



## TRAVEL ADVANCE CLEAR FORM

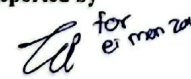
Cash Advance				
Employee Name	Yan Myo Aung	Estimated Date of Travel	25.05.2025 ~23.06.2025	
Position & Rank	Operator	Total Day	30 Days	
BU/BR/DIV, Dept	PG/Rental	Destination	Oakktwin	
Purpose	Stand By Operator at Job site			
Travelling Permit				
Arrival Place	Oakktwin			
Actual Date & Time of Travel	25.05.2025 ~23.06.2025	(8:00AM~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
25.05.2025 ~23.06.2025	TA for Total Days = 30 Days ( 30 x 10000)		300,000	
	Matador -200 KVA	Matador -100 KVA		
	Model - DE220D5	Model - DE110D5		
	Sr:No:- A1607034	Sr:No:- A2308112		
	Customer - Family rice mail	Customer - Family rice mail		
	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	Ei Mon zaw	Staff	23.06.2025	<i>Ei Mon</i>
Approved by Dept Head	Aung Ko Oo	D.H	24.06.2025	<i>Aung Ko Oo</i>
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M	24.06.2025	<i>Soe Htet Tin</i>
Acknowledged by related Superior for Job Report	Aye Min Htoon	VCM		
HR check & approved	Phyo Wai Nyein	A.D.H	24.6.2025	<i>Phyo Wai Nyein</i>
Cash received				
Remark				


04-CFD-CAS-FRM-006-02

# TRAVELLING REPORT

Date : 23.06.2025

Report To	DH	
Employee Name	Yan Myo Aung	
Position	Operator	
Department	Rental	
Business	PGBU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	25.05.25 8:00AM	23.06.25 5:00PM
Total Days		
Trip Information	1. From ....Yangon.....To ...Daktwin.....	
	2. From .....To .....	
	3. From .....To .....	
Purpose For Travelling	Stand by Operator	
Travel Date	Activities	Remark
25.05.2025  To  23.06.2025	Daily Machine inspection checking, Engine Oil, water, air checking and sent report. Machine start hours and stop hours sent to DH. Weekly inspection report, Machine regular service, machine cleaning, daily and weekly report sent to DH.	

Reported by  
 Sign :   
 Name : Yan Myo Aung  
 Position : Operator

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

Approved by  
 Sign :  
 Name :  
 Position :  
 (COO)

05-CHL-HRM-FRM-064-01