



CASH ADVANCE CLEAR FORM

Date : 20.7.2024

BU/BR/Division : IS BU

Department : Service

Advance Issue : 500000 Kyats/ USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance	8.7.2024	UBG-IS-2024		500000	ADV clear for Travelling Charges for July'24 Customer - Ayee Nadi (Dacwei) Engine Test run FD30NT (CE14E-16429) Inspection FD305 (F51-11349) 080 T300e
2	2 nd Time Advance		07-00014			
3	3 rd Time Advance					
Total Advance					500000	
Total Actual					485000	
Balance Refund/Additional					150000	

Request By

 Requester
 Khaing Zin Oo

Checked By

 Mgr/DH
 Ye' Ko Ko

Checked By

 Finance & Account
 Zin Ko Htwe

Approved By

 GM/AGM/COO
 Chit San Ko

Approved By

 CMC
 31/07/2024
 Ammon



TRAVEL ADVANCE CLEAR FORM

Cash Advance		500,000/-		
Employee Name	Wein Htet Soe Tun Aung Kyar	Estimated Date of Travel	<13.7.2024> to <27.7.2024>	
Position Rank	Senior Mechanic, Mechanic	Total Day	14.5	
BU/BR/DIV, Dept	IS BU	Destination		
Purpose	Engine mounting of Ayar Nadi (Branch support Job)			
Travelling Permit				
Arrival Place	YGN To Jawei			
Actual Date & Time of Travel	<13.7.2024> to <27.7.2024>		<1:00 PM>	
Total Day	14.5			
HR Name	Thae Nu Wai			
HR Sign				
BOH/Authorized Person Name				
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	<13.7.24> to <27.7.24>		Total Day	14.5
Departure Date & Time	<13.7.24> to <27.7.24>, 5:30AM, 12:30PM		Arrival Date & Time	27.7.24, 12:30PM
Date	Description		Total Amount	
			Kyats	USD
<13.7.24> to <27.7.24>	TA <13.7.24> to <27.7.24> <12:30 PM> <14.5 Days> x 2 person x 15,000		435,000	✓
13.7.2024	<Hlaing to Airport> Taxi Charges		5,000	✓
13.7.2024	<Bo Gyoke (HTY) to Airport, Taxi Charges			
27.7.2024	<Ari Airport to Bo Gyoke, (HTY), Taxi Charges			
Total Expense (Kyats/USD)			485,000	✓
Cash Advance (Kyats/USD)			500,000	
Balance Refund/Additional (Kyats/USD)			15,000	✓
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Khaing Zin Oo	Service Admin	30. July. 24	
Approved By Dept Head	Ye' Ko Ko	JH	30. 7. 24	
Approved By GM/AGM/COO	Chit San Ko	AGM	31/7/2024	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Thae Nu Wai	HR	31. 7. 24	
Cash Received				
Remark				

31/07/2024
 Admin

66

Ma Khin Mar Thi (DWI BOH)

last seen recently

IS BU က Service Admin ပါရှင့်

2:09 PM ✓

IS Bu မှ Dawei Branch သို့ Engine Installation

လုပ်ရန် Ko Hein Htet Soe + Ko Tun Aung

Kyaw လာသည်မှာမှန်ကန်ကြောင်း Approved

လေးပေးပေးပါအုံးရှင့် 🙏🙏🙏

2:10 PM ✓

Khaing Zin Oo ❤️

IS Bu မှ Dawei Branch သို့ Engine Installation လု...

Dear sis

Ko Hein Htet Soe နှင့် Ko Tun Aung Kyaw

Dawei ရုံးသို့ လာရောက်ခဲ့ပါသည်

Thanks & Regards

Khin Mar Thi

ABOH

Dawei Branch



2:13 PM

ကျေးဇူးပါရှင့် 🙏

2:14 PM ✓



Message



66

Dawei Br (HR)

last seen recently



Sl. No.	Name	Designation	Date	Remarks
13.7.2024	Khong Zin Oo	Service Advice	30 July 24	
15.7.2024	Ye Ko Ko	JH	15.7.24	
27.7.2024	Chit San Ko	RCM		
	Thao My Wai			

1:41 PM

IS Bu မှ Dawei Branch သို့ Engine Installation လုပ်ရန် Ko Hein Htet Soe + Ko Tun Aung Kyaw လာသည်မှာမှန်ကန်ကြောင်း Approved လေးပေးပေးပါအုံးရှင့် 🙏🙏🙏

