



motors

No. 898 990, Anawrahta Industrial Zone  
No. 9 Sein Yaung Phayar Road, Yangon-Pathein Highway Road, Hlaingtharya, Yangon



# CLAIM REQUEST FORM

Requestor Name : Nyein Nyein  
 Department Name: Service (ATT)  
 Payment Date : 2024-10-24  
 Payment Voucher : EX-ATT-2024-10-00003  
 No  
 Payment Method : Cash/Bank  
 Payment Amount : 306000.0  
 Currency : MMK  
 Exchange Rate : 4,800.0

Budget Type : Include Budget  
 Payment Type : Claim Payment  
 Prepared By : ATT\_BudgetDataEntry  
 Superior Approved : ATT-Service  
 By  
 Last Approved By : ATT-Service

No.	Description	Department	Request Amount	Remark
1	Branch support ,ATT To Nyaung -U BR,DF60.1873 ,Machine unloading ,operator training and D&C,PIC-Nyein Nyein	Service Department (ATT)	306,000.00	Branch support ,ATT To Nyaung -U BR,DF60.1873 ,Machine unloading ,operator training and D&C,PIC-Nyein Nyein

Expense Total 306,000.00 K ✓  
 Additional/Refund

Note: Branch support ,ATT To Nyaung -U BR,DF60.1873 ,Machine unloading ,operator training and D&C,PIC-Nyein Nyein

Superior Check By		F&A	GM/AGM	COO
Name : <i>Aye Mye Th</i>	Name : <i>Ma Zin Mon</i>	Name : <i>Ko Marng ?</i>	Name : <i>Ko Aye Min Hlaem</i>	
NRC No : <i>710a.ta.ta.cw.110371</i>	NRC No : .....	NRC No : .....	NRC No : .....	
Date : <i>24.10.24</i>	Date : <i>24.10.24</i>	Date : <i>24.10.24</i>	Date : <i>25/10/2024</i>	
Remark : .....	Remark : .....	Remark : .....	Remark : .....	



### TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>	
Employee Name	Nay Hten Win
Position Rank	SPH
BU/BR/DIV./Dept	ADT
Purpose	Branch support, 0560, 1873, D&C, Training for operators.
Estimated Date of Travel	5.10.24 8:00am to 14.10.24 8:30pm
Total Day	10 day
Destination	Branch support, 0560, 1873

<b>Traveling Permit</b>	
Arrival Place	
Actual Date & Time of Travel	
Total Day	
HR Name	Shwe Carol Hmone
HR Sign	[Signature]
EOH/Authorized Person Name	Thaw Htay
EOH/Authorized Person	[Signature]

<b>Advance Clear</b>			
Actual Date & Time of Travel	5.10.24 8:00am to 14.10.24 8:30pm		
Departure Date & Time	5.10.24 8:00 am		
Arrival Date & Time	14.10.24 8:30 pm		
Total Day	10 day		
Date	Description	Total Amount	
		Kyats	USD
5.10.24 8:00am	Nay Hten Win (10 x 15000)	150000	✓
14.10.24 8:30pm	Express charges	51000	✓
	Taxes	5000	✓
	Others	55000	✓
<b>Total Expense (Kyats/USD)</b>		<b>306,000</b>	
<b>Cash Advance (Kyats/USD)</b>		<b>0</b>	
<b>Balance Refund/Additional (Kyats/USD)</b>		<b>306,000</b>	

<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Naym Naym	Staff	22.10.24	[Signature]
Approved By Dept Head	Ko Aung Myint Thee	Dr OH	22.10.24	[Signature]
Approved By GM/AGM/COO	Ko Maung Maung	GM		
Acknowledged by related Superior for Job Report	Ko Myint Mae Aung	ADH	22.10.24	[Signature]
HR Check & Approved	Zin Mar Win	HR	22.10.24	[Signature]
Cash Received				

Remark

29/10/2024  
AMH/low