

# CASH CLAIM FORM

UMG

Date : 20.3.2024

BU/BR/Division : CE-1 BU

Department : Service

Issue Amount : 194,000.00 Kyats/

Budget include (or) Not :

Yes  Budgeted Title and Amount :

No  Reasons for :

**Required For:**

For Branch support job NPT. Customer - MR WAN CE850DL# 2701035 )  
Problem - Fuel Injection Alarm. PIC - Zaw Min Htun.

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး သေချာစွာစုံစမ်းစစ်ဆေးတွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။  
(The amount requested must be properly calculated, checked and verified by respective authorized person)

(၂) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက၊ သက်ဆိုင်ရာ၊  
တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည့် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်

(If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By	Checked By	Checked By	Approved By	Approved By
Requester	Mgr/DF	Finance & Account	GM/AGM/COO	CMC/CEO/Chairwoman

Phyu Phyu Win      Aung ko Min      Phye Min Thaw      Khin Yee Aung  
 Aung kyaw Thu  
 Telegram Approved

04-CFD-CAS-FRM-005-03



### TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>		Estimated Date of Travel	3.3.2024 ~ 15.3.2024
Employee Name	Zaw Min Htun	Total Day	12 days
Position Rank	Tech. Support	Destination	Naypyitaw
BU/BR/DIV. Dept	CE-ITU, Service		
Purpose			

<b>Travelling Permit</b>			
Arrival Place	Naypyitaw Branch		
Actual Date & Time of Travel	3.3.2024 ~ 15.3.2024		
Total Day	12 days		
HR Name			
HR Sign			
BOH/Authorized Person Name			
BOH/Authorized Person			

<b>Advance Clear</b>		Total Day	12 days
Actual Date & Time of Travel	3.3.2024 5:00PM ~ 15.3.2024 8:00AM	Arrival Date & Time	15.3.2024 8:00AM
Departure Date & Time	3.3.2024 5:00PM	Total Amount	

Date	Description	Total Amount	
		Kyats	USD
3.3.2024	Hlaingtharyar to Aungmyindalar Taxi charges	18000	-
15.3.2024	Aungmyindalar to Hlaingtharyar Taxi charges	18000	-
3.3.2024	Yangon to Naypyitaw car ticket (1 per)	19000	-
14.3.2024	Naypyitaw to Yangon car ticket (1 per)	19000	-
3.3.2024 ~ 15.3.2024	TA charges (12 days x 10000/-)	120000	-
Total Expense (Kyats/USD)		194000	-
Cash Advance (Kyats/USD)		-	-
Balance Refund/Additional (Kyats/USD)		194000	-

Job Report Status	
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Authorization	Name	Position	Date	Sign
Prepared By	Phye Phye Win	Admin	18.3.2024	
Approved By Dept Head	Aung ko Min	D.H	21.3.2024	
Approved By GM/AGM/COO	Wutt Kee Aung	G.M		
Acknowledged by related Superior for Job Report	Aye Min Htun			
HR Check & Approved	Mar Mar Oo	SH	21.3.24	
Cash Received				

Remark	
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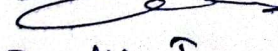


# TRAVELLING REPORT

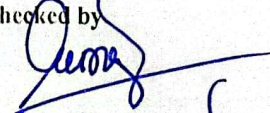
Date: 18.3.2024

Report To	Aung ko Min, Aung Kyun Thu, Lalatt Yee Aung	
Employee Name	Zaw Min Tun	
Position	Tech. Support	
Department	Service	
Business	CE-7	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	3.3.2024 5:00 PM	15.3.2024 8:00 AM
Total Days	12 days	
Trip Information	1. From Yangon To Naypyi Taw	
	2. From Naypyi Taw To Yangon	
	3. From ..... To .....	
Purpose For Travelling	for NPT branch support job. Customer - MR WAN CE035002 (#2301035) Problem - Fuel Injection Alarm.	
Travel Date	Activities	Remark
3.3.2024	we start go to Nay Pyi Taw branch. From Yangon.	start leave. 9:00 PM Bus.
4.3.2024	we go to job site.	leave 10:00, arrived 17:00.
5.3.2024	we changed common rail and test run the machine.	
6.3.2024	Monitoring the machine condition.	
7.3.2024	Injector no.6 broken and change other one injector from customer.	
8.3.2024	monitoring the machine condition.	
9.3.2024	Fuel feed pressure sensors broken and change new one.	
10.3.2024	Injector no.1 broken and change other one injector.	


