



TRAVEL ADVANCE CLEAR FORM


Cash Advance				
Employee Name	Arkar Kyaw	Estimated Date of Travel	3.1.2025~1.2.2025	
Position & Rank	Operator	Total Day	30 Days	
BU/BR/DIV, Dept	PG/Rental	Destination	Latputta	
Purpose	Stand By Operator (Extension) at job site			
Travelling Permit				
Arrival Place	Latputta			
Actual Date & Time of Travel	3.1.2025~1.2.2025	(08:00AM~5:00 PM)		
Total Day	30 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	
3.1.2025~1.2.2025	TA for Total Days (30 x 10000)	300,000		
	Matador 250 KVA			
	Model : DE275D5			
	Sr:No: A167084			
	Customer : Aqua King Groups			
Total Expense (Kyats/USD)		300,000		
Cash Advance (Kyats/USD)				
Balance Refund/Additional(Kyats/USD)		300,000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Hsu Yee Htet	Staff	7.2.2025	
Approved by Dept Head	Aung Ko Oo	D.H	7.2.2025	
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M		
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO		
HR check & approved	Phyo Wai Nyein	A.D.H	8.2.2025	
Cash received				
Remark				

TRAVELLING REPORT

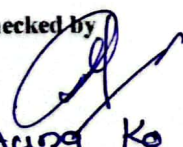
Date : 7. 2. 25.....

Report To	DH	
Employee Name	Arkar Kyaw	
Position	Operator	
Department	Rental	
Business	PG BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	3. 1. 2025	1. 2. 2025
Total Days		
Trip Information	1. From Yangon To Latputta	
	2. FromTo	
	3. FromTo	
Purpose For Travelling	Stand by Operator	
Travel Date	Activities	Remark
3. 1. 2025 to 1. 2. 2025	Daily machine inspection checking, Engine oil, water, oil checking, and sent report. Machine start hours and stops hours sent to DH. Weekly inspection report, Machine regular service, machine clearing, daily and weekly report sent to DH.	

Reported by

 Sign : 
 Name : Arkar Kyaw
 Position : Operator

Checked by

 Sign : 
 Name : Aung Ko Oo
 Position : DH

(DH/AGM/GM)

Approved by

 Sign :
 Name : Zaw Min Myat
 Position : ACOO

(COO)