2:05 PM ✓✓

13.7.2024-27.7.2024
(Total Day-(14/5)
ဖြစ်ပါတယ်ရှင့်

IS Service-2pax 2:14 PM

ကျေးဇူးပါရှင့် 🙏

2:15 PM ✓✓



Message



151

Aung Hein Win

last seen recently



Machine Breakdown Inspection , T300e
(Serial No.30082270) D&C ,
Demonstration

5. ခရီးစတင် သွားရောက်မည့်နေ့ -

(12.July.2024) To (18.July.2024) ခန့်မှန်းပါ

ရှင်

10:44 AM

Khaing Zin Oo ❤️
Dear Ko Aung Hein Win ရှင်🙏🙏🙏, IS BU Ser...

Currently BR do not have much jobs and they have service man power two persons . Can you go only one service man to BR to reduce cost ? How is the way plan (Bus or something)?

10:47 AM

July 10

Approved လေးပေးပေးပါအုံးရှင်🙏

9:03 AM

Khaing Zin Oo ❤️
Dear Ko Aung Hein Win ရှင်🙏🙏🙏, IS BU Ser...

Please proceed



9:43 AM



Message





TAXI CHARGES FORM

BU/BR/DIV Name : IS GU

Department Name : Service

No.	Date	Name	Description	Departure Time	Routes		Cost	Remark	
					From	To			
1.	13.7.24	Hein Htet Soe	Trip to Dawei For Customer Ayax Nadi's Job Site	5:00 AM	Hlaing	Airport	15,000		
2.	13.7.24	Tun Aung Kyaw	"	5:00 AM	Bo Gyoke	Airport	15,000		
3.	27.7.24	Hein Htet Soe + Tun Aung Kyaw	Return to Yangon From Dawei	12:30 PM	Airport	Bo Gyoke + Dawei	20,000		
Total Taxi Charges								50,000	

Requested by
 Sign :
 Name : Khaing Zin Oo
 Dept. : Service
 (Requestor)

Acknowledged by
 Sign :
 Name : Thae Na Wai
 Dept. : Administration
 (HR/Admin)

Acknowledged by
 Sign :
 Name : Ye Ko Ko
 Dept. : Service
 (DH)

Approved by
 Sign :
 Name : Chit San Ko
 Dept. : Management
 (ABOH/BOH/AGM/GM)

Acknowledged by
 Sign :
 Name :
 Dept. :
 (HO-GA)

Dear MD ရှင်

IS BU Service Team မှ ထားဝယ်သို့ Job သွားရန်ရှိပါသဖြင့် approve လေးလိုချင်လိုပါရှင် 🙏

1. ဝန်ထမ်းအမည် - Ko Hein Htet Soe , Ko Tun Aung Kyaw
ရာထူး - Senior Mechanic , Junior Mechanic
ဌာန - IS BU (Service Dept ;)
2. သွားရောက်မည့်ဝန်ထမ်းအရေအတွက် - 2ဦး
3. ခရီးသွားရမည့် နေရာ - ထားဝယ်
4. ခရီးသွားရမည့်အကြောင်းအရာ - Customer Ayar Nadi , FD30NT (Serial No. CF14E-16429) Engine Test Run , FD30S (Serial No. CF51-11349) Inspection , T300e (Serial No. 30082270) D&C
5. ခရီးစတင် သွားရောက်မည့်နေ့ - (12.July.2024) To (18.July.2024) ခန့်မှန်းပါရှင်

3:17 PM ✓

Pls process 3:26 PM

ကျေးဇူးပါမမရှင် 🙏❤️😊 3:28 PM ✓

CASH ADVANCE REQUEST FORM

Date : 28 June 2024

BU/BR/Division : IS BU

Department : Service

Advance Issue : 500,000/- Kyats/ USD

Budget Include (or) Not :

Yes Budgeted Title and Amount :

No Reasons for :

Required For:

- * Travelling Charges For July' 24 ,Cus: Ayar Nadi (Dawci)
- * Engine Test Run F0 30NT (CF14E - 16429)
- * Inspection (F0 305) (Serial No. CF51 - 11349)
- * O&C T300e

to Hen Htet Sue & Ko Tin Aung Kyaw (Client work)

