



TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Zin Ho Ko	Estimated Date of Travel	30.1.2025 - 9.2.25
Position Rank	Sr. Mechanic	Total Day	11 days
Department	IS Service	Destination	May Pui Taw
Purpose	To Repair 3T diesel Forklift (Car - Yondanar Young Chi)		
Travelling Permit			
Arrival Place	May Pui Taw		
Actual Date & Time of Travel	30.1.25 - 9.2.25		
Total Day	11 days		
HR Name	Nwe Nwe Htun		
HR Sign	Telegram approved		
HR Authorized Person Name	Aung Phylo Lin		
HR Authorized Person	Telegram approved.		
Advance Clear			
Actual Date & Time of Travel	30.1.25 - 9.2.25	Total Day	11 days
Departure Date & Time	30.1.25 (7:00 AM)	Arrival Date & Time	9.2.25 (5:00 PM)
		Total Amount	
		Kyats	USD
30.1.25 - 9.2.25	IA Charges (11 x 15000)	165000	✓
30.1.25	Taxi charges - me to go some place	17000	✓
9.2.25	- some place to me	17000	✓
30.1.25	Car ticket charges (Go)	22000	✓
9.2.25	Car ticket charges (Back)	22000	✓
Total Expense (Kyats/USD)		243000	
Cash Advance (Kyats/USD)		-	
Balance Refund/Additional (Kyats/USD)		243000	
Job Report Status	Yondanar Young Chi Co, Ltd Transmission oil leakage		
Authorization	Name	Position	Date
Prepared By	Hrin Nwet Kyee	Source admin	11.2.25
Approved By Dept Head	Ye'ko Ko	DH	11.2.25
Approved By GM/AGM/COO	Chit San Ko	AGM	11.2.25
Acknowledged by related superior for Job Report			
HR Check & Approved	Thaenu Wai	HR	11.2.25
Cash Received			
Remark			


04-CFD-CAS-FRM-006-02

TRAVELLING REPORT

Date : 11. 2. 2025

Report To		
Employee Name	Zin Ko Ko	
Position	Sr Mechanic	
Department	Service	
Business	IS BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	30.1.25 (7:00am)	9.2.2025 (5:00pm)
Total Days	11 Days	
Trip Information	1. From Yangon To Nay Pyi Taw	
	2. From To	
	3. From To	
Purpose For Travelling	Yondanar Young Chi Co, Ltd Transmission oil leakage	
Travel Date	Activities	Remark
30. 1. 2025	-Go to Nay Pyi Taw From Yangon for BR support	
31. 1. 2025	-Go to customer job site and check the machine . -Found engine can't start because torque converter was block .So, we need to dismount engine and transmission to check -Found engine, transmission and torque converter are not fixed That why, engine can't start -Removed engine and transmission from machine .	

Reported by

 Sign : 
 Name : Zin Ko Ko
 Position : DH

Checked by

 Sign : 
 Name : Chit San Ko
 Position : AGM

(DH/AGM/GM)

Approved by

 Sign :
 Name :
 Position :

(COO)

05-CHL-HRM-FRM-064-01

Date	Activities	Remark
1.2.2025	<ul style="list-style-type: none"> -Attend daily meeting with NPT BR -Go to customer job site -Fix engine, transmission and torque converter -Replace engine and transmission to machine -Machine test run and engine test run ok -but, transmission oil leakage, that why, we need to dismount engine and transmission again 	
2.2.2025	<ul style="list-style-type: none"> -office close day 	
3.2.2025	<ul style="list-style-type: none"> -Attend daily meeting with NPT BR -Go to customer job site -dismount engine and transmission -check transmission, charging pump and torque converter -Found damage of charging pump housing -Take charging pump housing and send it to outside workshop to repair. 	
4.2.2025	<ul style="list-style-type: none"> -Attended daily meeting with NPT BR -Take back transmission housing from outside workshop. -Reassembly transmission and charging pump housing and replace engine and transmission to machine. -Machine test run but it was not ok. Transmission oil leakage. -That why, need to dismount engine and transmission again. 	

el Date	Activities	Remark
5.2.2025	<p>Attend daily meeting with NPT BR</p> <ul style="list-style-type: none"> - Go to customer job side - Remove and dismount engine and transmission from machine. 	
6.2.2025	<ul style="list-style-type: none"> - Attend daily meeting with NPT BR - checked charging pump oil seal, torque converter shaft and transmission housing holder - Found charging oil seal and transmission housing holder was a little curve. - That why, we need to send transmission housing holder to send to the machine workshop and we need to find oil seal in local shop. 	
7.2.2025	<ul style="list-style-type: none"> - Attend daily meeting with NPT BR - Send transmission housing holder to lathe machine workshop and find charging pump oil seal in local shop - Take back transmission housing holder from lathe machine workshop and reassemble transmission and replace charging pump oil seal (new) 	
8.2.2025	<ul style="list-style-type: none"> - Attend daily meeting with NPT BR - Replace engine and transmission to machine - Machine test run and check transmission oil leakage - Transmission oil leakage again - That why, we discuss with customer to send engine and transmission to our HO office. 	