Reported by

Sign :   
Name : Zaw Min Tun  
Position : Tech support

Checked by

Sign :   
Name : Aungko Min  
Position : Service  
(DII/AGM/GM)

Approved by

Sign :   
Name : Aung Hern Win  
Position : (COO)  
21/3/2024

- .2024 - monitoring machine condition and  
test run.
- 12.9.2024 - Injector no.5 broken and  
remove injectors to repair at shop.
- 19.9.2024 Go back from job site and arrived  
May Pyi Taw branch.
- 24.9.2024, Go to Yangon from May Pyi Taw.

To (သို့)  
Yangon  
Contact (ဖုန်းနံပါတ်)  
09446251532

Class/Type  
Bus No.(ကားနံပါတ်)  
Higer

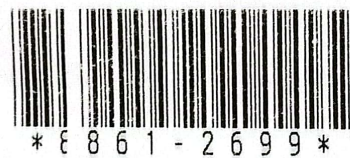
Booking Reference  
8861-2699  
Status  
CONFIRMED

Departure (ဝက်စွာ)  
Mar 14, 8:05 PM  
Gate (ဂိတ်)  
NA

Special Request (ပုဂ္ဂိုလ်ချက်)  
ဘေးအန္တရာယ်မရှိပါ။

Printed Time  
Mar 14, 4:01 PM

Passengers  
Total 19,000



Check-in 30 min before the departure time.  
ကားထွက်မီ မိနစ် 30 ကြိုတင်ရောက်ရှိရန် လိုအပ်ပါသည်။

Each passenger allowed one carry-on luggage.  
စီးသည်တစ်ဦးစီ ဝက်စွာအိတ်တစ်ခုအထိ ဖြည့်နိုင်ပါသည်။

No refund will be issued after the departure.  
ကားထွက်ချိန်လွန် ၂၄ နာရီကျော်ပြီး ဖြစ်ပါက အငွေမပြန်ပေးပါ။

ဝယ်ယူမှုအား ပြန်မရပါ။ မိမိနှင့် အတူပါလာသော ဗွေ  
ငွေများ မိမိနှင့် တွဲဖက် ဝယ်ယူပါ။ ပျောက်ဆုံးပါက တာဝန်မ  
ယူပါ။

Contact Phone: Call Center-09772 889  
998, YGN-095021, 181, NPT-09251251277, Meikhtila-09788  
885587, MDY-0912651991, Baan-09429291000, POL-09

5854  
andalarminn.com.mm

To (သို့)  
Naypyitaw (Bawga)  
Contact (စုံနိုးနီပိတ်)  
09446251532  
Seller (ခရီးသည်)  
No zaw min htun  
Seat(s) (နံပါတ်များ)  
28  
Class/Type  
High - High

Bus No.(ကားနံပါတ်)  
Booking Reference  
7032-4473  
Status  
CONFIRMED  
Departure (ထွက်ခွာ)  
Mar 03, 9:00 PM  
Gate (ဂိတ်)  
Aung Mingalar Bus  
Terminal  
Special Request (မှတ်ချက်)  
k

Printed Time  
Mar 03, 5:31 PM

Passengers	1
Total	19,000


Check-in 30 min before the departure time.  
ကာလတွက်မီ မိနစ် 30 ပြီးတင်ရောက်ရှိရန် လိုအပ်ပါသည်။  
Each passenger is allowed one carry-on luggage.  
ခရီးသည်တစ်ဦး၊ လက်ဆွဲအိတ်တစ်ခုအဖို့သာခွင့်ရှိပါသည်။  
No refund after the purchase.  
ဝယ်ပြီးလက်မှတ် ပြန်ပြန် မအပ်ပါ။

