 1 Day (1*15000)	15,000		
	Matador 150 KVA			
	Model : DE165D5			
	Sr:No: A1607037			
	Customer : Ngwe Pin Lae			
<b>Total Expense (Kyats/USD)</b>		<b>15,000</b>		
<b>Cash Advance (Kyats/USD)</b>				
<b>Balance Refund/Additional(Kyats/USD)</b>		<b>15,000</b>		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Hsu Yee Htet	Staff	18.03.2025	
Approved by Dept Head	Aung Ko Oo	D.H	18.3.2025	
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M		
Acknowledged by related Superior for Job Report	Aye Min Htun	VCM		
HR check & approved	Phyo Wai Nyeln	A D.H	17.3.2025	
Cash received				
Remark				



# TRAVELLING REPORT

Date : ...13.8.2025...

Report To	DH	
Employee Name	Joe Wai Phyo	
Position	Service Man	
Department	Bental	
Business	PA	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	17.08.2025 (6:30 AM)	17.08.2025 (8:00 PM)
Total Days		
Trip Information	1. From .....Yangon.....To .....Hinthada.....	
	2. From .....Hinthada.....To .....Yangon.....	
	3. From .....To .....	
Purpose For Travelling	Pre delivery inspection	
Travel Date	Activities	Remark
17.08.2025 to 17.08.2025	Pre delivery Load wire install and daily inspection, Airs cleaner check, coolant check, Fuel line check, Fan belt check, Module check ok after customer load site running all over checking ok finished.	

Reported by

Sign :   
Name : Joe Wai Phyo  
Position : Service man

Checked by

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

Approved by

Sign :  
Name :  
Position :

(COO)