



My Company



WIN STRATEGIC
Relentless Pursuit Of Excellence

ADVANCE CLEAR VOUCHER

| | |
|--|------------------------------------|
| Requestor Name : Phyu Phyu Win(5) | Budget Type : Exclude Budget |
| Department Name: | Payment Type : Advance Clearing |
| Payment Date : 2024-10-22 | Advance No : UBG-CE4-2024-09-00001 |
| Payment Voucher : AC-CE4-2024-10-00003 | Prepared By : CE4 Budget Requestor |
| No | Superior Approved : Wutt Yee Aung |
| Payment Method : Cash/Bank | By |
| Payment Amount : 460000.0 | Last Approved By : Wutt Yee Aung |
| Currency : MMK | |
| Exchange Rate : 4,550.0 | |

| No. | Description | Department | Request Amount | Remark |
|-----|---|-------------------------|----------------|--------|
| 1 | Advance clear for TA charges for Dawei branch support job. Customer - Delco CO,LTD, Problem - Engine Installation (E6300F#600827), PIC- Nay Lin Naing | Service Department(CE4) | 460,000.00 | |

| | |
|---------------|--------------|
| Expense Total | 460,000.00 K |
| Advance Total | 500,000.00 K |
| Refund | 40,000.00 K |

- 370,000/-
130,000/-
[Signature]
19/10/2024
Amthun

Note:

Superior Check By

| | | | |
|---------------------------|-----------------------------|-----------------------------|----------------------------|
| Name : <i>Aung Ka Mon</i> | Name : <i>Phyu Phyu Win</i> | Name : <i>Wutt Yee Aung</i> | Name : <i>Aye Mon Htun</i> |
| NRC No : | NRC No : | NRC No : | NRC No : |
| Date : | Date : | Date : | Date : |
| Remark : | Remark : | Remark : | Remark : |

[Signature]
Phyu Phyu Win

* Need to control & manage by ASD and BU to avoid waste time.
* If waste time w/o job, TA will not allowed and penalty will be ~~added~~ charged.
penalty rate MMK 15000/day



TRAVEL ADVANCE CLEAR FORM

| Cash Advance | | | | |
|---|---|--------------------------|------------------------|------|
| Employee Name | Nky Lin Hlaing | Estimated Date of Travel | 17.9.2024 ~ 14.10.2024 | |
| Position Rank | Tech-Support | Total Day | 28 days | |
| BU/BR/DIV, Dept | CB-4BU Service | Destination | Dawei | |
| Purpose | for DWT branch support job Customer-Delco co., Ltd, Problem-Engine Installation (EG300P # 600827) | | | |
| Travelling Permit | | | | |
| Arrival Place | Dawei | | | |
| Actual Date & Time of Travel | 17.9.2024 ~ 14.10.2024 | | | |
| Total Day | 28 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 | |
| 17.9.2024 | Hlaingtharyar to Mingaladone Taxi charges (1 per) 20,000/- | | | |
| 14.10.2024 | Mingaladone to Hlaingtharyar Taxi charges (1 per) 20,000/- | | | |
| 17.9.2024 ~ 14.10.2024 | TA Charges (28 days * 15,000/-) (1 per) 420,000/- | | | |
| Total Expense (Kyats/USD) | | 480,000/- | | |
| Cash Advance (Kyats/USD) | | 500,000/- | | |
| Balance Refund/Additional (Kyats/USD) | | 40,000/- | | |
| Job Report Status | | | | |
| Authorization | Name | Position | Date | Sign |
| Prepared By | Phyu Phyu Win | Admin | 22.10.2024 | |
| Approved By Dept Head | Aung ko Min | D.H | | |
| Approved By GM/AGM/COO | Watt Yee Aung | GM | | |
| Acknowledged by related Superior for Job Report | Aye Min Htun | COO | | |
| HR Check & Approved | Yee Yee Hlaing Htun | HR | | |
| Cash Received | | | | |
| Remark | | | | |

(EG300P # 600827)

6
was
-90,000

Actual
370,000
130,000
to refund



TRAVELLING REPORT

Date :

| | | |
|------------------------|--|--|
| Report To | Wong Yee Aung, Aung Kyaw Thu, Aung Ko Min | |
| Employee Name | Nay Lin Naing | |
| Position | Tech-support | |
| Department | Service | |
| Business | CEI | |
| Departure & Arrival | Departure Date And Time | Arrival Date And Time |
| | 17.9.2024 | 14.10.2024 |
| Total Days | 28 days | |
| Trip Information | 1. From YGN To DWT | |
| | 2. From DWT To YGN | |
| | 3. From To | |
| Purpose For Travelling | For branch support job. Customer - Delco. Co Ltd, Problem - Engine installation. E6800F # 600827 | |
| Travel Date | Activities | Remark |
| 17.9.24 | - arrival to site | Installation by 2 MP and testing <u>pass</u> 4 days. |
| 18.9.24 | - installed the engine | |
| 19.9.24 | - installed the main pump & accessories | |
| 20.9.24 | - test run the machine | mistake troubleshooting and repairing 3 days. PL - engine misfiring 20240920 |
| 21.9.24 | - mistake problem - faulty port relief | |
| 22.9.24 | - test run the machine | engine stall problem faulty PSV solenoid. <u>5 days</u> . Total 12 days working. |
| 23.9.24 | - test run the machine | |
| 24.9.24 | - coolant leak problem - faulty hose clamp | |
| 25.9.24 | - engine stalled problem | Waiting time 16 days for next engine. |
| 26.9.24 | - resealing the regulator - Not ok | |
| 27.9.24 | - PSV solenoid faulty - test run & ok | |
| 28.9.24 to 13.10.24 | - monitoring the machine & waiting for the engine | |
| 14.10.24 | - Go back to YGN | |

