



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Aung Aung	Estimated Date of Travel	1.11.2024 ~ 30.11.2024	
Position & Rank	Operator	Total Day	30 Days	
BU/BR/DIV, Dept	PG/Rental	Destination	Latputta	
Purpose	Stand by operator (Extension)			
Travelling Permit				
Arrival Place	Latputta			
Actual Date & Time of Travel	1.11.2024 ~ 30.11.2024	(08:00AM~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	
1.11.2024 ~ 30.11.2024	Total Days 30 Days (30 x 10,000)	300,000		✓
	Matador 250 KVA			
	Model : DE275D5			
	Sr:No: A167084			
	Customer : Aqua King Groups			
	Total Expense (Kyats/USD)	300,000		✓
	Cash Advance (Kyats/USD)			
	Balance Refund/Additional(Kyats/USD)	300,000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Kyal Sin Thway	Staff	4.12.2024	Kyal
Approved by Dept Head	Aung Ko Oo	D.H	4.12.2024	Aung
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M	4.12.2024	
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	4.12.2024	
HR check & approved	Phyo Wai Nyein	ADH	4.12.2024	Phyo
Cash received				
Remark				



TRAVELLING REPORT

Date : 1.11.2024

Report To	DH	
Employee Name	Aung Aung	
Position	Operator	
Department	Rental	
Business	PGA	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	1.11.2024	30.11.24
Total Days		
Trip Information	1. From YGA To Latputta	
	2. From To	
	3. From To	
Purpose For Travelling	Stand by operator	
Travel Date	Activities	Remark
1.11.2024 to 30.11.24	See arrival to job site, machine overall check hardware change receive is ok. Report to DH. Customer use load check is ok. Daily inspection and weekly inspection report to DH and rental operation group. Regular service report and maintenance report to job site stake send to DH and rental operation group. Machine condition is ok. Report to DH.	

Reported by
Sign :
Name : Aung Aung
Position : Operator

Checked by
Sign :
Name : Aung Aung
Position : DH
(DH/AGM/GM)

Approved by
Sign :
Name :
Position :
(COO)