



# CASH ADVANCE CLEAR FORM

Date : 28.1.2024

BU/BR/Division : CE-ABU

Department : Service

Advance Issue : 100000 Kyats/.....USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 <sup>st</sup> Time Advance	12.1.24	ADV20240100		100000	Advance clear TA
2	2 <sup>nd</sup> Time Advance		07		2	charges for PTN Branch
3	3 <sup>rd</sup> Time Advance					Support Job.(EC290BP)
Total Advance					100000	Hydraulic Function slow
Total Actual					110000	PIC - Zaw Min Htun
Balance Refund/Additional					10000	

Request By

Checked By

Checked By

Approved By

Approved By

*yur*

*Long*  
AKM  
Telegram Approved

*hain*

*Watt Yee Aung*  
WAKI

*Watt Yee Aung*  
31/01/2024  
Amintan

Requester

Mgr/DH

Finance & Account

GM/AGM/COO

CMC

Htet Htet Yoon  
Wutt Hlwar

Aung Ko Min

Hnin Nwe Win

Wutt Yee Aung

04-CFD-CAS-FRM-002-03



## TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Zaw Min Htun.	Estimated Date of Travel	12.1.2024 To 23.1.2024	
Position & Rank	3, Tech Support	Total Day	12 Days	
BU/BR/DIV, Dept	CE1BU (Service)	Destination	Yangon to Patheingyi	
Purpose	For branch support; job EC290B1C hydraulic junction slow and main pump overhaul.			
Travelling Permit				
Arrival Place	Patheingyi			
Actual Date & Time of Travel	12.1.2024			
Total Day	12 Days			
HR Name				
HR Sign				
BOH/Authorized Person Name				
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	12.1.2024 (6:00AM) to 23.1.2024 (15:30PM)	Total Day	12 days	
Departure Date & Time	12.1.2024	Arrival Date & Time	23.1.2024	
Date	Description	Total Amount		
		Kyats	USD	
12.1.2024	Car Ticket from YGN To PTN	10000	✓	
23.1.2024	Car Ticket from PTN to YGN	10000	✓	
12.1.2024	HO to Dagon Aye Yar Bus Station Taxi charges	3000	✓	
23.1.2024	Dagon Aye Yar Bus Station to HO Taxi charges	3000	✓	
12.1.2024 ~ 23.1.2024	TA charges (12 Days x 7000)	84000	✓	
<b>Total Expense (Kyats/USD)</b>		110000	✓	
<b>Cash Advance (Kyats/USD)</b>		100000	✓	
<b>Balance Refund/Additional (Kyats/USD)</b>		10000	✓	
Authorization	Name	Position	Date	Sign
Prepared by	Htet Htet Yoon Wutt Hkay	Admin	26.11.2024	
Approved by Dept Head	Aung Ko Min	D.H	27.1.2024	Telegram Approval
Approved by GM/AGM/COO	Wutt Yee Aung	G.M	29.1.2024	
HR check & approved	Mor Mor Oo	SH	29.1.2024	
Cash received				
Remark				



## TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Zaw Min Tun	Estimated Date of Travel	12.1.2024 To 23.1.2024	
Position Rank	3	Total Day	12 Days	
BU/BR/DIV, Dept	CE 1 BUC Service	Destination		
Purpose				
Travelling Permit				
Arrival Place	Patheingyi			
Actual Date & Time of Travel	12.1.2024			
Total Day	12 Days			
HR Name	Phone Min Khant			
HR Sign				
BOH/Authorized Person Name	Chit Oo Maung			
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel		Total Day		
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
12.1.2024	Cas Ticket from YGN To PTN	10000		
23.1.2024	Cas Ticket from PTN To YGN	10000		
	TA for 12.1.2024 To 23.1.2024			
	7000 x 12 Days		84000	
	Total Expense (Kyats/USD)		204000	
	Cash Advance (Kyats/USD)			
	Balance Refund/Additional (Kyats/USD)			
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By				
Approved By Dept Head	Chit Oo Maung	ABOH	25/1/2024	
Approved By GM/AGM/COO				
Acknowledged by related Superior for Job Report				
HR Check & Approved	Phone Min Khant	Admin head	25/1/2024	
Cash Received				
Remark				

