





### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	May Lin Nlaing Hlaing Hlaing		Estimated Date of Travel	22.10.2024 ~ 27.10.2024
Position Rank	Tech-support service		Total Day	5 days
BU/BR/DIV, Dept	CP-T&U Service		Destination	Naypyitaw
Purpose	For NPT BR support job. Customer - PR-WANI, Problem - Engine Hunting for 95001# 27.10.24			
Travelling Permit				
Arrival Place	Naypyitaw			
Actual Date & Time of Travel	22.10.2024 ~ 27.10.2024			
Total Day	5 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	
22.10.2024	Y&U to NPT car ticket (2per)	44000/-		
26.10.2024	NPT to Y&U car ticket (2per)	64000/-		
22.10.2024	Hlaingtharyar to Aungmyingalar Taxi charges (2per)	20000/-		
27.10.2024	Aungmyingalar to Hlaingtharyar Taxi charges (2per)	20000/-		
22.10.2024 ~ 27.10.2024	T&U charges (5 days x 15000) (2per)	150000/-		
Total Expense (Kyats/USD)		298000/-		
Cash Advance (Kyats/USD)		500000/-		
Balance Refund/Additional (Kyats/USD)		202000/-		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Phye Phye Win	Admin	4.11.2024	
Approved By Dept Head	Aung ko Min	D.H	4.11.2024	
Approved By GM/AGM/COO	Wuath Yee Aung	GM	4.11.2024	
Acknowledged by related Superior for Job Report	Aye Min Hkun	COO	4.11.2024	
HR Check & Approved	Yu Lu Hlaing Hkun	HR	5.11.2024	
Cash Received				
Remark				



# TRAVELLING REPORT

Date : 27.10.2024

Report To	Walt Yee Aung, Aung Kyaw Thu, Aung Ko Min	
Employee Name	Wai Lin Naing, Nay Lin Naing	
Position	Service, Tech-Support	
Department	Service	
Business	CEI	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	22.10.2024 (6:00PM)	27.10.2024 (9:00)
Total Days		
Trip Information	1. From YGN To NPI	
	2. From NPI To YGN	
	3. From To	
Purpose For Travelling	For branch support job (NPI). Customer - MR-WAN, Problem-Engine Hunting (EC350DL # 271095)	
Travel Date	Activities	Remark
22.10.2024	- Go to Naypyitaw (8:30PM)	✓
23.10.2024	- Arrival to Naypyitaw - Go to job site - Arrival to job site (6:00PM)	✓
24.10.2024	- Test run the machine - MA 2306-07 Alarm - Replaced with the old ones.	⇒
25.10.2024	- But another fault code - MA 2305-07 Alarm appear - Test with leads - no.4 injector was not working	
26.10.2024	- Replaced old injector, but, engine can't start. - Dismounted the fuel system. - Go back site to Naypyitaw - Naypyitaw to Yangon (go back) 8:00PM	
27.10.2024	- Arrival to Ygn (5:50 AM)	

5 days

Reported by  
 Sign : *li*  
 Name : wai lin Naing  
 Position : Service

Checked by  
 Sign : *[Signature]*  
 Name : Aung Kyaw Thu  
 Position : DH  
 (DH/AGM/SM)

Approved by  
 Sign : *[Signature]*  
 Name : Aung Hein Ulin  
 Position : (COO)

*[Signature]*  
 07/11/2024  
 Analysis  
 UG-CHL-HRM-FRM-064-01

Print Date : 04-Nov-2024

**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	2024-10-22	Construction Equipment 1	Service	Nay Lin Naing, Wai Lin Naing	For NPT BR support job.Customer - MR. WAN, Problem - Engine Hunting (EC350DL#271035)	06:00	Hlaingtharyar	Aungmingalar	20,000	20,000	GA Manager Approved	
2	2024-10-27	Construction Equipment 1	Service	Nay Lin Naing, Wai Lin Naing	For NPT BR support job.Customer - MR. WAN, Problem - Engine Hunting (EC350DL#271035)	07:00	Aungmingalar	Hlaingtharyar	20,000	20,000	GA Manager Approved	



