



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Myo Myint Aung	Estimated Date of Travel	16.08.2024 ~14.09.2024	
Position & Rank	Operator	Total Day	30 Days	
BU/BR/DIV, Dept	PG/Rental	Destination	Mudone Job Site	
Purpose	Mudone Job Site			
Travelling Permit				
Arrival Place	Latputta Job Site			
Actual Date & Time of Travel	16.08.2024 ~14.09.2024	(07:00AM~5:00 PM)		
Total Day	30 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	
16.08.2024 ~14.09.2024	Total Days 30 Days (30 x 10,000)	300,000		
	Model : VP-375S, VP 385S			
	Sr:No: 2013455286 ,23065052			
	Customer : Daw Ahmay			
	Total Expense (Kyats/USD)	300,000		
	Cash Advance (Kyats/USD)	-		
	Balance Refund/Additional(Kyats/USD)	300,000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Hnin Yu Yu Khine	Staff	24.09.2024	
Approved by Dept Head	Aung Ko Oo	D.H	24.09.2024	
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M	24.09.2024	
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	24.09.2024	
HR check & approved	Phyo Wai Nyein	A.D.H	24.09.2024	
Cash received				
Remark				



TRAVELLING REPORT

Date: 16.9.2024

Report To	DH	
Employee Name	Myo Myint Aung	
Position	Operator	
Department	Rental	
Business	PG BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	16.8.2024	14.9.2024
Total Days	30 Days	
Trip Information	1. From Y.M. To Mudone	
	2. FromTo	
	3. FromTo	
Purpose For Travelling	Stand by Operator.	
Travel Date	Activities	Remark
16.8.2024 to 14.9.2024	Daily Machine Hours and Machine Condition send to DH, Weekly and Monthly Report to DH, Machine Weekly Maintenance Inspection, Machine Regular Service Inspection, Monthly Report send to DH.	

Reported by
 Sign : *[Signature]*
 Name : Pyae Phyo Kyaw
 Position : Operator

Checked by
 Sign : *[Signature]*
 Name : Aung Ko Oo
 Position : DH

Approved by
 Sign :
 Name :
 Position :

(DH/AGM/GM)

(COO)