# TRAVELLING REPORT

Date : 26/01/2024

Report To	Aung Kyaw Thu, Wutt Yee Aung.	
Employee Name	Zaw Min Tun.	
Position	Service Tech-Support	
Department	Service.	
Business	CE-1 BLI	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	12-01-2024 (7:30 AM)	23-01-2024 (16:00)
Total Days		
Trip Information	1. From Yangon To Patheingyi	
	2. From Patheingyi To Yangon	
	3. From ..... To .....	
Purpose For Travelling	Go to service supporting for EC-290BLC, Problem machine cannot working hydraulic function & do main pump overhaul.	
Travel Date	Activities	Remark
12.01.2014.	- Go to Patheingyi branch and after lunch we go to check machine can't work hydraulic function.	
13.01.2014.	- We go to check hydraulic function. did not strong and cannot lift loading.	
14.01.2014.	- We go to remove main pump and bring to office to do overhaul.	
15.01.2014.	- we disassembly main pump and checked broken part.	
16.01.2014.	- we cleaning main pump assembly and wait spare part (new).	
17.01.2014	- We reassembly main pump overhaul and prepare to install back on machine.	
18.01.2014.	- we go to install back main pump on the machine.	
19.01.2014.	- Machine test run and turbo <del>air</del> air outlet hose broken.	
20.01.2014.	- Install new turbo air outlet hose & test run the machine -	
21.01.2014.	- Monitoring the machine condition.	

Reported by

Checked by

Approved by

 Sign : 

Name : Zaw Min Tun

Position : Service

 Sign : 

Name : Aung Ko Min

Position : D.H.

 Sign : 

Name :

Position :

22/01/2024

We changed other regulator and test run the machine. Machine condition is ~~can~~ changed problems. and need to change regulator (pipes). But customer still want to use the machine. as like this condition.

23/01/2024

I come back from Patheir Branch to Yangon.



# ကံထူးအောင်



KANHTOO AUNG AIR-CON EXPRESS



အဆင့်မြင့် ခရီးသည်ပို့ဆောင်ရေး

ယာဉ်အမှတ်

ရန်ကုန် (YANGON) ပုသိမ် (PATHEIN)

သွားမည့်ရက် 12.1.24

အမည်	ထိုင်ခုံအမှတ်	ယာဉ်ထွက်ချိန်
Zaw Min Htun	8	7:30 Am

မှတ်ချက်။ ယာဉ်မထွက်ခွာမှီ မိနစ်(၃၀)ကြိုတင် အရောက်လာရမည်။ ဝယ်ပြီးလက်မှတ်ငွေပြန်မအမ်းပါ။

### ခရီးသည်များလိုက်နာရန်စည်းကမ်းချက်များ

- ၁။ အစိုးရသတ်မှတ်ထားသော ဥပဒေမဲ့ပစ္စည်းများကို ကားပေါ်သို့လုံးဝ တင်ဆောင်ခွင့်မပြုပါ။
- ၂။ မိမိနှင့်အတူပါလာသော ပစ္စည်းများကို ကားပေါ်မှ မဆင်းမှီ သေချာစွာ စစ်ဆေးကြည့်ပါ။
- ၃။ ခရီးသည်တစ်ဦးလျှင် လက်ဆွဲအိတ်တစ်လုံးသာ ခွင့်ပြုပါမည်။
- ၄။ အကယ်၍ လက်ဆွဲအိတ်တစ်လုံးထက် ပိုမိုလျှင် ကားတင်ရန်နေရာရှိပါက တန်ဆာခပေးဆောင်ပြီးမှ တင်ဆောင်ရမည်။
- ၅။ တန်ဆာခ ပေးဆောင်ခြင်းမရှိသော ကုန်ပစ္စည်းများအတွက် မိမိတာဝန်သာဖြစ်သည်။
- ၆။ အချိန်လွန်ပြီးမှ ရောက်ရှိပါက လုံးဝငွေပြန်မအမ်းပါ။
- ၇။ အကြောင်းအမျိုးမျိုးကြောင့် ယာဉ်မထွက်နိုင်ပါက ဝယ်ယူထားသော လက်မှတ်များကို ငွေပြန်အမ်းပါမည်။
- ၈။ အသက်(၄)နှစ်မှစ၍ လက်မှတ်ဝယ်ပါ။
- ၉။ တိရိစ္ဆာန်များ တင်ဆောင်ခွင့်မပြု။

