



## TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Toe Wai Phyo	Estimated Date of Travel	24.04.2025~24.04.2025	
Position & Rank	Operator	Total Day	1 Day	
BU/BR/DIV, Dept	PG/Rental	Destination	Hinthada	
Purpose	Pre delivery inspection			
Travelling Permit				
Arrival Place	Hinthada			
Actual Date & Time of Travel	24.04.2025~24.04.2025 (10:00AM~9:00 PM)			
Total Day	1 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	
24.04.2025~24.04.2025	TA for Total - 1 Day (1*15000)	15,000		✓
	Matador 150 KVA			
	Model : DE165D5			
	Sr:No: A1607037			
	Customer : Ngwe Pin Lae			
Total Expense (Kyats/USD)		15,000		✓
Cash Advance (Kyats/USD)				
Balance Refund/Additional(Kyats/USD)		15,000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Hsu Yee Htet	Staff	28.04.2025	
Approved by Dept Head	Aung Ko Oo	D.H	28.4.2025	
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M		
Acknowledged by related Superior for Job Report	Aye Min Htun	VCM		
HR check & approved	Phyo Wai Nyein	A.D.H	29.4.2025	
Cash received				
Remark				

04-CFD-CAS-FRM-006-02

# TRAVELLING REPORT

Date : .....

Report To	OH	
Employee Name	Ice Wai Phyo	
Position	Service	
Department	Retail	
Business	PA BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	24.04.2025	24.04.2025
Total Days	1 Day	
Trip Information	1. From ..... Songon ..... To ..... Hinthada .....	
	2. From ..... Hinthada ..... To ..... Songon .....	
	3. From ..... To .....	
Purpose For Travelling	Machine Delivery Inspection	
Travel Date	Activities	Remark
24.04.2025	Pre Delivery load wire install and daily inspection, use check daily inspection, for PDI test run is ok. Customer jobsite load wire install and fuel filling is ok. Report to DIT. Machine condition check is ok. Machine overall check is ok. So we test run the machine load with use checking is ok. Report to DIT.	

Reported by

Checked by

Approved by


Sign :



Name : Ice Wai Phyo

Position : Service

Sign :



Name : Aung Ho Oo

Position : OH

(DH/AGM/GM)

Sign :

Name :

Position :

(COO)

05-CHL-HRM-FRM-064-01

U Aye Min Tun UM last seen at 1:39 PM

U Aye Min Tun UM last seen at 1:39 PM

Deal Price - 2500000

Customer - Family rice mill

Best Regards, edited 3:19 PM

ဆရာရှင် trip သွားရန် approve လေး ပေးပေးပါအုံးရှင်

April 25

ဆရာရှင် trip သွားရန် approve လေး ပေးပေးပါအုံးရှင်

Hsu Yee Htet

ဆရာရှင် Dear Management, I would li...

Please proceed to go to Hinthada customer Ngwe Pin Lae Ice Factory.

8:20 AM

Hsu Yee Htet

Dear Management, I would like to inform...

Please proceed to go to Oaktwin customer Family Rice Mill.

8:22 AM



8:22 AM

April 24

ဆရာရှင်



Dear Management,

I would like to inform (Machine Delivery Inspection)

၁) ဝန်ထမ်းအမည် - Toe Wai Phyo and Myo Myint Aung

ရာထူး- Service Man and operator BU - PG BU

၂) သွားရောက်မည့် ဝန်ထမ်းအရေအတွက် (2)

၃) ခရီးသွားမည့်နေရာ- Hinthada

၄) ခရီးသွားမည့် အကြောင်းအရာ- Machine Pre Delivery Inspection

(၅) ခရီးစတင်သွားရောက်မည့်နေ့ရက် (24.04.2025) နှင့် ပြန်ရောက်မည့်နေ့ရက် (24.04.2025) အထိပါရှင်

Crane Car ဖြင့် သွားမှာပါရှင်

Matador - 150 KVA

Model - DE165D5

Sr No: - A1607037

Deal Price - 28 Lakhs

Customer - Ngwe Pin Lae Ice Factory

Best Regards,

2:42 PM

Message



Message

