



CASH ADVANCE CLEAR FORM

Date: 26.7.24
18.7.24
 BU/BR/Division: Reman
 Department: Production
 Advance Issue: 100,000 Kyats/.....USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance	10.1.24	2024/1/033		100,000	TA charges for Myeikhtila. (100-2023120184)
2	2 nd Time Advance					Winning Way Co, Ltd.
3	3 rd Time Advance					VE pump and nozzle (6).
Total Advance					100,000	
Total Actual				11,000	149,000 / 130	
Balance Refund/Additional				11,000	14,000	

Request By: [Signature]
Shwe Sin
 Requester

Checked By: [Signature]
ko Phyo
 Mgr/DH

Checked By: [Signature]
Khin Sute Win
 Finance & Account

Approved By: [Signature]
Aung Hein Win
 GM/AGM/COO

Approved By: _____
 CMC
 04-CFD-CAS-FRM-002-03

To adjust to PG. for the charges - (150,000)

Myeikhtila to Am... ticket) 125,000 ✓



TRAVEL ADVANCE CLEAR FORM

Cash Advance		Employee Name	Htet Oo Yan	Estimated Date of Travel	29.12.23 (9 Am) to 1.1.24 8:30 pm
		Position Rank	Senior mechanic	Total Day	4 days
		BU/BR/DIV, Dept	Remon	Destination	
		Purpose	Pump testing and repair for R31		
Travelling Permit					
		Arrival Place	Myeikhtila		
		Actual Date & Time of Travel	29.12.23 (9 Am) to 1.1.24 18:30 pm		
		Total Day	4 days		
		HR Name			
		HR Sign			
		BOH/Authorized Person Name			
		BOH/Authorized Person			
Advance Clear					
		Actual Date & Time of Travel	(29.12.23 9 Am) to (1.1.24) 8:30 pm	Total Day	4 days
		Departure Date & Time	(29.12.23) 9 Am	Arrival Date & Time	(1.1.24) 8:30 pm
				Total Amount	
				Kyats	USD
Date	Description				
29.12.23	Bung Minglon to Myeikhtila (bus ticket)			23,000	✓
1.1.24	Myeikhtila to Bung Minglon (bus ticket)			25,000	✓
	Taxi charges (29.12.23) and (1.1.24)			35,000	✓
	TA charges for (29.12.23, 30.12.23, 31.12.23, 1.1.24)			28,000	✓
				111,000	✓
Total Expense (Kyats/USD)				111,000	✓
Cash Advance (Kyats/USD)				100,000	✓
Balance Refund/Additional (Kyats/USD)				11,000	✓
Job Report Status					
Authorization	Name	Position	Date	Sign	
Prepared By	Shwe Sin	Admin	12/11/24	[Signature]	
Approved By Dept Head	Ro Phyo	DA	3/11/24	[Signature]	
Approved By GM/AGM/COO	Aung Hein Win	GM		[Signature]	
Acknowledged by related Superior for Job Report					
HR Check & Approved	Nandar Aye	HR	10/1/24	[Signature]	
Cash Received					
Remark					



TRAVELLING REPORT

Date : 1/1/24

Report To	Aung Hein Win	
Employee Name	Htet Oo Yan	
Position	Senior Mechanic	
Department	Production	
Business	Reman	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From Yangon To Meiktila	
	2. From To	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
29.12.2023	Yangon to Meiktila	
30.12.2023	Pump Inspection - Adjusting & Repair	
31.12.2023	Testing & Troubleshooting	
1.1.2024	Meiktila to Yangon	

Reported by
 Sign :
 Name : Htet Oo Yan
 Position : Senior Mechanic

Checked by
 Sign :
 Name : Aung Hein Win
 Position : GM
 (DH/AGM/GM)

Approved by
 Sign :
 Name : Aye Min Htun
 Position : COO
 (COO)

← MA Ma Hnin Myat The last seen recently

Ok pls proceed December 8 5:50 PM

December 26

အစ်မရှင့်တောင်ငူ job site သို့သွား
မည့်mechanic 2ဦးအတွက်ကုန်ကျ
ငွေ-တစ်သိန်းကျပ် အားထုတ်ယူခွင့်ပြုပါ
ရန်approveပေးပေးပါအုံးရှင့်
edited 2:41 PM ✓✓

သွားရောက်မည့် အကြောင်းအရာ - Deutz
Engine Error Code Finding using
SERDIA Software 2:43 PM ✓✓