ရန်ကုန် (ခရီးစဉ်စိုက်) Ph : 09 421155911  
09 421155922

ပုသိမ် (မြို့တစ်စိုက်) Ph : 09 422454006  
09 422454007

ပုသိမ် (အဝေးပြေးစိုက်) Ph : 09 251196854

ဒီးက (မြဝတီစိုက်) Ph : 09 945488883

တန်ဆာခ ကျသင့်ငွေ- 10,000/-



# TAXI CHARGES FORM

BU/BR/DIV Name : CE-1 BU.

Department Name : CE-1 Service Dept;

No.	Date	Name	Description	Departure Time	Routes		Cost	Remarks	
					From	To			
1.	12-01-2024	Zaw Min Fan	For Branch Support to Patheingyi BR	6:00 AM.	HQ	Dagon Ayeeyar Bus Station	3000 MMK	✓	
2.	23-01-2024	Zaw Min Fan	For Branch Support to Patheingyi BR	15:30 PM	Dagon Ayeeyar Bus Station	HQ	3000 MMK	✓	
Total Taxi Charges								6000 MMK	

Requested by  
 Sign :   
 Name : Zaw Min Fan  
 Dept. : CE-1 Service Dept;

Acknowledged by  
 Sign :   
 Name : Kyu Kyu Ma  
 Dept. : Administration

Acknowledged by  
 Sign :   
 Name : Aung Ko Min  
 Dept. : CE-1 Service Dept;

Approved by  
 Sign :   
 Name : Aung Aung  
 Dept. : CE-1 Service Dept;

Acknowledged by  
 Sign :   
 Name : M19  
 Dept. : CE-1 Service Dept;

(Requestor)

(HR/Admin)

(DH)

(ABOH/BOH/ACM/GM)

(HO-GA)

