



TRAVEL ADVANCE CLEAR FORM

Cash Advance	90000081.		6:00AM	7:00PM
Employee Name	Wai Lin Htet	Estimated Date of Travel	29.4.25 → 13.5.25	
Position Rank	Mechanic	Total Day	15days	
BU, BR, DIV, Dept	PC	Destination		
Purpose	TCL BR warranty customer machine repair			
Travelling Permit				
Arrival Place	Tachileik, Kengtone			
Actual Date & Time of Travel	29.4.25 (6:00AM)			
Total Day	15days			
HR Name				
HR Sign				
BOH Authorized Person Name				
BOH Authorized Person				
Advance Clear				
Actual Date & Time of Travel	29.4.25 (6:00AM)		Total Day	15days
Departure Date & Time	29.4.25 (6:00AM)		Arrival Date & Time	13.5.25 (7:00PM)
Date	Description	Total Amount		
		Kyats	USD	
29.4.25 → 13.5.25	For 15days ⇒ 15days x 350001.	5250001.	✓	
	Air charges (Go show)	6140001.	✓	
	Taxi charges	338001.	✓	
Total Expense (Kyats/USD)		11728001.	✓	
Cash Advance (Kyats/USD)		90000081.		
Balance Refund/Additional (Kyats/USD)		2728001.		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Chit Pon Su	SH	3.6.25	Chit
Approved By Dept Head	Tint Naing	OH	3.6.25	Tint
Approved By GM/AGM/COO	Soe Htet Tin	AGM		
Acknowledged by related Superior for Job Report				
HR Check & Approved	Phyo Wai Nyein	ADH	5.6.25	Phyo
Cash Received				
Remark				

Boarding Pass



AIR THANLWIN
SAFE WINGS TO FLY

NAME:

WON LUN HOET

DATE:

29 APR 2025

FROM:

TO:

THL

FLIGHT NO:

BOARDING TIME:

GATE NO:

SEAT NO:

27

3B



GENERAL EXPENSE CLAIM FORM



Company Name : Winning Way
Department Name : Tech-support

No.	Date	Name	Description	Amount	Remark
1.	29.4.25	Wai Lin Htet	Go show ဝိသုဒ္ဓါပညာ Charges	3000081	
Total Amount				3000081	

Requested by : Chit Pon Su (Requester)
Approved by : Tint Naing (Department Head)
Checked by : Levin Aung (Related FNA/Corp FNA)
Approved by : Soe Htet Tira (OM/AGM/EGM)
Approved by : _____ (ACOO/COO/MD/VC M)

TRAVELLING REPORT

Date: 23.5.25

Report To	COO	
Employee Name	Wai Lin Htet	
Position	Service	
Department	Tech-support	
Business	Ph	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	29.4.25	13.5.25
Total Days	15day	
Trip Information	1 From YAN To TCL	
	2 From TCL To YAN	
	3 From To	
Purpose For Travelling	TCL BR support	
Travel Date	Activities	Remark
29.4.2025	Go to Tachileik from Yangon	
30.4.2025	Customer - Daw Kyi Kyi Thar Machine model - MC375 BS Machine Sr; no; - 2303037 Job title - Inspection (W)	
1.5.2025	Customer - Daw Kyi Kyi Thar Job title - Fuel line @ checking (W)	
2.5.2025	Customer appointment to test run with load site Customer - Daw Kyi Kyi Thar	Customer want to test run in free situation because engine hunting may damage load site.

Reported by
 Sign :
 Name : Wai Lin Htet
 Position : Mechanic

Checked by
 Sign :
 Name : Tint Naing
 Position : OH

Approved by
 Sign :
 Name : Aung Hain Ullin
 Position : 27/5/25.

(DH/AGM/GM)

(COO)

Just 80KVA -
 Should solve with BR.
 by the consideration.
 of extra SRV charges.
 to BR. coz of high cost

Total - 15days.
 Travelling - 4days.
 Total mic - 5units.
 Unit ①. => Unstable RPM. (4days).
 Inspection by card changing - 1day.
 Fuel line checking - 1day.

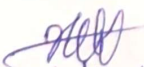
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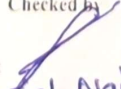
(1 day)
 Unit ②. => Complain Cust;
 Card adjust - 1day
 * Other mic Free inspect;
 coz of site condition.

