



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Toe Wai Phyo	Estimated Date of Travel	14.11.2024 and 25.11.2024	
Position & Rank	Operator	Total Day	12 Days	
BU/BR/DIV, Dept	PG/Rental	Destination	Ngwe Saung	
Purpose	Stand by operator			
Travelling Permit				
Arrival Place	Ngwe Saung			
Actual Date & Time of Travel	14.11.2024 and 25.11.2024 (8:00 AM~17:00 PM)			
Total Day	12 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	
14.11.2024 and 25.11.2024	TA for Total - 12 Days (12 x 15000)	180,000		
	Express charges	15,000		
	Matador 500 KVA			
	Model : VP-550S			
	Sr:No: 2306056			
	Customer :Ocean Blue			
Total Expense (Kyats/USD)		195,000		
Cash Advance (Kyats/USD)				
Balance Refund/Additional(Kyats/USD)		195,000		
Job Report Status	Name	Position	Date	Sign
Authorization	Kyal Sin Thway	Staff	04.12.2024	<i>Kyal</i>
Prepared by	Aung Ko Oo	D.H	04.12.2024	<i>Aung</i>
Approved by Dept Head	Soe Htet Tin	A.G.M	04.12.2024	
Approved by GM/AGM/COO	Zaw Min Myat	ACOO	04.12.2024	
Acknowledged by related Superior for Job Report	Phyo Wai Nyein	A D.H	04.12.2024	<i>Phyo</i>
HR check & approved				
Cash received				
Remark				



ကန်တိုင်းအောင်

KANHTOO AUNG AIR-CON EXPRESS

မြန်မာ့အာမခံလုပ် အာဆင့်မြို့ခရီးအည်ပို့ဆောင်ရေး

ရန်ကင်း (YANGON) - ပုသိမ် (PATHEIN)

သွားမည့်ရက် 26.11.24

အမည်	ထိုင်ခုံအမှတ်	ယာဉ်ထွက်ရန်
တိုးဝေဖြူး	16	6:30 AM

မှတ်ချက်။ ။ ယာဉ်မထွက်ခွာမီ (၃၀) ကြိုတင် အရောက်လာရမည်။ ဝယ်ပြီးလက်မှတ် ငွေပြန်မအောင်းပါ။



TRAVELLING REPORT

Date : 14.11.2024.....

Report To	DH	
Employee Name	Toe Coai Phye	
Position	AGM/GM	
Department	Rental	
Business	PC	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From Yangon To Ngwe Saung	
	2. From Ngwe Saung To Yangon	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
14.11.2024 to 25.11.2024	<p>We go to ngwe saung, arrival to job site, we use crane machine area place is ok. And we lead wire connect, daily inspection and fuel filling is ok. So we test run the machine is ok. Lead with use customer testing is ok. Report to DH. Daily report to rental operation job site group and DH. Everything is ok. Customer using machine lead Amphere report to DH and operation group. Machine condition is ok. Daily inspection report to DH.</p>	

Reported by
 Sign :
 Name : Toe Coai Phye
 Position : AGM/GM

Checked by
 Sign :
 Name : Aung Ko Oo
 Position : DH
 (DH/AGM/GM)

Approved by
 Sign :
 Name :
 Position :
 (COO)