Booking Confirmation

Booking Ref: **4770-8494** | Mandalar Minn Express | CallCenter-09772 889 998, YGN-095020181, NPT-09251251277, Meikhtila-09788885587, MDY-09402651991, Bagan-09429291000, POL-0943133533, MWD-09779950501, TGI-0978117 2003, MLM-09263679305, Pakkoku-09 7733 45 666, Myingyan-09 771 9680 78, Magway-09 2560 83 936, Tatkone-094480 12 556



Booking Details

Route	Departure Time	Departure Gate
Yangon - Naypyitaw (Myoma)	Jan 30, 07:00 AM	Aung Mingalar Bus Terminal
Bus Operator	Booking Date	Total
Mandalar Minn Express	Jan 29, 06:01 PM	22000.0 MMK ✓

Traveller Information

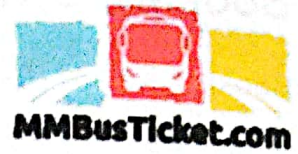
Traveller Name	Phone Number	Seat Number
Zin Ko Ko	09442646961	25
Special Request to Mandalar Minn Express (Not Filled)		

Terms & Condition

- All the tickets bought are not refundable or exchangeable.
- Travellers must reach the bus station 45 minutes before the departure time.

Booking Confirmation

Booking Ref: 9522-4016 | Golden Mandalay Express | YGN-09799999771, 09799999772, MDY-09799999778, MLM-09799999780, Myeik-09799999784, MGY-09774700011, MinBu-09774700033



Booking Details

Route	Departure Time	Departure Gate
Naypyitaw (Myoma) - Yangon	Feb 09, 09:00 AM	Baw Ga Thiri Bus Terminal
Bus Operator	Booking Date	Total
Golden Mandalay Express	Feb 08, 05:17 PM	22000.0 MMK ✓

Traveller Information

Traveller Name	Phone Number	Seat Number
Zin Ko Ko	09442646961	22
Special Request to Golden Mandalay Express (Not Filled)		

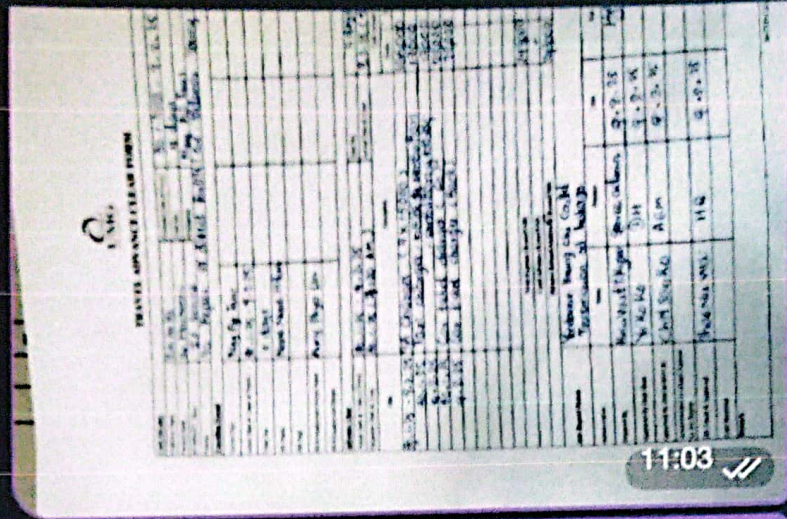
Terms & Condition

- All the tickets bought are not refundable or exchangeable.
- Travellers must reach the bus station 45 minutes before the departure time.



NPT and IS BU

25 members, 6 online



11:03

Hiအကိုနဲ့အမ မင်္ဂလာပါရှင် ညီမIS service
 adminပါ NPT jobအတွက်SR mechanic
 NPT BRကိုရောက်ကြောင်း သိရှိကြောင်းလေး
 approved လိုချင်လို့ပါရှင်

11:03

Aung Phyo Nwe Nwe 11:04

Aung Phyo Lin

Wut Yi

Hiအကိုနဲ့အမ မင်္ဂလာပါရှင် ညီမIS service...

Ok, Sis. Pls; Proceed by policy.



11:55

Nwe Nwe Htun

Wut Yi

Hiအကိုနဲ့အမ မင်္ဂလာပါရှင် ညီမIS service...

Ok, Nyima

Please proceed



Message





No.589-592,Bo Aung Kyaw Street,Yangon-Pathein High Way Road,Hlaing Thar Yar Township, Yangon, Myanmar.

Print Date : 11-Feb-2025

Taxi (Bus,Motorcycle,3-wheel etc...) Charges Form

No	Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	State	Remark
1	2025-01-30	Industrial Systems	Service	Zin Ko Ko(3)	NPT Trip for repair 3T diesel forklift with Management approved	07:00	Insein	Aung Mingalar	17,000	17,000	GA Manager Approved	
2	2025-02-09	Industrial Systems	Service	Zin Ko Ko(3)	NPT Trip for repair 3T diesel forklift with Management approved	05:00	Aung Mingalar	Insein	17,000	17,000	GA Manager Approved	

Kyau
Htin Wad Yi Kyaw
Service Admin.

[Signature]
Thae Ma Wai
HR.

[Signature] 11/2/25
Thue² Mar
FA

[Signature]
Chit San Ko
AGM