TRAVELLING REPORT

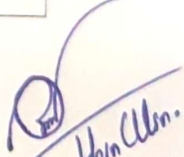
 Date: 23.5.25

Report To	COO	
Employee Name	Wai Lin Htet	
Position	Service	
Department	Tech-support	
Business	Pn	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	29.4.25	13.5.25
Total Days	15 days	
Trip Information	1. From <u>YAN</u> To <u>TCL</u>	
	2. From <u>TCL</u> To <u>YAN</u>	
	3. From To	
Purpose For Travelling	TCL BR support	
Travel Date	Activities	Remark
3.5.2025	Go to Kyaing Tong from Tachileik	
4.5.2025	site visit and free inspection U Te He - MW 22 PS U Sai Ywet - MC 16 SAS U San Yui - MC 66 AS	<u>Customer is responsible.</u>
5.5.2025	site visit and free inspection Diamond Entertainment - MC 275 BS Apeiron - MYD 25 JB 1 U San Yui - MC 66 AS	

Reported by
 Sign : 
 Name : Wai Lin Htet
 Position : Mechanic

Checked by
 Sign : 
 Name : Aint Naing
 Position : DH

(DH/AGM/GM)

Approved by
 Sign : 
 Name : Aung Hein Aung
 Position :

(COO)

Aung Hein Aung
 29/5/25.



TRAVELLING REPORT

Date : 23.5.25

Report To	COO	
Employee Name	Wai Lin Htet	
Position	Service	
Department	Tech-support	
Business	PA	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	29.4.25	13.5.25
Total Days	15 day	
Trip Information	1. From VAN To TCL	
	2. From TCL To VAN	
	3. From To	
Purpose For Travelling	TCL BR support	
Travel Date	Activities	Remark
6.5.2025	Customer - U Je He Model - MW22PS Serial no; - 2023060326 Job title - Inspection and load site instruction	
	Customer - U San Ywi Model - MC66AS Serial no; - A2206426 Job title - Inspection (NW)	
7.5.2025	Customer - U Sai Ywet Model - MC16SAS Serial no; - A2301416 (NW) Job title - Air cleaner replacing	

Reported by
 Sign :
 Name : Wai Lin Htet
 Position : Mechanic

Checked by
 Sign :
 Name : Tant Naing
 Position : DH

Approved by
 Sign :
 Name : Aung Myin Ulin
 Position :
 29/5/25

(DH/AGM/UMG) (COO)

05-CHL-HRM-FRM-064-01



TRAVELLING REPORT

Date : 28.5.25

Report To	COO	
Employee Name	Wai Lin Htet	
Position	Service	
Department	Tech-Support	
Business	PH	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	29.4.25	13.5.25
Total Days	15 days	
Trip Information	1. From YKW To TCL	
	2. From TCL To YKW	
	3. From To	
Purpose For Travelling	TCL BR support	
Travel Date	Activities	Remark
7.5.2025	Customer appointment to discuss about load site	
8.5.2025	Customer - U Je He Go to Tachiteik from Kyauing Tong	
9.5.2025	Customer - Daw Kyi Kyi Tran Model - MC375 BS Serial no; - 2303037 Job title - load test run	
10.5.2025	Discusses with customer about engine hunting problem but it was OK.	

Reported by
Sign :
Name : Wai Lin Htet
Position : Mechanic

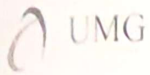
Checked by
Sign :
Name : Tint Naing
Position : DH

(DH/AGM/GM)

Approved by
Sign :
Name :
Position :

(COO)

05-CHL-HRM-FRM-064-01



TRAVELLING REPORT

Date: 23.5.25

Report To	COO	
Employee Name	Wai Lin Htet	
Position	Service	
Department	Tech-support	
Business	PH	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	29.4.25	13.5.25
Total Days	15 days	
Trip Information	1. From YAN To TCL	
	2. From TCL To YAN	
	3. From To	
Purpose For Travelling	TCL BR support	
Travel Date	Activities	Remark
11.5.2025	Waiting air ticket	
12.5.2025	Site visit and inspection Customer - TCDC Model - MF22 JS Customer - Hero 807 Air cleaner part dimension and site visit	
13.5.2025	Go to Yangon from Tachileik	

Reported by
 Sign :
 Name : Wai Lin Htet
 Position : Mechanic

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

Approved by
 Sign :
 Name :
 Position :
 (COO)

Aung Myin Oo
 23/5/25

05-CHL-HRM-FRM-064-01



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

Print Date : 04-Jun-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	2025-04-29	Power Generator	Service	Wai Lin Htet(2)	TCL BR Support machine	06:00	Hlaing Thayar	Air port	16,500	16,500	GA Manager Approved	
2	2025-05-13	Power Generator	Service	Wai Lin Htet(2)	Return back TCL BR	19:00	Air port	HlaingThayar	17,300	17,300	GA Manager Approved	