



TRAVEL ADVANCE CLEAR FORM


Cash Advance				
Employee Name	Aung Aung	Estimated Date of Travel	1.10.2024 ~ 31.10.2024	
Position & Rank	Operator	Total Day	31 Days	
BU/BR/DIV, Dept	PG/Rental	Destination	Latputta	
Purpose	Stand by operator (Extension) at Job site			
Travelling Permit				
Arrival Place	Latputta			
Actual Date & Time of Travel	1.10.2024 ~ 31.10.2024	(08:00AM~5:00 PM)		
Total Day	31 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	
1.10.2024 ~ 31.10.2024	Total Days 31 Days (31 x 10,000)	310,000		
	Matador 250 KVA			
	Model : DE275D5			
	Sr:No: A167084			
	Customer : Aqua King Groups			
Total Expense (Kyats/USD)			310,000	
Cash Advance (Kyats/USD)				
Balance Refund/Additional(Kyats/USD)			310,000	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Kyal Sin Thway	Staff	16.11.2024	
Approved by Dept Head	Aung Ko Oo	D.H	16.11.2024	
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M	16.11.2024	
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	16.11.2024	
HR check & approved	Phyo Wai Nyein	DH	16.11.2024	
Cash received				
Remark				

TRAVELLING REPORT


Date :

Report To	DH	
Employee Name	Aung Aung	
Position	Operator	
Department	Rental	
Business	PG	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	1.10.2024	31.10.24
Total Days		
Trip Information	1. From <u>YGN</u> To <u>Latputta</u>	
	2. From To	
	3. From To	
Purpose For Travelling	Stand by operator	
Travel Date	Activities	Remark
1.10.2024 to 31.10.2024	Daily Machine inspection checking. Engine oil, water, air checking and sent to report. Machine start hours and stock hours sent to DH, weekly inspection report, Machine regular service, Machine cleaning. Daily and Weekly Report sent to DH.	

Reported by

 Sign : 
 Name : Aung Aung
 Position : Operator

Checked by

 Sign : 
 Name : Aung Aung
 Position : DH

Approved by

 Sign :
 Name :
 Position :

(DH/AGM/GM)

(COO)