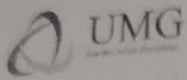




TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Nyi Zaws Aung	Estimated Date of Travel	26-11-24 ~ 30-11-24	
Position Rank	Marketing	Total Day	5 days	
BU/BR/DIV, Dept	CF 1	Destination		
Purpose	To improve s'parts sale Achievement			
Travelling Permit				
Arrival Place	NLP BR			
Actual Date & Time of Travel	26-11-24 to 30-11-24			
Total Day	5 days			
HR Name	Aye Aye Mon			
HR Sign	[Signature]			
BOH/Authorized Person Name	Kyaw Ko Ko Htet			
BOH/Authorized Person	[Signature]			
Advance Clear				
Actual Date & Time of Travel	26-11-24 ~ 30-11-24	Total Day	5 days	
Departure Date & Time	7:00 AM (26-11-24)	Arrival Date & Time	5:00 PM (30-11-24)	
Date	Description	Total Amount		
		Kyats	USD	
26-11-2024	၇၂၂၆: to ၆၃၀၆၁၆၀၀၀၀: (Taxi charge)	15000		
26-11-2024	၇၂၂၆ to ၆၃၀၆၁၆၀၀: m:2	13000		
30-11-2024	Hotel chgs (26-11-24 to 29-11-24)	40000		
26-11-24 (7:00 AM) ~ 30-11-24 (5:00 AM)				
Total days = 5 x 15000		75000		
Total Expense (Kyats/USD)		143000		
Cash Advance (Kyats/USD)		200000		
Balance Refund/Additional (Kyats/USD)		57000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Nyi Zaws Aung	Marketing		[Signature]
Approved By Dept Head	Aye Theingi Myint	DI		[Signature]
Approved By GM/AGM/COO	Watt yee Aung	GM		[Signature]
Acknowledged by related Superior for Job Report	Aye Theingi Myint	DI		[Signature]
HR Check & Approved	Yu Lwin Htay	HR		[Signature]
Cash Received				
Remark				

24/12/2024
Amintan



TRAVELLING REPORT

Date :

Report To	Aye Theingi Myint	
Employee Name	Nyi Zau Aung	
Position	Marketing	
Department	CF-1 spare part	
Business	CF-1	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From YGN To NLP	
	2. From To	
	3. From To	
Purpose For Travelling	To improve spare part sale Achievement	
Travel Date	Activities	Remark
27.11.2024	customer shwe kyone Gyi EC 210DL Boom cylinder seal kit 14589136	inquiry inquiry
28.11.2024	Travel Drive unit (Using outside service, Parts also) customer KC zau lin EC 290 BP Track link Assy: 2(PC) 14686455 8 6056.26	usin

Reported by

Sign :

Name : Nyi Zau Aung

Position : Marketing

Checked by

Sign :

Name : Aye Theingi Myint

Position : DH

Approved by

Sign :

Name :

Position :

24/12/2024

(DH/AGM/GM)

(COO)

29.11.2024 customer shase kyin Thar

LG 953 F

Trans;	oil Filter	4110003167001	2 pc	usin
Trans;	Filter	4110001544001	2 pc	usin
	Filter	4120001954001(N)	2 pc	usin
Hyd;	Return Filter	29100001051	2 pc	usin

customer W sam Ni Hung

EC 300 DL

Fuel Filter	54315408	inquiry
Extra Element	14622355	inquiry
oil Filter	17535679	inquiry
water separator	11110683	inquiry

Using service from outside service ko Thair Nairng Soe

customer W Than Aye

EC 290 BP'

soring ring gear	14647526	inquiry
Main Pump	14641331	inquiry



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

Print Date : 24-Dec-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	2024-11-26	Construction Equipment 1	Spare Parts	Nyi Zaw Aung	NLP branch customer visit	07:00	Thamine	Aungmingalar car gate	15,000	15,000	GA Manager Approved ✓	

Zaw Myo.

S.H

Aye Thengyi Myint

D.H

Wutt Beer Aung

AAM