



## TRAVEL ADVANCE CLEAR FORM

Employee Name	Kyaw Min Khaing	Estimated Date of Travel	3.2.2025 ~ 3.3.2025	
Position & Rank	Operator	Total Day	29 Days	
BU/BR/DIV, Dept	PG/Rental	Destination	Mawlamyaing	
Purpose	Stand By Operator at Job site			
<b>Travelling Permit</b>				
Arrival Place	Mawlamyaing			
Actual Date & Time of Travel	3.2.2025 ~ 3.3.2025	(08:00AM~5:00 PM)		
Total Day	29 Days			
HR Name				
HR Sign				
BOH/Authorized Person Name				
BOH/Authorized Person				
<b>Advance Clear</b>				
Actual Date & Time of Travel			Total Day	
Departure Date & Time			Arrival Date & Time	
Date	Description	Total Amount		
		Kyats	USD	
3.2.2025 ~ 3.3.2025	TA for Total Days = 29 Days (29 x 10000)	290,000		
	Taxi charges	20,000		
	Express charges	13,000		
	Matador 250 KVA			
	Model : DE275D5			
	Sr.No: A1607083			
	Customer : Royal Hinthar			
<b>Total Expense (Kyats/USD)</b>		<b>323,000</b>		
<b>Cash Advance (Kyats/USD)</b>				
<b>Balance Refund/Additional(Kyats/USD)</b>		<b>323,000</b>		
<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared by	Hsu Yee Htet	Staff	17.08.2025	<i>[Signature]</i>
Approved by Dept Head	Aung Ko Oo	D.H	17.08.2025	<i>[Signature]</i>
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M	17.08.2025	<i>[Signature]</i>
Acknowledged by related Superior for Job Report	Aye Min Htun	VCM		
HR check & approved	Phyo Wai Nyeln	ADH	19.3.2025	<i>[Signature]</i>
Cash received				
Remark				

# TRAVELLING REPORT

 Date : 2.09.2025

Report To	OH	
Employee Name	Keyaw Min Khainng	
Position	operator	
Department	Rental	
Business	PA	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	8.02.2025	8.08.2025
Total Days	09 days	
Trip Information	1. From <u>Yangon</u> To <u>Mawlamyayng</u>	
	2. From <u>Mawlamyayng</u> To <u>Yangon</u>	
	3. From ..... To .....	
Purpose For Travelling	Stand by operators	
Travel Date	Activities	Remark
8.02.2025  to  8.08.2025	We go to mawlamyayng, customer Royal hinthas hotel Matador 250 KVA (50-01607083) PDI and arrive to job site fuel Filling, daily inspection check report to send OH. And we test run the machine load site check and load use check send to rental job site operation group, engine oil check, coolant check, air cleaner cleaning checking, battery cros units check, machine start hour and stop hour send to OH. weekly inspection report, machine inspection cleaning and daily inspection report send to OH.	

Reported by

 Sign :   
 Name : Keyaw min khainng  
 Position : operator

Checked by


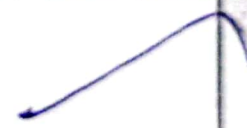
 Sign :   
 Name : Aung Wo  
 Position : OH

(DH/AGM/GM)

Approved by

 Sign :  
 Name :  
 Position :

(COO)

<b>Golden Mandalay</b> Express	 <b>SCANIA</b> Only	Destination ရောက်ရမည့် နေရာ မန္တလေးမြို့	Vehicle No: ယာဉ်နံပါတ် 0040731
Passenger Name နာမည်အမည် ကျော်မင်းဦး	Date of Issue ထုတ်ပေးသည့်နေ့ 3-3-25	Departure Date ခရီးသွားမည့်ရက်	
IRC No (or) Passport No ဝတ်ပုံတင်အမှတ် (သို့) နိုင်ငံကူးလက်မှတ်	Departure Time ထွက်ခွာချိန်	Departure Place ထွက်ခွာမည့်နေရာ	
Contact Phone No ကပ်သွယ်ရန် ဖုန်းနံပါတ်	Ticket Fare လက်မှတ်တန်ဖိုး 13000/-	Seat No ထိုင်ခုံအမှတ် 20	
Agents Signature ရောင်းဌာနလက်မှတ်			



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

Print Date : 17-Mar-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	2025-03-03	Power Generator	Rental	Kyaw Min Khaing (3)	Come back from customer job site Stand by operator job Customer-Royal Hinthar Location-Mawlamyaing	01:00	Aung Mingalar Bus Terminal	Hlaing Thar Yar, Kyansitthar House	20,000	20,000	GA Manager Approved	