



### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Aeng Hsu Kyaw	Estimated Date of Travel	3.5.25 8:30 am To 3.5.25 5:00pm	
Position Rank	HRMDS	Total Day	1 day	
BU/BR/DIV, Dept	AS BU	Destination	MLM BR TO ATT BU	
Purpose	Mechanic Passover, MLM BR TO ATT BU			
Travelling Permit				
Arrival Place				
Actual Date & Time of Travel				
Total Day				
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	
3.5.25 8:30am To 3.5.25 5:30pm	Aeng Hsu Kyaw = (1x15000)	15000		
	fuel charges	25000		
	Express charges	20000		
	Carry	70000		
<b>Total Expense (Kyats/USD)</b>		<b>77000</b>		
<b>Cash Advance (Kyats/USD)</b>		<b>0</b>		
<b>Balance Refund/Additional (Kyats/USD)</b>		<b>77000</b>		
<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Nyein Nyein	St-Staff	22.5.25	
Approved By Dept Head	Ko Myint Moe Aung	DH		
Approved By GM/AGM/COO	Ko Maung Maung	GM		
Acknowledged by related Superior for Job Report				
HR Check & Approved				
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02



# GENERAL EXPENSE CLAIM FORM



BU/BR/DIV Name : AIT BU

Department Name : Service

No.	Date	PIC Name	Description	Category (Customer (Or) Operation)	Cost (MMK)	Remark
1	5.5.25	Aung Hsu Aung	Carry charges	Operation	70000	MLM off: 20000
<b>Total General Expense</b>					70000	

Requested by

Approved by

Checked by

Approved by

Approved by

Sign :

Sign :

Sign :

Sign :

Sign :

Name : Aung Hsu Aung

(Requester)

Name : Ho Myant Moe Aung

(Department Head)

Name : Ma Zin Mon

(Finance & Account)

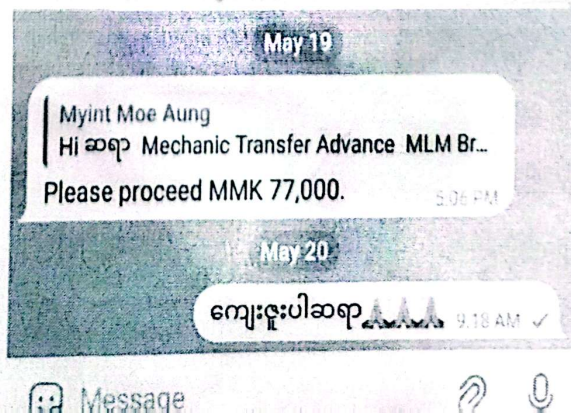
Name : Ho Myant Moe Aung

(OM/AGM/GM)

Name :

(ACOO/COO/MD/VCM)

02-ATT-FNA-FRM-002-01



14:43  
← အသေးစိတ်



လုပ်ဆောင်မှုအောင်မြင်ပါသည်

-27,000.00 Ks

လုပ်ဆောင်ရက်စွဲ

02/05/2025 12:09:09

လုပ်ဆောင်သူ

0100577402054464252

လုပ်ဆောင်မှုအမျိုးအစား

OnlinePayment ISV MINIAPP

မူပိုင်ခွင့်

81000101 - MANDALAR MIN TRADING AND  
TRANSPORTATION COMPANY LIM

ငွေပမာဏ

-27,000.00 Ks

မှတ်ချက်

9:18 AM  
← Ko Aye Min Htoon  
last seen recently

May 17

Hi ဆရာ

Mechanic Transfer Advance

MLM Branch to ATT BU

Mechanic Name -Aung Su Kyaw  
Program- AGMDF  
Batch -10

Carry charges =10000/- (MLM BR to MLM  
ကားဂိတ်)

Express charges =27000/- (MLM to  
Yangon)

TA=15000/-

Taxi Charges=25000/- (Yangon  
Aungmingalar to Tochee Hostel)

Total Estimate charges= 77000/- ခန့်ထုတ်ယူ  
ခွင့်ပြုပါဆရာ။

Effective date 5.5.25 နဲ့ MLM Branch ကနေ  
ATT BU ကိုပြောင်းလာတာပါ။

Claim နံရှင်းခွင့်ပြုပါဆရာ။

9:48 AM ✓

May 19

Myint Moe Aung

Hi ဆရာ Mechanic Transfer Advance MLM Br...

Please proceed MMK 77,000.

5:06 PM

May 20

ကျေးဇူးပါဆရာ 🙏🙏🙏

9:18 AM ✓

Message



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

Print Date : 26-May-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	2025-05-19	Agriculture Tractor & Truck	Service	Nay Htun Win	Branch support,NYU BR To TGO BR, Customer-RAJAR BAR-BUU,606046-44666,Problem-Engine-car-t start,PIC-Nay Htun Win	13:30	၀၀၀၀၀၀၀၀	ATT.BU	25,000	25,000	GA Manager Approved	
2	2025-05-03	Agriculture Tractor & Truck	Service	Aung Su Kyaw	Mechanic transfer MLM BR To ATT BU.	17:30	၀၀၀၀၀၀၀၀	၀၀:၀၀	25,000	25,000	GA Manager Approved	