



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Toe Toe	Estimated Date of Travel	01.08.2024 ~10.09.2024	
Position & Rank	Operator	Total Day	41 Days	
BU/BR/DIV, Dept	PG/Rental	Destination	Labutta Job Site	
Purpose	Stand By Operator			
Travelling Permit				
Arrival Place	Labutta Job Site			
Actual Date & Time of Travel	01.08.2024 ~10.09.2024	(07:00AM~5:00 PM)		
Total Day	41 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	
01.08.2024 ~10.09.2024	TA for Total Days (41 Days x 10000)	410,000		✓
	Express Charges	15,000		✓
	Matador 250 KVA			
	Model : DE275D5			
	Sr.No: A1607084			
	Customer : Aqua King			
	Total Expense (Kyats/USD)		425,000	✓
	Cash Advance (Kyats/USD)			
	Balance Refund/Additional(Kyats/USD)		425,000	✓
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Hnin Yu Yu Khine	Staff	11.09.2024	
Approved by Dept Head	Aung Ko Oo	D.H	11.09.2024	
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M	11.09.2024	
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	11.09.2024	
HR check & approved	Phyo Wai Nyein	A D.H	11.09.2024	Phyo
Cash received				
Remark				

မြို့ရွှေစင်

Air-Con Express

အဆင့်မြင့်ခရီးသည်နှင့်တုန့်စည်ပိုဆောင်ရေး

ရန်ကုန် ↔ မြောင်းမြ ↔ လပွတ္တာ

နေ့စွဲ	အချိန်	အမည်	ထိုင်ခုံနံပါတ်	သင့်ငွေ
10.9.24	9:00AM	ကိုကို	21	15000

ရန်ကုန်(လှိုင်သာယာအဝေးပြေး)
ပုသိမ်လမ်း၊ အခန်း(၂၁)(က)တန်း၊
ဒဂုံစုရာအဝေးပြေး
☎ 09-422506348
☎ 09-751519589

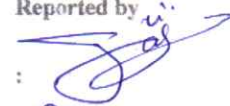
ရန်ကုန်(မြို့ထဲဂိတ်)
အခန်း(၅၁၆)(၁၃/၁၄)လမ်းကြား၊ ကမ်းနားလမ်း
☎ 09-422506349
☎ 09-778495681


မြောင်းမြ(မြို့ထဲဂိတ်)
ဦးဘချို မေခလားဆေးတိုက်ဘေး
☎ 09-422506347
မြောင်းမြ(အဝေးပြေးဂိတ်)
☎ 09-447744431

လပွတ္တာ
ဘုရားလမ်း၊ အောင်တော်မူဘုရားရှေ့၆-ရပ်ကွက်
☎ 09-751519550
ကမ်းနားလမ်း၊ မာလင်တံတားရှေ့၅-ရပ်ကွက်
☎ 09-751519585

ဝယ်ပြီးလက်မှတ်ငွေပြန်ပအမ်းပါ။ ကားပထွက်မှီနာရီဝက်ကြိုလာပါ။

Purpose For Travelling	Stand by operator at customer job site	
Travel Date	Activities	Remark
01.8.2024 to 10.9.2024	Daily machine inspection and machine data send to DH. Weekly inspection and Report send to DH. Machine Regular service, genset damage repair, inspection, cleaning and Report send to DH.	

Reported by
Sign : 
Name : *Boe Boe*
Position : Operator

Checked by
Sign : 
Name : *Aung Ko*
Position : DH

Approved by
Sign :
Name :
Position :



(DH/AGM/GM)

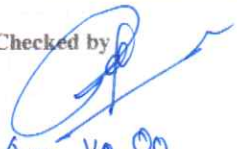
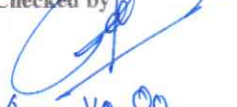
(COO)

TRAVELLING REPORT

Date :

Report To	Department Head	
Employee Name	Toe Toe	
Position	Operator	
Department	Rental	
Business	PG - Bu	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	01.8.2024	10.9.2024
Total Days	41 days	
Trip Information	1. From To	
	2. From To	
	3. From To	
Purpose For Travelling	Stand by operator at customer job site	
Travel Date	Activities	Remark
01.8.2024 to 10.9.2024	Daily machine inspection and machine data send to DH. Weekly inspection and Report send to DH. Machine Regular service, Genset damage repair, inspection, cleaning and Report send to DH.	

Reported by: 
 Sign : 
 Name : Toe Toe
 Position : Operator

Checked by: 
 Sign : 
 Name : Aung Wo
 Position : DH

Approved by:
 Sign :
 Name :
 Position :

(DH/AGM/GM)

(COO)