



### TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>			
Employee Name	ko Myi Lin Naing, Ma: Lin Naing	Estimated Date of Travel	19.8.2024 to 29.8.2024
Position Rank	Tech-Support, Sr. Service	Total Day	11 Day
BU/BR/DIV, Dept	CE-Tell Service	Destination	YGN to DMK
Purpose	For branch support job - Customer - Delco co, Ltd Problem Engine installation		

<b>Travelling Permit</b>			
Arrival Place	Jaava?		
Actual Date & Time of Travel	19.8.2024 to	29.8.2024	
Total Day	11 Day		
HR Name	Naw Mi Nandan Aye		
HR Sign			
BOH/Authorized Person Name	Ain Ma Aye		
BOH/Authorized Person			

<b>Advance Clear</b>			
Actual Date & Time of Travel		Total Day	
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
19.8.2024	Bogyoke, Thamine to Mingaladone Airport (2 per)	20000	
29.8.2024	Mingaladone Airport to Bogyoke, Thamine	20000	
	Taxi charges (2 per)		
19.8.2024 ~ 29.8.2024	TA charges (11 days x 15,000) (2 per)	330000	
19.8.2024 ~ 29.8.2024	TA charges		
<b>Total Expense (Kyats/USD)</b>		370000	
<b>Cash Advance (Kyats/USD)</b>		500000	
<b>Balance Refund/Additional (Kyats/USD)</b>		130000	

<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Phyu Phyu Win	Admin	9.9.2024	
Approved By Dept Head	Aeng ko Mon	DH	3.9.2024	
Approved By GM/AGM/COO	Wacht Yee Aeng	GPI		
Acknowledged by related Superior for Job Report	Aye Mon Htan	COO		
HR Check & Approved	Yu Yu Hlaing Htan	HR	3.9.24	
Cash Received				

**Remark**



# TRAVELLING REPORT

Date : 30.8.2024

Report To	Wuatt Yee Aung, Aung Kywee Thee, Aung Ka Min	
Employee Name	Nay Lin Nwng, Linn Lin Nwng	
Position	Tech. Support, Sr. Service	
Department	Service	
Business	CE - TBU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	19.8.2024 5:00 AM	29.8.2024 2:00 PM
Total Days		
Trip Information	1. From YAN To DWT	
	2. From DWT To YAN	
	3. From To	
Purpose For Travelling	For branch support job. Customer - Delco co, Ltd. Problem - Engine installation (E6300F - 2 units)	
Travel Date	Activities	Remark
19.8.24	Go to Dawei & job site	
20.8.24	- dismantled the engine (SN - 600828)	
21.8.24	- installed the engine coverhaul from Reman? (SN - 600827)	
22.8.24	- installed extra water separator. Test ran about 10 min	
23.8.24	- test run the machine with load above 90%. - found blow-by gas. Engine not ok.	
24.8.24	- removed the engine again to send back Reman.	
25.8.24	- Go back to Dawei	
26.8.24 to 29.8.24	- supporting for DWI service (ZX-210-5G) & (ZX350-5G)	
29.8.24	- Go back from Dawei	

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

Checked by  
 Sign :   
 Name : AKM  
 Position : JH.  
 (DH/AGM/GM)

Approved by  
 Sign :  
 Name :  
 Position :  
 (COO)

in High Way Road, Hlain

on	End Location
	Mingaladone Air port
done	Bogyoke, Thamin

By  
 Aung

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	2024-08-19	Construction Equipment 1	Service	Nay Lin Naing, Wai Lin Naing	For DWI Branch support job Customer - Delco co,ltd, Problem - Engine installation (E6300F#600828) / Customer- U Aung Gyi, Problem- Engine hunting (EC210DL)	05:00	Bogyoke, Thamine	Mingalardone Air port	20,000	20,000	GA Manager Approved	
2	2024-08-29	Construction Equipment 1	Service	Nay Lin Naing, Wai Lin Naing	For DWI Branch support job Customer - Delco co,ltd, Problem - Engine installation (E6300F#600828) / Customer- U Aung Gyi, Problem- Engine hunting (EC210DL)	02:00	Mingalardone Air port	Bogyoke, Thamine	20,000	20,000	GA Manager Approved	

Request By  
Phyu Phyu Win

checked By  
Aeng ko Min

Approved By  
Watt Yee Aung

