



TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Min Aung Lin	Estimated Date of Travel	27.3.25 (8:00pm) to 30.3.25 (6:00pm)
Position Rank	Mkt Sr. Staff	Total Day	3 days
DUIR/DIV. Dept	CE3 CMC	Destination	
Purpose	Market Visit, Customer Issue Care		
Traveling Permit			
Arrival Place	MIL		
Actual Date & Time of Travel	27.3.25 (8:00pm) to 30.3.25 (6:00pm)		
Total Day	3 days		
HR Name	Thint Thint Thu		
HR Sign	<i>[Signature]</i>		
DOIV/Authorized Person Name	Aung Myo Swe		
DOIV/Authorized Person	<i>[Signature]</i>		
Advance Clear			
Actual Date & Time of Travel		Total Day	
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
27.3.25	Travelling Charges (3 x 15000)	45000	✓
30.3.25	Ticket Charges (YAN to MIL)	30000	✓
	(MIL to YAN)	30000	✓
	Taxi Charges (HLY to Aungmyingalar)	20000	✓
	(Aungmyingalar to HLY)	20000	✓
	Total Expense (Kyats/USD)	145000	✓
	Cash Advance (Kyats/USD)	0	
	Balance Refund/Additional (Kyats/USD)	145000	
Job Report Status			
Authorization	Name	Position	Date
Prepared By	Zin Myo Nwe	SH	24/4/25
Approved By Dept Head	Aung Kyaw Thu	OM	24/4/25
Approved By GM/AGM/COO	Zin Aung	ARM	24/4/25
Acknowledged by related Superior for Job Report	Aye Min Htoon	VCM	24/4/25
HR Check & Approved	Thint Thant Oo	HR	24/4/25
Cash Received			
Remark			

04-CFD-CAS-FRM-006-02

[Handwritten notes and signatures]
 25/04/25
 Amintee



No.583-592,Bo Aung Kyaw Street,Yangon-Pathein High Way Road,Hlaing Thar Yar Township, Yangon, Myanmar.

Print Date : 23-Apr-2025

Taxi (Bus,Motorcycle,3-wheel etc...) Charges Form

No	Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	State	Remark
1	2025-03-30	Construction Equipment 3	Marketing & Sales Support	Yan Naing Linn(4)	MTL Trip	06:00	Aung Mingalar	Hlaing Thar Yar	20,000	20,000	GA Manager Approved	Market Visit,Customer Take Care
2	2025-03-27	Construction Equipment 3	Marketing & Sales Support	Yan Naing Linn(4)	MTL Trip	06:00	Hlaing Thar Yar	Aung Mingalar	20,000	20,000	GA Manager Approved	Market Visit,Customer Take Care

Zu Mye Xlwe

Hnin Thant²00 HR

Hnin Nu Shwe FVA

Zo Aung AGM.