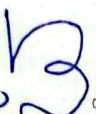
Contact Phone: CallCenter-09772 809  
998, YGN-095020181, NPT-09251251277, Meikhtila-09788  
885587.MDY-09402651991, Bagan-09429291000, PCL-09


TAXI CHARGES FORM


SS/PV Name : CE-1 GU


No	Date	Name	Description	Departure Time	Department Name : Service		Cost	Remark
					From	To		
1.	3.3.2024	Zaw Min Hkun	For NPT branch support job.	5:00 PM	Marngtharar	Aungmyindalar	18,000/-	
2.	15.3.2024	Zaw Min Hkun	"	6:30 AM	Aungmyindalar	Marngtharar	18,000/-	
Total Taxi Charges							36,000/-	

Requested by  
 Sign :   
 Name : Phyu Phyu Win  
 Dept. : Service  
 (Requestor)

Acknowledged by  
 Sign :   
 Name : Mus 260  
 Dept. : Administration  
 (HR/Admin)

Acknowledged by  
 Sign :   
 Name : Aung Mye Aung  
 Dept. : Service  
 (DH)

Approved by  
 Sign :   
 Name : Wut Vee Aung  
 Dept. : ABOH/BOH/AGM/GM  
 (ABOH/BOH/AGM/GM)

Acknowledged by  
 Sign :   
 Name : Wut Vee Aung  
 Dept. : ABOH/BOH/AGM/GM  
 (HO-GA)

TRAVEL ADVANCE CLEAR FORM

EMPLOYEE		Employer Name		Employment Date of Travel	
Employee Name		Caw Min Mar		3.3.2024 ~ 15.3.2024	
Position Rank		Tech. Support		Total Day	
DEPARTMENT Dept		CG-ITEL Service		12 days	
Purpose		CG-ITEL Service		Destination	
LIMITING PERIOD				Naypyitaw	
Arrival Place		Naypyitaw (Bank)			
Actual Date & Time of Travel		3.3.2024 ~ 15.3.2024			
Total Day		12 days			
HR Name		Tha Phya Aung			
HR Age		45			
ICRF Authorized Person Name		Phye Phye Thu Htoo			
ICRF Authorized Person					

ADVANCE CLEAR		Actual Date & Time of Travel		12 days	
Departure Date & Time		3.3.2024 5:00PM ~ 15.3.2024 8:00AM		Arrival Date & Time	
Date		3.3.2024 5:00PM		15.3.2024 8:00AM	
Date		Description		Total Amount	
				Kyats USD	
3.3.2024		Hlaingtharyar to Aungmyetharaya Taxi charges		18000	-
15.3.2024		Aungmyetharaya to Hlaingtharyar Taxi charges		18000	-
3.3.2024		Yangon to Naypyitaw car ticket (1 per)		19000	-
14.3.2024		Naypyitaw to Yangon car ticket (1 per)		19000	-
3.3.2024 ~ 15.3.2024		TA charges (12 days x 10000/-)		120000	-
Total Expense (Kyats/USD)				194000	-
Cash Advance (Kyats/USD)				-	-
Balance Refund/Additional (Kyats/USD)				194000	-

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Phyu Phyu Win	Admin	18.3.2024	
Approved By Dept Head	Aung ko Mon	D.H	21.3.2024	
Approved By GM/AGM/COO	Wutt Yee Aung	G.M		
Acknowledged by related Superior for Job Report	Aye Min Htoo			
HR Check & Approved	Mar Mar Oo			
Cash Received				
Remark				



Hnin Myat Thet

last seen recently



ADV Amt- 150,000/-

အတွက် MD office သိရှိကြောင်း  
Approved လေး ပေး ပေးပါအုံး ရှင့်

9:07 AM ✓✓

Ok 9:36 AM

ကျေးဇူးပါမမ 9:37 AM ✓✓

March 1

Hello အမ  
CE1 service ကပါ ရှင့်

ခရီးစဉ် - Naypyitaw  
သွားမည့် ဦးရေ - 1 ဦး (ကိုဇော်မင်းထွန်း)  
သွားမည့်နေ့ - (3-3-2024)  
သွားရမည့် case - Fuel Injection Alarm  
Customer name - MR WAN

