



### TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>		(4:00 AM)		(6:00 AM)
Employee Name	KO Si Thea Min Thea	Estimated Date of Travel	4.3.2025 to 20.3.2025	
Position Rank	DH	Total Day	16.5 days.	
BU/BR/DIV, Dept	Spore Parts	Destination		
Purpose	Parts Marketing & Ground stock checking & operation			
<b>Travelling Permit</b>				
Arrival Place	MKN	PHK	Mawban	Yangon
Actual Date & Time of Travel	7 days.	6 days.	3 days.	0.5 days.
Total Day	16.5 days.		1	
HR Name	Phyo Phyo Aung	Phyo Phyo Aung(S) Nwe Nwe Aun		
HR Sign				
BOH/Authorized Person Name	Aung Mo Hom	Myo Min Htike	Aun Thon	
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	
4.3.25 to 20.3.25	TA For: KPT (15000 x 16.5)-	247500	7100	
4.3.25	MKN TO PHK (Car charges)	30000	-	
4.3.25	Donation charges (PDF+KTA)	10000	-	
4.3.25	Gate Pass charges (PDF/KTA) (Mackayya Lalard)	10000	-	
4.3.25	(Army charges) 510000	5000	-	
4.3.25	Phk to Mize Yang (MAH)	170000	-	
15.3.25	MAH to MKN (ADbon)	60000	-	
20.3.25	MDY to YAN (Express charges)	30000	-	
4.3.25, 19.3.25	Taxi charges.	67500	-	
20.3.25				
<b>Total Expense (Kyats/USD)</b>		995000		
<b>Cash Advance (Kyats/USD)</b>		1000000		
<b>Balance Refund/Additional (Kyats/USD)</b>		55000		
<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Thea Min Thea	DH	31.3.25.	Jilch.
Approved By Dept Head	KO Si Thea Min Thea	DH	31.3.25.	
Approved By GM/AGM/COO	KO Aung Thea Win	GM	31.3.25.	
Acknowledged by related Superior for Job Report	KO Aye Min Htoon	MEM	31.3.25.	
HR Check & Approved	Moe Thea	DH	31.3.25	
Cash Received				
Remark				

# TRAVELLING REPORT

Date: 21/03/2025

Report To		
Employee Name	U Si Thu Min Thein	
Position	DH.	
Department	Space Parts	
Business	CF2 & CF5	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	04/03/2025 : 4:00 AM.	20/03/2025 6:00 AM.
Total Days		
Trip Information	1. From YGN To MKNE, PHK	
	2. From PHK To Maw Han, Ma Taeng	
	3. From Maw Han To MKNE, YGN	
Purpose For Travelling	Parts marketing & Ground stock checking & Operation	
Travel Date	Activities	Remark
4/03/2025	Go to MKNE & PHK from YGM	
5/03/2025	Arrived Myanmar Chun Lang Mya Oo Yin & U Son Myint	2X35-3 parts 2X670-3 Turbo, ME220, 2X24
6/03/2025	NMGB, Wai Khar jobs site.	2X670 Bucket HCR1500 parts
7/03/2025	Present Htoo Son Myanmar Takemy, for YON.	ME220 service jobs. Inquiry & offer HCR parts.
8/03/2025	YON chancellor. KNOPC	HCR1500 stock rack & bucket 2X670 injectors, air non engine parts.

Reported by  
 Sign:   
 Name: U Si Thu Min Thein  
 Position: DH.

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

Approved by  
 Sign:   
 Name:   
 Position:   
 (COO)

Travel Date	Activities	Remark
9 /03/2025	Went to Mawlaik (MoneYang job site.)	Check ME220
10 /03/2025	Customer U San Linn. U Yaw.	Explained ME220 product information.
11 /03/2025	Went to Mawlaik with BOH.	
12 /03/2025	Customer U Htein Linn local Special One	checked machine - checked damaged parts 2205
13 /03/2025	check Ground Stock (MHA)	Discuss parts team.
14 /03/2025	Explained U Htein Linn Service borrow parts.	2X210-5 301180
15 /03/2025	Went to MINE from MHA	
16 /03/2025	~ Part team meeting	
17 /03/2025	Customer U Yan Myint Linn	09-267100914. front glass
18 /03/2025	MGND Ground checking.	CE 2 & 5.
19 /03/2025 to 20 /03/25	MINE, MOY to Yangon.	Travelling