မှတ်ချက်:

(၁) ဤတင်ငွေများကို သာမန်အားဖြင့် ထုတ်ယူသည့်နေ့မှ (၁၀) ရက်အတွင်း ပြန်လည် စာရင်းရှင်းရမည်။

(Advance must be cleared within 10 days from issue date)

(၂) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမားများအားလုံး သေချာစွာစစ်ဆေးစစ်ဆေးတွက်ချက်ပြီးတားသော ငွေပမာဏဖြစ်ရပါမည်။

(The amount requested must be properly calculated, checked and verified by respective authorized person)

(၃) 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

Requester

Khoing Zin Oo

Checked By

Mgr/DH

Ye' Ko Ko

Checked By

Finance & Account

Zin Ko Htwe

Approved By

GM/AGM/COO

Chit San Ko

Approved By

25/07/24
Aunwon

CMC/CEO/Chairwoman

04-CFD-CAS-FRM-001-03

ADVANCE PAYMENT

Voucher No. : UBG-IS-2024-07-00014 To : Khaing Zin Oo
Voucher Date : 07/08/2024 Due Date : 07/18/2024
Currency : MMK Related To :

Payment Method	Prepared By	Approved By	Status
	IS Administrator	None	Paid

No.	Description	Department	Amount	Remark
1	ADV For Travelling Charges For July'24 Cus:Ayar Nadi (Dawei) Engine Test Run FD 30NT (CF14E-16429) Inspection (FD 305) (Serial No(F51-11349) D&C T300e	Service (IS)	500,000.00	

Total 500,000.00 K
Amount Remain 500,000.00 K

Note >>

1. Advance must be cleared within 10 days from issue date.
2. The amount requested must be properly calculated, checked and verified by respective authorized person.
3. If there is errors, fruids or misappropriation, the authorized person must take full responsibility to recover the loss.

Superior	F & A Manager	GM	COO	CFD Budget PIC	CFD GM/AGM
IS-DH	IS-DH	IS-Mgmt	None	None	None

Date :

Name/NRC No :

Signature :

Remark :



TRAVELLING REPORT

Date : 30.7.2024

Report To	COO	
Employee Name	Hein Htet Soe, Hkun Aung Kyaw	
Position	Sr, Mechanic, Mechanic	
Department	Service	
Business	IS BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	13.7.2024 07:00 AM	27.7.2024 10:25 AM - 12:00 PM
Total Days	14 1/2 days	
Trip Information	1. From Yangon To Dawei	
	2. From Dawei To Kyaukse Ni Mau (job site)	
	3. From To	
Purpose For Travelling	Engine mounting of Ayyon Nadi (Branch support job)	
Travel Date	Activities	Remark
13.7.2024	Checked T300E and engine to delivery.	23.7.2024 we went job site. P
15.7.2024	Delivered the T300E ✓	And replaced the damaged truck. T
16.7.2024	We contacted with customer to go to job site. (pending)	24.7.2024 We test run the truck. M
17.7.2024	We went to jobsite and checked the engine which they removed parts	25.7.2024 We maintained the other job.
18.7.2024	We checked and inspected the Electrical system, Engine oil, etc.	another truck to do regular service
19.7.2024	We can't come back to Dawei because of political issue. We must need to buy some damaged parts. (pending)	26.7.2024 We come back from job site to DWI Branch. T
20.7.2024	We mounted the engine and transmission and come back Dawei.	27.7.2024 We came back from Dawei Branch to Yangon. T
21.7.2024	We bought some needed parts of the truck. (purchasing)	
22.7.2024	We can't go to job site because of political issue. (pending)	

Reported by

Sign : *[Signature]*
 Name : Hein Htet Soe
 Position : Sr, Mechanic

Checked by

Sign : *[Signature]*
 Name : Ye' KO KO
 Position : DH

Approved by

Sign : *[Signature]*
 Name : Aung Hein Ulan
 Position : (COO)

(DH/AGM/GM)

Assist By Hkun Aung Kyaw
[Signature]

Travelling - T - 2
 Checking - C - 2
 Mounting - M - 2
 Pending - P - 2
 Purchasing - PT - 2

02-CHL-HRM-FRM-064-00

[Signature]
 21/07/2024
 AMINATION

10 days / job