Ko Aung Ko Min

last seen just now

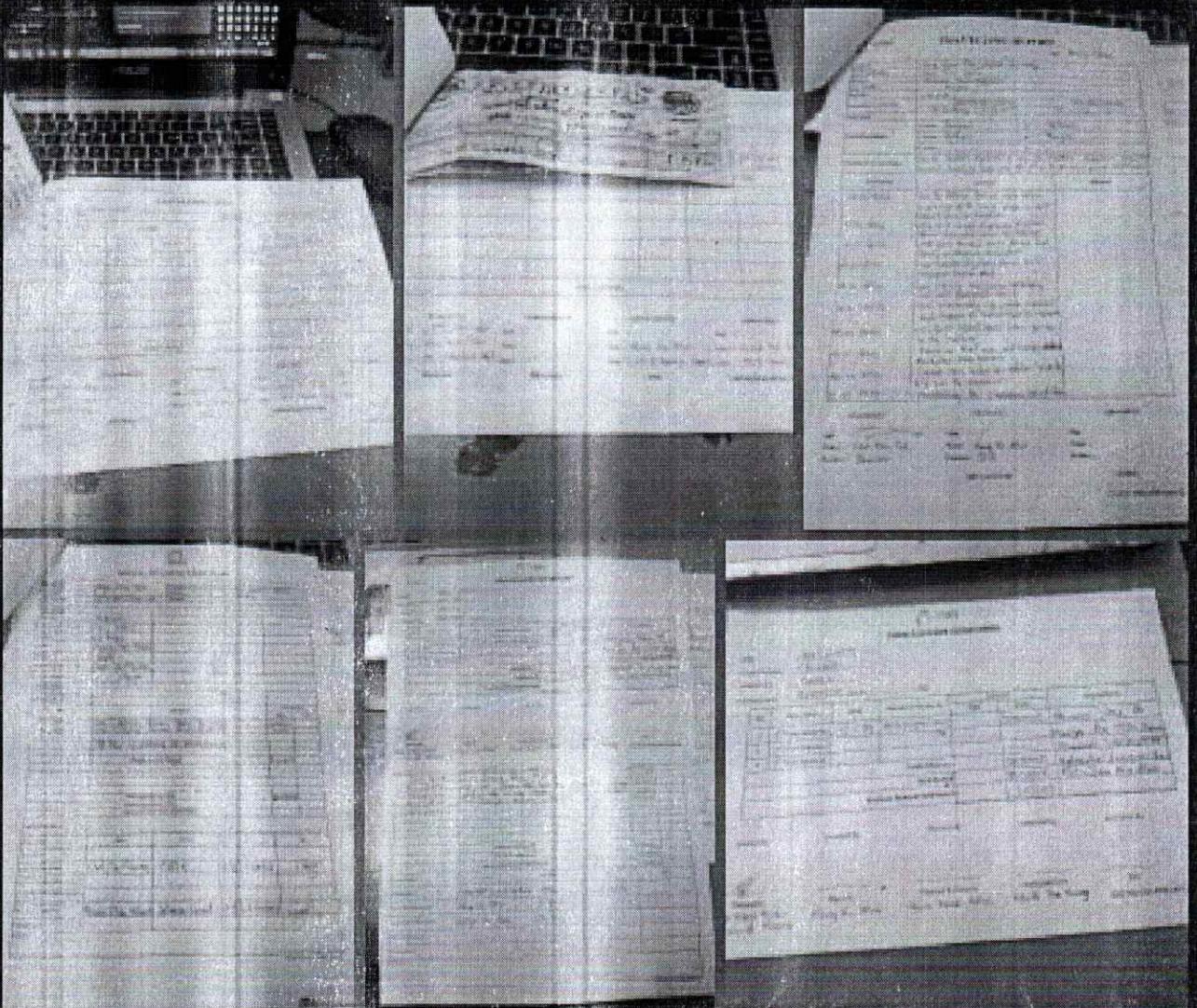


Service Team

4:24 PM



January 26



Advance clear for TA Charges PTN Branch Support job အတွက်  
ကျွန်ုပ်တို့ Approve လေးပေးပေးပါအုံးရှင်

edited 11:43 AM



January 27



Yoon Wutt Hlwar...  
Advance clear for TA C...

Approved.

9:38 AM

Wutt Yee Aung  
online



Machine Delivery Inspection OTအတွက် Approve လေးပေးပေးပါအုံးရှင်

8:24 AM ✓



Yoon Wutt Hlwar...  
Machine Delivery Insp...

Ok, approve it.

8:49 AM

January 27

TAXI CHARGES FORM

No.	Name	Description	Amount	Unit	Total	Remarks
1	PTN Branch	Branch Support	10000	1	10000	
2	PTN Branch	Branch Support	10000	1	10000	
Total Taxi Charges						

Approved by: [Signature]      Approved on: [Date]

Approved by: [Signature]      Approved on: [Date]

Branch Support for PTN Branch PIC- Zaw Min Htun for Taxi charges  
အတွက် Approve လေးပေးပေးပါအုံးရှင်

11:15 AM ✓



Yoon Wutt Hlwar...  
Branch Support for PT...

Ok

11:37 AM

Write a message...

