

TRAVEL ADVANCE CLEAR FORM

Employee Name	Kyaw Min Khaing	Estimated Date of Travel	4.1.2025 ~ 2.2.2025
Position & Rank	Operator	Total Day	30 Days
BU/BR/DIV, Dept	PG/Rental	Destination	Mawlamyaing
Purpose	Stand By Operator (Extension) at job site (Job site change from Myanmar lighting IPP to Royal Hinthar)		

Travelling Permit

Arrival Place	Mawlamyaing		
Actual Date & Time of Travel	4.1.2025 ~ 2.2.2025	(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
4.1.2025 ~ 2.2.2025	TA for Total Days = 30 Days (30 x 10000)	300,000	
	Matador 250 KVA		
	Model : DE275D5		
	Sr:No: A1607083		
	Customer : Royal Hinthar		
Total Expense (Kyats/USD)		300,000	
Cash Advance (Kyats/USD)			
Balance Refund/Additional(Kyats/USD)		300,000	

Job Report Status

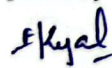
Authorization	Name	Position	Date	Sign
Prepared by	Hsu Yee Htet	Staff	7.0.2025	
Approved by Dept Head	Aung Ko Oo	D.H	7.2.2025	
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M		
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	13.2.2025	
HR check & approved	Phyo Wai Nyein	ADH	8.2.2025	
Cash received				
Remark				

TRAVELLING REPORT


Date : ...7.2.25.....

Report To	DH	
Employee Name	Kyaw Min Khaing	
Position	Operator	
Department	Rental	
Business	PGI BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	4.1.25	2.2.25
Total Days		
Trip Information	1. From Yangon To Mawlamyaing.....	
	2. FromTo	
	3. FromTo	
Purpose For Travelling	Stand by Operator	
Travel Date	Activities	Remark
4.1.25 to 2.2.25	We check daily inspection machine is ok. Report to DH. We test run the machine is ok. Customer load with use test run machine is ok. Regular service maintenance test run checking report to DH. Daily process and report sent to rental Operation group. Machine overall checking and maintenance report to DH and operation Group.	

Reported by

 Sign : 
 Name : Kyaw Min Khaing
 Position : Operator

Checked by

 Sign : 
 Name : Aung Ko Oo
 Position : DH

(DH/AGM/GM)

Approved by

 Sign : 
 Name : Zaw Min Myat
 Position : ACOO

(COO)

05-CHL-HRM-FRM-064-01