

Common purpose

GENERAL EXPENSE CLAIM FORM

Exp. COP-2024-12-00047



Company Name : CE-S

Department Name : Service

No.	Date	Name	Description	Amount	Remark
1	23.11.2024	Ye Myo Min	OT charges for machine	10800	
		Ang Khant Thu	repair at COP yard	10800	
		Thura Aung	ME 220 & 1U # 2402422	10800	
		Kyaw Khing Co		10800	
2	25.11.2024	Ye Myo Min	OT charges for machine	9600	
		Kyaw Khing Co	repair at Cop yard 2402422	9600	
Total Amount				62400/-	

Requested by: Name: Non Tin Wai Hlaing (Requester)

Approved by: Name: Tin Zin Hlaing (Department Head)

Checked by: Name: Ang Thee Win (Related FNA/Corp FNA)

Approved by: Name: Moe Thee Win (GM/AGM/GM)

Approved by: Name: Moe Thee Win (ACOO/COO/MD/YCM)

02-COP-FNA-FRM-001-01



OVERTIME REQUEST FORM

BU/BR/DIV Name : CE-S

Department Name : Service

Reason for Overtime : machine repair

No.	Date	Name	Position Level	Time		Hours	Amount	Remark	
				From	To				
1	25.11.2024	Ye Myo Min	SA	9:00 Am	6:00 Pm	8:00	9600/-	Machine	
2	25.11.2024	Kyaw Khing Co	Mechanic	9:00 Am	6:00 Pm	8:00	9600/-	Repair ME 220 & 1U # 2402422 at copyard	
(4 sign on and 2 sign on break)									
Total Hours						16 hr	19200/-		
Total Amount									

Requested by: Name: Non Tin Wai Hlaing (Requestor)

Approved by: Name: Ko Tin Zan Oo (DH)

Approved by: Name: Ang Thee Win (GM/AGM/COO)

Checked by: Name: Moe Thee Win (HR)

05-CHL-HRM-FRM-020-05



OVERTIME REQUEST FORM

BU/BR/DIV Name : CE-5
 Department Name : Service
 Reason for Overtime : machine Repair

No.	Date	Name	Position Level	Time		Hours	Amount	Remark
				From	To			
1	29.11.2024	Yee Myo Min	SH	8:30 AM	6:30 PM	9:00	10800	machine
2	"	Ang Khut Thi	mechanic	8:30 AM	6:30 PM	9:00	10800	repair at
3	"	Thura Ang	"	8:30 AM	6:30 PM	9:00	10800	cap yard
4	23.11.2024	Kyau Khing Co	"	8:30 AM	6:30 PM	9:00	10800	mf 2302
				(4 hours: 215 of phone Break)				02422
						Total Hours	36 hrs	43200
						Total Amount		

Requested by
 Sign :
 Name : Nan Tin Wai Hlaing
 (Requestor)

Approved by
 Sign :
 Name : Tint San Oo
 (DH)

Approved by
 Sign :
 Name : Ang The Win
 (GM/AGM/COO)

Checked by
 Sign :
 Name : Moe Thazin
 (HR)