



### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Aung Thu Win	Estimated Date of Travel	12.3.25 to 14.3.25	
Position Rank	AGM	Total Day	3	
BU/BR/DIV, Dept	CE2	Destination	Singapore trip	
Purpose	Business meeting with Hitachi supplier			
Travelling Permit				
Arrival Place	HMAP (Singapore)			
Actual Date & Time of Travel				
Total Day	3			
HR Name				
HR Sign				
BOH Authorized Person Name				
BOH Authorized Person				
Advance Clear				
Actual Date & Time of Travel		Total Day	3	
Departure Date & Time	12.3.25 (6:00AM)	Arrival Date & Time	14.3.25 (4:30PM)	
Date	Description	Total Amount		
		Kyats	USD	
12 to 14.3.25	TA allowance (3 x 30)		90	
14.3.25	Taxi charges 3 x 24 (24 ÷ 1.3 = USD 18)		18	
Total Expense (Kyats/USD)			108	
Cash Advance (Kyats/USD)			-	
Balance Refund/Additional (Kyats/USD)			108	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Tin Lin Cho	ADH	21.3.25	
Approved By Dept Head	Tin Lin Cho	ADH		
Approved By GM/AGM/COO	Aung Thu Win	AGM		
Acknowledged by related Superior for Job Report	Aye Min Htoon	VCM		
HR Check & Approved	Moe Thazin	HR		
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02



Chua Soo Hian



2253



Personal



Total

S\$24.00 >

*SEN \$ 0.1*



JustGrab

24.15 km • 41min



Lobby, Orchard Rendezvous Hotel

10:07 AM



Terminal 1 Departure - Changi Airport

10:49 AM

[Report An Issue](#)

# TRAVELLING REPORT

Date : 20/3/2025

Report To	U Aye Min Hloos, U Zaw Min Myat	
Employee Name	Aung Thu Win	
Position	AGM	
Department	Management	
Business	CE 2+5	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	6:00 AM, 12/3/2025	4:30 PM, 14/3/2025
Total Days		
Trip Information	1. From Ygon To SAN	
	2. From SAN To Ygon	
	3. From To	
Purpose For Travelling	To attend dealer conference meeting	
Travel Date	Activities	Remark
12/3/2025	- Flight to SAN and join welcome dinner	
13/3/2025	Attend dealer conference meeting and study from all dealers presentatry.	
14/3/2025	Flight back to Ygon	

Reported by

 Sign :   
 Name :  
 Position :

Checked by

 Sign :   
 Name :  
 Position :

(DH/AGM/GM)

Approved by

 Sign :  
 Name :  
 Position :

(COO)

05-CHL-HRM-FRM-064-01

Date: 21<sup>st</sup> February 2025

**Common Purpose Co., Ltd**  
**No.152, Mingyi Mahar Min Kaung Street,**  
**Yangon-Pathein Highway Road, Industrial Zone 4,**  
**Hlaing Tharyar Township, Yangon, Myanmar**

**Attention: Mr. Aung Thu Win**

**Passport Number: MG678829**

**Subject: Invitation Letter to visit Singapore and for Marketing Purposes**

Dear Sir / Mdm,

We would like to cordially invite you from your company to pay a visit to Hitachi Construction Machinery Asia & Pacific in Singapore in 13<sup>th</sup> March 2025

During your visit in Singapore, both parties will make further discussion about the measures to promote Hitachi products in the market industry and giving service to customers. Your visit will be very necessary and important for both our corporation.

We hope that this letter provides sufficient information and looking forward to welcoming you to visit Singapore

Your sincerely

Hitachi Construction Machinery Asia and Pacific Pte. Ltd

HITACHI CONSTRUCTION MACHINERY  
ASIA & PACIFIC PTE LTD

  
Name: Han Ai Hwa  
Title: Manager

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2 Pioneer Walk, Singapore 627856  
Tel : 6265 2377 (General)  
Fax : 6264 1782 / 6264 2092 (General)  
Fax : 6266 0825 (Marketing)  
Co. Reg. No : 198403087Z