28 Sep to 09 Oct
12 Days work

Reported by
Sign :
Name : NLN
Position : Tech-support

Checked by
Sign :
Name : DWT
Position : (DIH/AGM/GM)

Approved by
Sign :
Name : Ammon
Position : (COO)

*** To prepare. PL and PSV solenoid taken. Form 2nd machine & & & .
Total working days - 12 days. (should be 10 days as max;).
Total waiting eng; - 16 days.
28 days.

el Date

Activities

Remark

0.10.2024

branch supporting TADq41 monitor error

11.10.2024

DSE engine knowledge sharing

13.10.2024

branch supporting TADq41 monitor error




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

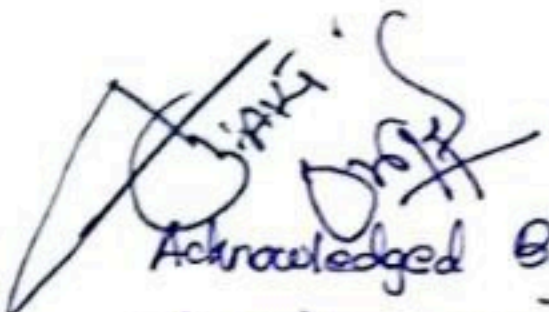
Print Date : 22-Oct-2024

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 | 2024-09-17 | Construction Equipment 4 | Service | Nay Lin Naing | For DWI branch support job Customer - Delco CO,LTD. Problem- Engine Installation E6300F#600827 | 08:00 | Hlaingtharyar | Mingalardone | 20,000 | 20,000 | GA Manager Approved | |
| 2 | 2024-10-14 | Construction Equipment 4 | Service | Nay Lin Naing | For DWI branch support job Customer - Delco CO,LTD. Problem- Engine Installation E6300F#600827 | 02:00 | Mingalardone | Hlaingtharyar | 20,000 | 20,000 | GA Manager Approved | |


Request By
Phyu Phyu Ktin


Checked By
Aung ko Min


Acknowledged By
Watt Yee Aung



TRAVEL ADVANCE CLEAR FORM

| | | | | |
|---|---|--------------------------|------------|------|
| Cash Advance | | | | |
| Employee Name | Ming Lin Hlaing | Estimated Date of Travel | 17.9.2024 | |
| Position Rank | Tech. Support | Total Day | 28 | |
| PLANT, DIV, Dept | CB-1 BU Service | Overseas | 0210 | |
| Purpose | for MNL branch support job Customer - Dales | | | |
| Traveling Details | | | | |
| Travel Place | Davao | | | |
| Actual Date & Time of Travel | 17.9.2024 ~ 14.10.2024 | | | |
| Total Day | 28 days | | | |
| IR Name | Abu Ni Khariz Abu | | | |
| IR Sign | | | | |
| OCN Authorized Person Name | Khin Mar Thi | | | |
| OCN Authorized Person | | | | |
| Advance Clear | | | | |
| Actual Date & Time of Travel | | Total Day | | |
| Departed Date & Time | | Arrived Date | | |
| Date | Description | Total Amount | | |
| | | Kyats | USD | |
| 17.9.2024 | Mingaladone to Mingaladone Taxi | 20000 | | |
| 14.10.2024 | Mingaladone to Mingaladone Taxi | 20000 | | |
| 17.9.2024 ~ 14.10.2024 | TA charges C28 days @ 15000 | 420000 | | |
| Total Expense (Kyats/USD) | | 460000 | | |
| Cash Advance (Kyats/USD) | | 500000 | | |
| Balance Refund/Additional (Kyats/USD) | | 40000 | | |
| Job Report Status | | | | |
| Authorized | Name | Position | Date | Sign |
| Prepared By | Phyu Phyu Win | Admin | 22.10.2024 | |
| Approved by Dept Head | Aung ko Min | D.H | | |
| Approved by GM/AGM/CEO | Wutt Yee Aung | GM | | |
| Acknowledged by related Superior for Job Report | Aye Min Htan | COO | | |
| IR Check & Approved | Yu Yu Hlaing Htan | HR | | |
| Cash Received | | | | |
| Remark | | | | |

1.10.2024
Installation 27)