



TRAVEL ADVANCE CLEAR FORM

Limit Amount	150000/-		(7:30Am)	(8:00Am)
Employee Name	Aye Min Thu		19.1.25	→ 19.1.25
Job Title	Unit Mechanic		1 day	
Department	PI BU			
Purpose	BHO BR support warranty machine repair			
Traveling Permit				
Travel Place	Bago			
Actual Date & Time of Travel	19.1.25 (7:30Am)			
Total Day	1 day			
HR Name				
HR Sign				
HR Authorized Person Name				
HR Authorized Person				
Advance Claim				
Actual Date & Time of Travel	19.1.25 (7:30Am)		Total Day	1 day
Departure Date & Time	19.1.25 (7:30Am)		Arrival Date & Time	19.1.25 (8:00pm)
Date	Description		Total Amount	
7:30Am - 8:00pm			Kyats	USD
19.1.25 → 19.1.25	For TA day ⇒ 1 day x 150000/-		150000/-	✓
	BHO car charges		20000/-	✓
	Taxi charges		30000/-	✓
	Total Expense (Kyats/USD)		590000/-	✓
	Cash Advance (Kyats/USD)		150000/-	✓
	Balance Refund Additional (Kyats/USD)		910000/-	✓
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Chit Bansa	SH	25.1.25	
Approved By Dept Head	Tint Naing	DH	27.1.25	
Approved By CSM/ADM/CEO	Soe Htet Tin	AGM		
Authorized by related Supervisors for Job Report				
HR Check & Approved	Phyo Wai Nyein	ADH	28.1.25	Phyo
Cash Received				
Remark				

winning

GENERAL EXPENSE CLAIM FORM



Company Name : winning way

Department Name : Service

No.	Date	Name	Description	Amount	Remark
1.	19.1.2025	Aye Min Thu	Kha Yay Pin Lam Khwal to Bago	60000.	n/a:m:eg:
2.	19.1.2025	Aye Min Thu	Bago to Kha Yay Pin Lam Khwal	60000.	
Total Amount				120000.	

Requested by

Approved by

Checked by

Approved by

Approved by

Signature :

Lwin² Aung

Soe Htet Tin

Name :

Chit Pongsa

Tint Nang

(Related FNA/Corp FNA)

(OM/AGM/GM)

(ACOO/COO/MD/VCN)

(Requester)

(Department Head)



No. 89-592 (B), Aung Mye Thar Street, Thimay Park, High Way Road, Hlaing Tharyar Township, Yangon, Myanmar

Print Date : 27 Jan 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	2025-01-19	Power Generator	Service	Aye Mye (Bus 2)	BGA (under 20000)	17:00	100 (H H Y)	100 (H H Y) Kiywal	10,000	10,000	GA Manager Approved	
2	2025-01-19	Power Generator	Service	Aye Mye (Bus 2)	BGA (under 20000)	20:00	100 (H H Y) Kiywal	100 (H H Y)	10,000	10,000	GA Manager Approved	



TRAVELLING REPORT

Date 25.1.25

Report To	COO	
Employee Name	Aye Min Thu	
Position	Junior mechanic	
Department	SRV	
Business	Pa	
Departure & Arrival	Departure Date And Time	Arrival Date and Time
	19.1.25 (7:30Am)	19.1.25 (8:00Pm)
Total Days	1 day	
Trip Information	1. From YAN	To Bago
	2. From	To
	3. From	To
Purpose For Travelling	BGO/NLP BR support	
Travel Date	Activities	Remark
19.1.25	Go to BGO BR customer - U Ye Min Htun Model - MC-350B SR.no - 2303041 Problem - oil pressure low shutdown alarm (warranty machine)	PSG/ITR/ES/02/0088

Reported by
 Sign : *[Signature]*
 Name : Aye Min Thu
 Position : Junior Mechanic

Checked by
 Sign : *[Signature]*
 Name : Aint Naing
 Position :

Approved by
 Sign :
 Name :
 Position :

(DH/AGM/GM)

(COO)