



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Myo Myint Aung	Estimated Date of Travel	14.11.2024 ~2.12.2024	
Position & Rank	Operator	Total Day	19 Days	
BU/BR/DIV, Dept	PG/Rental	Destination	Mudon	
Purpose	Stand By Operator			
Travelling Permit				
Arrival Place	Mudon			
Actual Date & Time of Travel	14.11.2024 ~2.12.2024	(07:00AM~5:00 PM)		
Total Day	19 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	
14.11.2024 ~2.12.2024	Total Days 1 Days (19 x 10,000)	190,000		
	Express charges(2 ways)	40,000		
	Matador 350 KVA			
	Model : VP-385S, VP-375S			
	Sr.No:2306052, 2013455286			
	Customer : Daw Ah May			
Total Expense (Kyats/USD)		230,000		
Cash Advance (Kyats/USD)		-		
Balance Refund/Additional(Kyats/USD)		230,000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Kyal Sin Thway	Staff	04.12.2024	Kyal
Approved by Dept Head	Aung Ko Oo	D.H	04.12.2024	
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M	04.12.2024	
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	04.12.2024	
HR check & approved	Phyo Wai Nyein	A.D.H	04.12.2024	Phyo
Cash received				
Remark				



TRAVELLING REPORT

Date : 14.11.2024

Report To	DH	
Employee Name	Myo Myint Aung	
Position	Operator	
Department	Rental	
Business	PG	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From Yangon To Mudon	
	2. From Mudon To Yangon	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
14.11.2024 to 2.12.2024	<p>We arrived to job site, Machine area place is ok, load wire connect and fuel filling is ok. And then we check daily inspection. Machine condition is ok. Everything is ok. So we test run the machine is ok. Report to DH. Customer load with use test run machine is ok. Report to DH. Regular service maintenance test run checking report to DH. Daily process and report send to rental operation group. Machine overall checking and maintenance report to DH and operation group.</p>	

Reported by
 Sign : *Myo Myint Aung*
 Name : Myo Myint Aung
 Position : operator

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

(DH/AGM/GM)

Approved by
 Sign :
 Name :
 Position :

(COO)