



TRAVEL ADVANCE CLEAR FORM

Cash Advance		Estimated Date of Travel		24.8.2024 to 29.8.2024	
Requester Name	Ko Aung Mye Thaw	Total Day	6 Day		
Position Rank	CE-4	Destination	YEN to DWT		
Purpose: customer visit & complain for CE-4					
Traveling Detail					
Arrival Place	Dawei				
Actual Date & Time of Travel	24.8.2024 to 29.8.2024				
Total Day	6 Day				
ID Name	Naw Ni Nee Aye				
ID Sign					
ICM/Authorized Person Name	Khin Ma Mei				
ICM/Authorized Person					
Advance Clear					
Actual Date & Time of Travel	24.8.24 ~ 29.8.24		Total Day	6 days	
Departure Date & Time	24.8.2024		Arrival Date & Time	29.8.24 (8:00 AM)	
			Total Amount		
Date	Description	Kyats		USD	
24.8.2024	TA charges (6 days x 15,000K)	90,000		✓	
29.8.2024					
25.8.2024	Hotel charges (32,000 x 4 + 4,000)	132,000		✓	
29.8.2024					
27.8.2024	Car fuel charges for 23-8443 (way visit used) (Dawei BA vehicle)	40,000			
Total Expense (Kyats/USD)		262,000			
Cash Advance (Kyats/USD)		255,000			
Balance Refund/Additional (Kyats/USD)		7,000			
Job Report Status					
Authorization	Name	Position	Date	Sign	
Prepared By	Yu Yu Hlaing Hlaing	Staff	5.9.24		
Approved By Dept Head	Wutt Yee Aung	AGM	6.9.24		
Approved By GM/AGM/COO	Zaw Min Myat	AGM	23.8.24		
Acknowledged by related Superior for Job Report	Wutt Yee Aung	AGM			
HR Check & Approved	Yu Yu Hlaing Hlaing	Staff	5.9.24		
Cash Received	Aung Mye Thaw	OM	6.9.24		
Remark					

04-CFD-CAS-FRM-006-02



TRAVELLING REPORT

Date :

Report To	COO, GM	
Employee Name	Aung Kyaw Thu	
Position	OMJ	
Department	Management.	
Business	CG-4	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	24.8.2024 (7:00 AM)	29.8.2024 (2:00 PM)
Total Days	6 days	
Trip Information	1. From To	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
27.8.2024	Customer visit with Ko Win Zaw Htoo	Hitachi customer.
28.8.2024	Coaching with Sale teams and product knowledge sharing. - Dawei political situation is unstable. Market situation is cold.	
29.8.2024	Come back Yaw.	

Reported By
 Sign :
 Name :
 Position :

Checked by
 Sign :
 Name : Wutt Yee Aung
 Position : AGM
 (DH/AGM/GM)

Approved by
 Sign :
 Name :
 Position :
 (COO)

05-CHL-HRM-FRM-064-01



TRAVELLING REPORT

Date :

Report To	COO, GM	
Employee Name	Aung Kyaw Thu	
Position	QM	
Department	Management.	
Business	CG-4	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days	6-Days.	
Trip Information	1. From To	
	2. From To	
	3. From To	
Purpose For Travelling	Delco Engine overhaul case and Branch visit.	
Travel Date	Activities	Remark
24.8.2024 to	Go to Daei and job site (Kanpauk).	
26.8.2024	I meet with customer, Customer Request is warranty not given, Machine inspection and Repair within End of Sept. Therefore, discuss with the customer negotiated time and Request next chance. Customer is accept. Customer have next project. He is interested	Delco

Reported by
 Sign :
 Name : A. A. A. A.
 Position :

Checked by
 Sign :
 Name : W. Y. A.
 Position : AGM
 (DH/AGM/GM)

Approved by
 Sign :
 Name : A. A. A. A.
 Position : COO

05-CHL-HRM-FRM-064-01