From (မှ)  
Naypyitaw (Myoma)

To (သို့)  
Yangon

Traveller (ခရီးသည်)  
Pya Phyo Thu Htay

Contact (ဖုန်းနံပါတ်)  
09977835910

Seat(s) (ခုံနံပါတ်များ)  
5A, 4A

Class/Type  
VIP 1+1+1

Bus No.(ကားနံပါတ်)

Booking Reference  
3336-4010

Status  
CONFIRMED

Departure (ထွက်ခွာ)  
Oct 26, 8:00 PM

Gate (ဂိတ်)  
MyoMa Market

Special Request (ပုဂ္ဂိုလ်ရေး)  
Call me

Printed Time :Oct 26, 7:46 PM

Passengers 2  
Total 64,000

NRC or Passport is necessary to travel

\*ပတ်ပတ်စ် ဝါး အမှတ်စဉ် ဖြည့်ပါ။\*

Check in 30 min before the departure time.

ကားထွက်ခွာ 30 မိနစ် ကြိုတင်ချောက်ရန် ဖော်ပြပါပါသည်။

Each passenger is allowed one carry-on luggage

ခရီးသည်တစ်ဦးစီသည် တစ်ခုတည်းသော ခရီးဆောင်ပစ္စည်းတစ်ခုကို ဖြည့်ပါ။

No refund will be issued after the departure.

ကားထွက်ခွာပြီးနောက် ချက်ပြန်ခြင်း မပြုမည်။

ဝယ်ငြိုလက်မှတ်ဖြည့်ပါ။ မိမိနှင့် အတူပါလာသော ပစ္စည်းများ မိမိနှင့် အပါအဝင် တာဝန်ရှိသူများ၏ ချက်ပြန်ခြင်း တာဝန်မရှိပါ။

Contact Phone: YGN - 092225735, 09420720058, POL-098303945, MWD - 09785061750, Monywa - 07128227

MDY - 092028322, 091006424, NPT-06726286, TGI -

0912050, Bagan - 0949600845, Meiktila - 09424106

*Cancelled due to health condition*





## TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>				
Employee Name	May Lu Naing Hlaing Hlaing		Estimated Date of Travel	27.10.2024 ~ 31.10.2024
Position Rank	Tech support Service		Total Day	5 days
BU / DIV / Dept	IT - IT Support Service		Destination	Naypyitaw
Purpose	For IT support job Customer - PR-USA, Bottom - Engines Mustang 9.10.2024			
<b>Traveling Period</b>				
Arrival Place	Naypyitaw			
Actual Date & Time of Travel	27.10.2024 ~ 31.10.2024			
Total Day	5 days			
HR Name	Pyae Phyo Thu Hlay			
HR Sign				
DOH Authorized Person Name	Pyae Phyo Thu Hlay			
DOH Authorized Person				
<b>Advance Clear</b>				
Actual Date & Time of Travel			Total Day	
Departure Date & Time			Arrival Date & Time	
Date	Description	Total Amount		
		Kyats	USD	
27.10.2024	YGN to NPT car ticket (2per)	44000		
28.10.2024	NPT to YGN car ticket (2per)	64000		
27.10.2024	Mingaladon to Aungmyeathar Taxi charges (2per)	20000		
27.10.2024	Aungmyeathar to Mingaladon Taxi charges (2per)	20000		
27.10.2024 ~ 31.10.2024	Allowance (5 days x 15000) (2per)	150000		
27.10.2024				
<b>Total Expense (Kyats/USD)</b>			298000	
<b>Cash Advance (Kyats/USD)</b>			500000	
<b>Balance Refund/Additional (Kyats/USD)</b>			202000	
<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Pyae Phyo Hlaing	Admin	4.11.2024	
Approved By Dept Head	Aung ko Min	D.H		
Approved By C&F AGM/COO	Wahl Yee Aung	GM		
Acknowledged by related Superior for Job Report	Aye Min Hlaing	COO		
HR Check & Approved	Yu Lu Hlaing Hlaing	HR		
Cash Received				
<b>Remark</b>				