Express car နဲ့ သွားမှာပါရှင့်

ADV Amt- 150,000/-

အတွက် MD office သိရှိကြောင်း  
Approved လေး ပေး ပေးပါအုံး ရှင့်

1:30 PM ✓✓

Phyu Phyu

Hello အမ CE1 service ကပါ ရှင့် ခရီးစဉ် -...

Ok

1:32 PM



Message

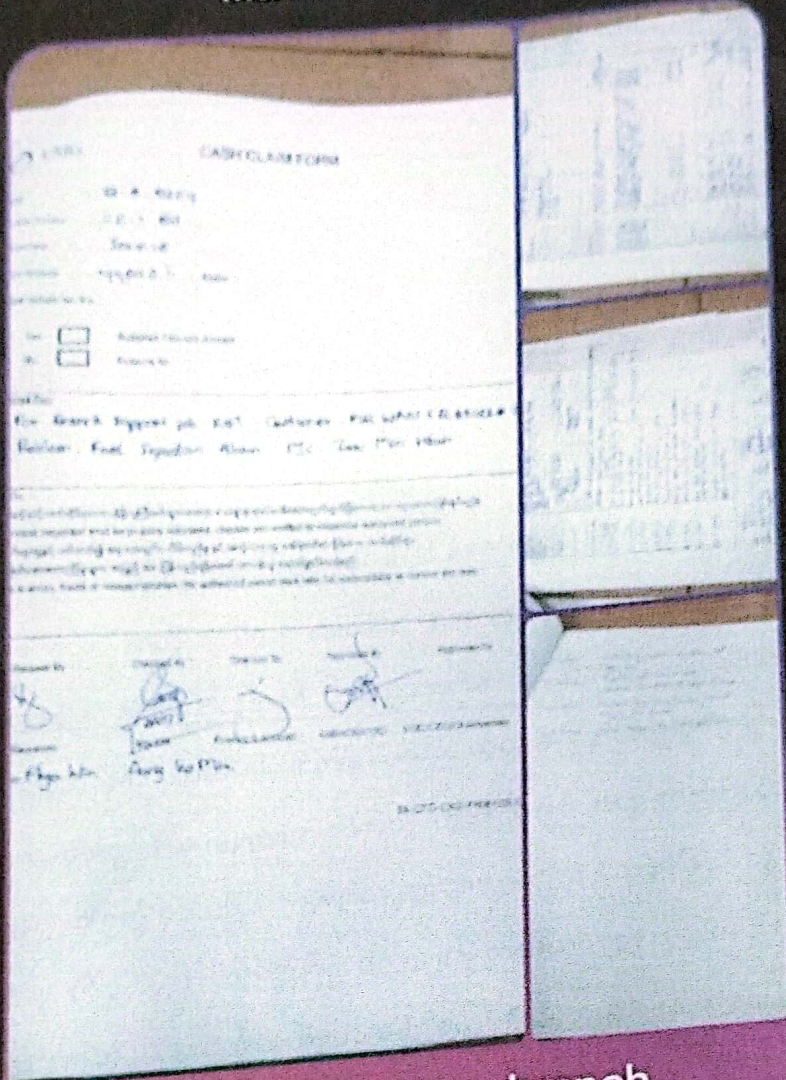




Ko Aung Kyaw Th  
online



March 21



Hello ကိုကြီး: Naypyitaw branch  
support job ကိုထေးမင်းထွန်း သွား  
ထားတဲ့ TA ပြန် claim. ဖွဲ့ရန်အတွက်  
Approved ပေး ပေးပါအုံးရှင်

4:03 PM ✓



Phyu Phyu

Hello ကိုကြီး: Naypyitaw branch supp...

Pls proceed

4:05 PM

Message

