



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Zaw Ni Aung	Estimated Date of Travel	1.11.2024 - 8.11.2024	
Position Rank	7A	Total Day	8 days	
BU/HR/DIV. Dept	CE3 BU	Destination	Yangon - Tachilek - Yangon	
Purpose	Market Visit to Tachilek			
Traveling Permit				
Arrival Place	Tachilek			
Actual Date & Time of Travel	1.11.2024 (1:00pm) - 8.11.2024 (9:00pm)			
Total Day	7.5 days			
HR Name				
HR Sign				
BOE/Authorized Person Name				
BOE/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	1.11.2024 (1:00pm) to 8.11.2024 (9:00pm)		Total Day	7.5 days
Departure Date & Time	1.11.2024 (1:00pm)		Arrival Date & Time	8.11.2024 (9:00pm)
Date	Description	Total Amount		
		Kyats	USD	
1.11.2024 - 8.11.2024 (1:00pm - 9:00pm)	Travelling Charges (20000 x 7.5 days)	150,000/-		✓
2.11.2024	Hotel Charges	40,000/-		✓
Total Expense (Kyats/USD)		190,000/-		
Cash Advance (Kyats/USD)		500,000/-		
Balance Refund/Additional (Kyats/USD)		310,000/-		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Mi Mi Naing	HR Executive	18.11.2024	<i>[Signature]</i>
Approved By Dept Head	Zaw Ni Aung	AGM	18.11.2024	<i>[Signature]</i>
Approved By GM/AGM/COO	Zaw Ni Aung	AGM	18.11.2024	<i>[Signature]</i>
Acknowledged by related Superior for Job Report	Zaw Min Myat	AGM	18.11.2024	<i>[Signature]</i>
HR Check & Approved	Mi Mi Naing	HR Executive	18.11.2024	<i>[Signature]</i>
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02



TRAVELLING REPORT

Date: 18.11.2024

Report To	Zaw Min Myat	
Employee Name	Zar Ni Aung	
Position	AGM	
Department	Management	
Business	CE 3 BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	16.11.2024 (1:00pm)	18.11.2024 (9:00pm)
Total Days		
Trip Information	1. From Yangon.....To Tachileik.....	
	2. From Tachileik.....To Yangon.....	
	3. FromTo	
Purpose For Travelling	Market Visit	
Travel Date	Activities	Remark
2/Nov/2024	we do opening meeting with TCL BR sale team, Sr, part and administration. Go to Mine Yan, just arrived 2PM (Driving time 4:30) meet with customer U Aik Om (ME20)	Discussion about Business condition. His machine was still operation but not have Demand.
3/Nov/2024	Go to Mine Yan and customer U Aik Om who ce have ME20LC, B690F and MX1928. All of machine are parking condition and monitoring political condition currently, not have CE Demand.	
4/Nov/2024	We go to Mine Yan and back to Kyaukse town.	

Reported by
 Sign :
 Name : Zar Ni Aung
 Position : AGM

Checked by
 Sign :
 Name : Zar Ni Aung
 Position : AGM

Approved by
 Sign :
 Name : Zaw Min Myat
 Position : ACOO

(DH/AGM/GM) (COO)



Meet with customer Chan Xing Nue Saung Earthwork, Quarry. Still operation his business but machine is enough, not have CE prospect.

5/Nov/2024 - we go back to Tel. meet with customer ko xky xlan discuss about SACHAM Dump truck 4-units payment and about 35-ton (Hitachi) Excavator and make Deal process. and then, meet with U Ag Lgi Win. He have prospect mini excavator and wheel loader.

7/Nov/2024 - we go to Xao Yau. meet with customer U Aile Than, actually, they need 37-ton class Excavator. we offer ME 375 with special price. we need follow up.

6/Nov/2024 - we go to Wan Pone border and discuss about machine import issue. and go back to Tar Lgy Gold Mine. meet with customer Yan Kin Gold. they have many Kobelco but is why. we introduced our Matador brand.

8/Nov/2024 - Go back to Taxi.

