



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Toe Wai Phyo	Estimated Date of Travel	21.08.2024 and 30.08.2024	
Position & Rank	Operator	Total Day	2 Days	
BU/BR/DIV, Dept	PG/Rental	Destination	Pathein	
Purpose	Machine Delivery Inspection and Return Inspection			
Travelling Permit				
Arrival Place	Pathein			
Actual Date & Time of Travel	21.08.2024 and 30.08.2024 (8:00 AM~17:00 PM)			
Total Day	2 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	
21.08.2024 and 30.08.2024	TA for Total - 2 Days (2 x 15000)	30,000	✓	
	Matador 200 KVA			
	Model : DE220D5			
	Sr:No: A1607033			
	Customer :U Aung San Lin			
Total Expense (Kyats/USD)		30,000	✓	
Cash Advance (Kyats/USD)				
Balance Refund/Additional(Kyats/USD)		30,000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Hnin Yu Yu Khine	Staff	11.09.2024	
Approved by Dept Head	Aung Ko Oo	D.H	11.09.2024	
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M	11.09.2024	
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	11.09.2024	
HR check & approved	Phyo Wai Nyein	A D.H	11.09.2024	
Cash received				
Remark				



TRAVELLING REPORT

Date: 21.8.2024

Report To		
Employee Name	Toe Ceei Phye	
Position	AGMDF	
Department	Rental	
Business	PG - BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	21.8.24 30.8.24	21.8.24 30.8.24
Total Days	2 Day	
Trip Information	1. From Yangon To Pathain	
	2. From To	
	3. From To	
Purpose For Travelling	Matador 200kVA PPI and test run inspection	
Travel Date	Activities	Remark
21.8.2024	Pathain customer Matador 200kVA rent PPI and test run inspection customer load site check.	
30.8.2024	Pathain customer Matador 200kVA return inspection and test run to Yangon.	

Reported by
 Sign :
 Name : Toe Ceei Phye
 Position : AGMDF

Checked by
 Sign :
 Name : Aung Ko Co
 Position : DH
 (DH/AGM/GM)

Approved by
 Sign :
 Name :
 Position :
 (COO)