



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Toe Toe	Estimated Date of Travel	6.11.2024 ~5.12.2024	
Position & Rank	Operator	Total Day	30 Days	
BU/BR/DIV, Dept	PG/Rental	Destination	Mawlamyine	
Purpose	Stand By Operator			
Travelling Permit				
Arrival Place	Mawlamyine			
Actual Date & Time of Travel	6.11.2024 ~5.12.2024	(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
6.11.2024 ~5.12.2024	TA for Total Days (30 Days x 10000)		300,000	/
	Taxi Charges		20,000	/
	Matador 500 KVA			
	Model : VP550S			
	Sr.No: 2016071530			
	Customer : Shwe War Myay			
	Total Expense (Kyats/USD)		320,000	/
	Cash Advance (Kyats/USD)			
	Balance Refund/Additional(Kyats/USD)		320,000	/
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Hnin Yu Yu Khine	Staff	04.12.2024	<i>Kyul</i>
Approved by Dept Head	Aung Ko Oo	D.H	04.12.2024	<i>[Signature]</i>
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M	04.12.2024	
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	04.12.2024	
HR check & approved	Phyo Wai Nyein	A D.H	04.12.2024	<i>Phyo</i>
Cash received				
Remark				



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No.589-592,Bo Atung Kyaw Street,Yangon-Pathein High Way Road,Hlaing Thar Yar Township, Yangon, Myanmar.

Print Date : 03-Dec-2024

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	2024-11-06	Power Generator	Rental	Toe Toc(2)	Stand by operator customer job site Customer-Siwe Wah Myay Location-Mawlamyine Model-VP550S Sr.No-2016071530 KVA-500	03:00	Hlaing Thar Yar , Phayaz Road	Aung Mingalar Bus Terminal	20,000	20,000	GA Manager Approved	Rental achievement-10800000/-



TRAVELLING REPORT

Date : 6.11.2024

Report To	DH	
Employee Name	Toe Toe	
Position	Operator	
Department	Rental	
Business	PG	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From Yangon To Mawlamyine	
	2. From Mawlamyine To Yangon	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
6.11.2024 to 3.12.2024	<p>We arrival to job site, machine area place is ok. load wire connect and fuel filling is ok. Report to rental operation and DH. We check daily inspection. Everything is was all ok. so we test run the machine load with use is ok. Report to DH. Regular service maintenance test run checking report to DH. Daily report and weekly report to DH and operation group.</p>	

Reported by
Sign : *Toe Toe*
Name : Toe Toe
Position : Operator

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

(DH/AGM/GM)

Approved by
Sign :
Name :
Position :

(COO)