



CASH ADVANCE CLEAR FORM

Date: 10.18.24

BU/BR/Division: Reman

Department: Production

Advance Issue: 82,000/- Kyats / USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance	<u>14/12/23</u>	<u>2023/12/140</u>		<u>82,000</u>	TA charges for Mawlamying
2	2 nd Time Advance					Myanmar's Zue Mann Co Ltd
3	3 rd Time Advance					So no-18721, DTF Engine
Total Advance					<u>82,000</u>	EC 2908'
Total Actual					<u>213,000</u>	
Balance Refund/Additional					<u>131,000</u>	

Additional

Request By
Shwe Sin
Requester

Checked By
ko Phyo
Mgr/DH

Checked By
Khin Swe Win
Finance & Account

Approved By
Aung Hein Win
GM/AGM/COO

Approved By
2/1/24
CMC



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Ye Myint Myat	Estimated Date of Travel	(6-12-23) 9:00Am to (14-12-23) 5:00pm	
Position Rank	MCP	Total Day	9 days ✓	
BU/BR/DIV, Dept	Roman	Destination		
Purpose	Myanmar Zue Mann Gald			
Travelling Permit				
Arrival Place	Mawlamyay			
Actual Date & Time of Travel	(6-12-23) 9:00Am (14-12-23) 5:00pm			
Total Day				
HR Name				
HR Sign				
BOH/Authorized Person Name				
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	(6-12-23) 9:00 Am (14-12-23) 5:00pm	Total Day	9 days	
Departure Date & Time	(6-12-23) 9:00 Am	Arrival Date & Time	(14-12-23) 5:00pm	
				Total Amount
Date	Description	Kyats	USD	
(6-12-23 to 14-12-23)	TA charges (9 days) x 7000	63000	✓	
	Aung Mingalar to Mawlamyay (bus ticket)	20000	✓	
	Mawlamyay to Aung Mingalar (bus ticket)	20000	✓	
	Taxi charges for (6-12-23 / 8-12-23 / 11-12-23 / 14-12-23)	10000	✓	
Total Expense (Kyats/USD)		123000	✓	
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Shwe Jin	Admin	19/12/23	[Signature]
Approved By Dept Head	Ko Phyo	DH	20/12/23	[Signature]
Approved By GM/AGM/COO	Aung Hein Win	GM	20/12/23	[Signature]
Acknowledged by related Superior for Job Report				
HR Check & Approved	Nandar Aye	HR		[Signature]
Cash Received				
Remark				

ဝန်ထမ်းသည် ဝန်ထမ်းခွင့်ရက်များကို အသုံးပြုပြီး နောက်ဆုံးရက်နေ့တွင် ဝန်ထမ်းခွင့်ရက်များကို ဝန်ထမ်းခွင့်ရက်များအဖြစ် အသုံးပြုခဲ့ပါသည်။
 ဝန်ထမ်းခွင့်ရက်များကို အသုံးပြုခဲ့ပါသည်။



TRAVELLING REPORT

Date : 18.12.23

Report To	Aung Hein Win	
Employee Name	Ye Myint Myat	
Position	MCOP	
Department	Production	
Business	Reman	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	(6.12.23) 9:00 Am	(14.12.23) 9:00 Am
Total Days		
Trip Information	1. From Yangon To Mawlamyine	
	2. From	To
	3. From	To
Purpose For Travelling	Customer - Myanmar Zave Mann com. Ltd	
Travel Date	Activities	Remark
6.12.23	Yangon to Mawlamyine	M/C S/N no. 18721
7.12.23	Waiting customer appointment	M/C Model-290BP
8.12.23	office to jobsite (Nat Kyi chaung village)	Engine Model- D7E
	- Inspected machine	
	- Collected damage component because break down machine	
9.12.23	Making PR	
10.12.23	Making PR	
11.12.23	office to jobsite - Making PR - collected damaged part	

Reported by
 Sign :
 Name : Shwe Sin
 Position : Admin

Checked by
 Sign :
 Name : Aung Hein Win
 Position : GM
 (GM/AGM/GM)

Approved by
 Sign :
 Name : Aye Min Htun
 Position : COO
 (COO)



TRAVELLING REPORT

Date: 18/12/23

Report To	Aung Hein Win	
Employee Name	Ye Myint Myat	
Position	MCDP	
Department	Production	
Business	Reman	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	18-12-23 9:00 AM	14-12-23 9:00 AM
Total Days		
Trip Information	1. From Yangon To Mawlamyine	
	2. From To	
	3. From To	
Purpose For Travelling	Customer - Myanmar Zee Mann Com; Ltd, Sr no - 1872 ① F.E engine, EC 290 B'	
Travel Date	Activities	Remark
12.12.2023	Waiting quotation	
13.12.2023	Waiting quotation	
14.12.23	Mawlamyine to Yangon	

Reported by
Sign :
Name : Aye Sin
Position : Admin

Checked by
Sign :
Name : Aung Hein Win
Position : GM
(BH/AGM/GM)

Approved by
Sign :
Name : Aye Min Htan
Position : COO
(COO)



TAXI CHARGES FORM

BU/BR/DIV Name : <u>Reman</u>					Department Name : <u>Production</u>		Cost	Remark
No.	Date	Name	Description	Departure Time	Routes			
					From	To		
	6/12/23	Ye Myint Myat	Go to Mawlamyaing	7:00-8:30	Tarskayta	Aungmyethar	20,000 ✓	
	6/12/23	Ye Myint Myat	Machine Inspection	4:00-4:30	MLM Bus station	Office	5,000 ✓	(20,000 carry)
	8/12/23	Ye Myint Myat	Collected damage component because break down machine	16:00-17:30	Office	Job Site (NKC) (hrung)	15,000 ✓	
	8/12/23	Ye Myint Myat	Back to Job Site (NKC)	5:00-6:30	Job Site (NKC)	Office	15,000 ✓	
	11/12/23	Ye Myint Myat	Making PR and collected damage part	9:00-10:30 6:00-6:30	Office Job Site (NKC)	Job Site (NKC) Office	39,000 ✓	
	14/12/23	Ye Myint Myat	Go to MLM Bus station	8:00-8:30	Office	MLM Bus station	5,000 ✓	(20,000 carry)
	14/12/23	Ye Myint Myat	Back to Mawlamyaing	5:00-6:30	Aungmyethar	Tarskayta	20,000 ✓	
Total Taxi Charges							119,000 ✓	

Requested by
 Sign : [Signature]
 Name : Shwe Tin
 Dept. : Admin
 (Requestor)

Acknowledged by
 Sign :
 Name : Nandar Aye
 Dept. : HR
 (HR/Admin)

Acknowledged by
 Sign : [Signature]
 Name : Ks. Phya
 Dept. : OH
 (OH)

Approved by
 Sign : [Signature]
 Name : Aung Hen Win
 Dept. : GM
 (ABOH/BOH/AGM/GM)

Acknowledged by
 Sign : [Signature]
 Name : Kyaw Kyaw Win
 Dept. :
 (HO-GA)

