



### TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>				
Employee Name	Myo Myint Aung	Estimated Date of Travel	15.10.2024 ~13.11.2024	
Position & Rank	Operator	Total Day	30 Days	
BU/BR/DIV, Dept	PG/Rental	Destination	Mudon	
Purpose	Stand By Operator (Job site Extension)			
<b>Travelling Permit</b>				
Arrival Place	Mudon			
Actual Date & Time of Travel	15.10.2024 ~13.11.2024	(07:00AM~5:00 PM)		
Total Day	30 Days			
HR Name				
HR Sign				
BOH/Authorized Person Name				
BOH/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	
15.10.2024 ~13.11.2024	Total Days 1 Days ( 30 x 10,000)	300,000		
	Matador 350 KVA			
	Model : VP-385S, VP-375S			
	Sr:No:2306052, 2013455286			
	Customer : Daw Ah May			
Total Expense (Kyats/USD)		300,000		
Cash Advance (Kyats/USD)		-		
Balance Refund/Additional(Kyats/USD)		300,000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Kyal Sin Thway	Staff	16.11.2024	<i>Kyal</i>
Approved by Dept Head	Aung Ko Oo	D.H	16.11.2024	
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M	16.11.2024	
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	16.11.2024	
HR check & approved	Phyo Wai Nyein	D.H	16.11.2024	
Cash received				
Remark				



# TRAVELLING REPORT

Date : .....

Report To	DH	
Employee Name	Myo Myint Aung	
Position	Operator	
Department	Rental	
Business	DGI	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	15.10.24	13.11.24
Total Days		
Trip Information	1. From YGN To Mudon	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling	Stand by operator	
Travel Date	Activities	Remark
15.10.2024 to 13.11.2024	Daily Machine inspection checkings. Engine oil, water, Air checkings and. and send to report. Machine start hours and stock hours send to DH, Weekly Inspection Report, Machine regular service, Machine cleaning. Daily and Weekly Report send to DH	

Reported by

Sign

Name : Myo Myint Aung

Position : Operator

Checked by

Sign

Name : Aung Ho Oo

Position : OH

(DH/AGM/GM)

Approved by

Sign :

Name :

Position :

(COO)