Shwe Sin
အစ်မရှင့်တောင်ငူ job site သို့သွားမည့်mech...
Ok 7:27 PM

Thanks Ma Ma 7:28 PM ✓✓

December 28

အစ်မရှင့်မိတ္ထီလာ job site သို့သွား
သောmechanic 1ဦးအတွက်ကုန်ကျငွေ
တစ်သိန်းကျပ်အားထုတ်ယူခွင့်ပြုပါရ
ရန်approveပေးပေးပါအုံးအမရှင့်
သွားမည့်အကြောင်းအရာ -
(100-2023120184/PG/VE
pump-1,nozzle-6)pump testing and
repair. 2:36 PM ✓✓

Unread Messages

Ok pls proceed 2:39 PM

Mandalar Minn Express



Booking Ref# 4535-5354

From: ရန်ကုန်

Destination: မိတ္ထီလာ

Route: ရန်ကုန်-ရမည်းသင်း-ပျော်ဘွယ်-မိတ္ထီလာ
(မှတ်ပုံတင် ယူရန်)

Gate: Aung Mingalar Bus Terminal

Departure Time: Dec 29, 9:00 AM

Check-In Time: Dec 29, 8:30 AM

Arrival Time(EST): Dec 29, 7:00 PM

Bus No:

Booking Date: Dec 28, 2023

Status: CONFIRMED

Traveller: Ko Htet Oo Yan

Ko Htet Oo Yan


Contact No: 09959604827

Passengers: 1

Seats: 36 (WINDOWSEAT)

Special Request:

Total:


12,000 MMK ✓

Way The Truth The Life

16TFN

07542



Name

Handwritten name

Passport No. -

Ph: No. -

Seat No. -

1. 1. 24

Ticket Fare -

25000/ ✓

Bus No. -

8A -

Departure Date -

Handwritten date

YGN - NPT [:]

NPT - YGN

BGT [:] MM [:]

NPT - TGI [:]

TGI - NPT

TPG [:] DKN [:]



TAXI CHARGES FORM

BU/BR/DIV Name : Reman Department Name : Production

No.	Date	Name	Description	Departure Time	Routes		Cost	Remark
					From	To		
	29/12/23	Htet Oo Yan	Pump testing and repair	8:00am-8:45pm	Reman	Aung Mingalar	45,000 48,000	✓
	1/1/24	Htet Oo Yan	Back to YGN	7:36pm-8:30pm	Aung Mingalar	Htan Ta Pin	20,000	✓
Total Taxi Charges							35,000 38,000	

Requested by
 Sign : [Signature]
 Name : Shwe Sin
 Dept. : Admin
 (Requestor)

Acknowledged by
 Sign : [Signature]
 Name : Khin Swe Win
 Dept. : Finance
 (Finance & Account)

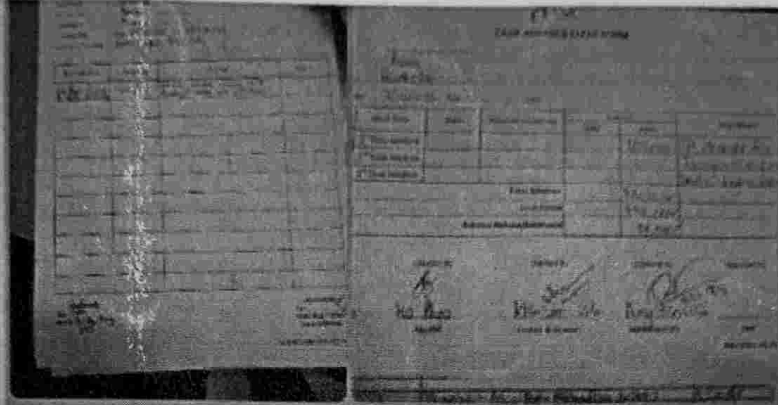
Approved by
 Sign : [Signature]
 Name : Aung Hsein Win
 Dept. : GM
 (DH/ABOH/BOH/AGM/GM)

Acknowledged by
 Sign : [Signature]
 Name : Kyau Kyau Win
 Dept. : GA
 (HO-GA)



Sir. Aye Min Htu

Connecting...



ဆရာရှင်..တောင်ငူ job side TAဝါ
 Cus..Ko Soe Pyae Han
 Mc model..Deutz
 Component..Engine-1pc
 Activity...Making engine inspection
 Mechanic..Ye Htun Naing & San
 Phyo Aung
 Adv request amt..100000
 Adv clear amt...114000
 approve လေးပေးပါ ဆရာ

10:55 AM

Su Su Khine
 ဆရာရှင်..မန္တလေး job side TAဝါ Cus..Wi...
 Please proceed.
 11:21 PM

Su Su Khine
 ဆရာရှင်..တောင်ငူ job side TAဝါ Cus..Ko...
 Please proceed.
 11:21 PM

January 18

ကျေးဇူးပါဆရာ..
 7:31 AM