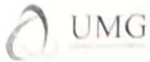




TRAVEL ADVANCE CLEAR FORM

Cash Advance		600000/.		6:00Am	4:00Pm
Employee Name	And Phone Mac, Moe Kywe	Estimated Date of Travel	19.6.25 → 23.6.25		
Position Rank	Mechanic Naing	Total Day	5 days		
BU/BR/DIV. Dept	PLI BU	Destination			
Purpose	MLM BR support synchronizing installation				
Travelling Permit					
Arrival Place	MLM, Madori				
Actual Date & Time of Travel	19.6.25 (6:00Am)				
Total Day	5 days				
HR Name					
HR Sign					
BOH Authorized Person Name					
BOH Authorized Person					
Advance Clear					
Actual Date & Time of Travel	19.6.25 (6:00Am)	Total Day	5 days		
Departure Date & Time	19.6.25 (6:00Am)	Arrival Date & Time	23.6.25 (4:00Pm)		
Date	Description	Total Amount			
		Kyats	USD		
19.6.25 → 23.6.25	For TA days ⇒ 5 days x 15000/ ⇒ 75000/ x 2pm	150000/			
	Express charges	80000/			
	Taxi charges	56800/			
Total Expense (Kyats/USD)		286800/			
Cash Advance (Kyats/USD)		600000/			
Balance Refund/Additional (Kyats/USD)		313200/			
Job Report Status					
Authorization	Name	Position	Date	Sign	
Prepared By	Chit Pon Sa	SH	19.7.25	Dr	
Approved By Dept Head	Tint Naing	DH	17.7.25	[Signature]	
Approved By GM/AGM/COO					
Acknowledged by related Superior for Job Report					
HR Check & Approved	Phyo Wai Nyein	ADH	18.7.25	Phyo	
Cash Received					
Remark					



TRAVELLING REPORT

Date : 24.6.2025

Report To	COO	
Employee Name	Aunt Phone Maw, Mae Kyaw Nang	
Position	Mechanics	
Department	Winning Way (SRV)	
Business	PGI	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	19.6.2025	23.6.2025
Total Days	5 days	
Trip Information	1. From HO To Maubmying	
	2. From Maubmying To HO	
	3. From To	
Purpose For Travelling	Gensets Synchronizing Installation	
Travel Date	Activities	Remark
19.6.2025	Go to Maubmying	
20.6.2025	VP-700 (3units) VP-625 (1unit) - Gensets Synchronizing	PSG JR 25/06/0780
21.6.2025	VP-700 (3units) VP-625 (1unit) - Gensets Synchronizing	PSG JR 25/06/0780
22.6.2025	- waiting conditions (load test run)	
23.6.2025	- Go back to HO	

Reported by

Checked by

Approved by

Sign :
Name : Aunt Phone Maw
Position : Mechanic

Sign :
Name : Aunt Nang
Position : DIA

Sign :
Name : 2616125
Position :

(DI/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01

Total - 5 days
 Travelling - 2 days
 Installation - 3 days
 proper lead time.

MANDALARNINN

mandalarninn.com.nm

From (မှ)
Mawla myine

To (သို့)
Yangon

Traveler (ဝန်ထမ်း)
ကိုအံတုနားမာ

Contact (ဖုန်းနံပါတ်)
09795813485

Seat(s) (နံပါတ်များ)
13, 14

Class/Type
ရိုးရိုး - Scania

Bus No (ကားနံပါတ်)

Booking Reference
8814-8068

Status
CONFIRMED

Departure (ထွက်ခွာ)
Jun 23, 5:00 AM

Gate (ဂိတ်)
NA

Special Request (မှတ်ချက်)
wmk

Printed Time : Jun 22, 10:46 AM

Passengers
Total

2
40,000

Notes and conditions of carriage...
Check-in 30 min before the departure time...
Each passenger is allowed one carry-on luggage...
No refund will be issued after the departure...
Contact Phone: Call Center-0972 889 998...

MANDALARNINN

mandalarninn.com.nm

From (မှ)
Mawla myine

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wmk

Printed Time : Jun 22, 10:46 AM

Passengers
Total

2
40,000

NRC or Passport is necessary to travel
မှတ်ပုံတင် ဖြစ်ရမည် ဖြစ်ပါသည်
Check-in 30 min before the departure time.
ကားထွက်ခွာ 30 မိနစ်ကြိုကပ်ရောက်ရှိရန် လိုအပ်ပါသည်။
Each passenger is allowed one carry-on luggage
တစ်ယောက်တည်း တစ်ခုစီတည်း နှစ်ခုစီလုံး ခြားနားပါသည်။
No refund will be issued after the departure
ကားထွက်ခွာ ချိန်လွန်ပြီး ဖျက်ရန်မရှိပါ။
ဝယ်ယူမှုအား မှတ်ပုံတင် ဖြစ်ပြီး ဖြစ်ပါသည်။ မိမိနှင့် အတူတူတည်းက ဝယ်
ယူမှုများ ရှိပါက အတူတူတည်းက ဝယ်ယူမှုများ ဖျက်ရန်မရှိပါ။

Contact Phone: Call Center-0972 889 998
998, YGN-095020181, NPT-09251251277, Meikneta-09788
885587, MDY-09402651991, Sakar-09472291000, PCL-09
Paklaku-09 7733 45 866, Yangon-09 771 9580
78, Magway-09 2560 83 936, Fatone-09480 12 336



No 589-592,Bo Aung Kyaw Street,Yangon-Pathein High Way Road,Hlaing Thar Yar Township, Yangon, Myanmar

Print Date : 16-Jul-2025

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	2025-06-19	Power Generator	Service	Annt Bhone Maw(2), Moe Kyaw Naing (2)	MLM Customer machine repair	06:00	Hlaing Tharyar (Thamagone) to Bogyoke	Aung Min Galar	28,400	28,400	GA Manager Approved	
2	2025-06-23	Power Generator	Service	Annt Bhone Maw(2), Moe Kyaw Naing (2)	Return back customer machine repair	17:00	Aung Min Galar	Hlaing Tharyar (Thamagone) to Bogyoke	28,400	28,400	GA Manager Approved	

Printed: 16/7/2025