



TRAVEL ADVANCE CLEAR FORM

Employee Name	Kyaw Min Khaing	Estimated Date of Travel	01.07.2024 ~31.07.2024	
Position & Rank	Operator	Total Day	31 Days	
BU/BR/DIV, Dept	PG/Rental	Destination	Mawlamyaine	
Purpose	Stand by Operator			
Travelling Permit				
Arrival Place	Mawlamyaine			
Actual Date & Time of Travel	01.07.2024 ~31.07.2024	(07:00AM~5:00 PM)		
Total Day	31 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
01.07.2024 ~31.07.2024	TA for Total Days = 30 Days (31 x 8000)			248,000
				7
	Matador 500 KVA			
	Model : Vp550S			
	Sr.No: 2016071530			
	Customer : Eon Saw Mon			
Total Expense (Kyats/USD)				248,000
Cash Advance (Kyats/USD)				
Balance Refund/Additional(Kyats/USD)				248,000 ✓
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Hnin Yu Yu Khine	Staff	01.08.2024	
Approved by Dept Head	Aung Ko Oo	D.H	01.08.2024	
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M	01.08.2024	
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	01.08.2024	
HR check & approved	Zin Mar Kyaw	PH	01.08.2024	
Cash received				
Remark				



TRAVELLING REPORT

Date : 1-8-2024

Report To	DH	
Employee Name	Hyeu Min Khayng	
Position	Operator	
Department	Rental	
Business	DG BL	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	1-7-2024	31-07-2024
Total Days	31 Days	
Trip Information	1. From MLM To	
	2. From To	
	3. From To	
Purpose For Travelling	Start by Operator at Customer job site.	
Travel Date	Activities	Remark
1-7-2024 to 31-7-2024	Daily Machine Inspection Checking and Report to DH, Weekly Inspection and Report to DH Monthly Inspection and Report to DH. Machine Regular Service and cleaning Inspection and Stock Maintenance Inspection.	

Reported by
 Sign :
 Name : Hyeu Min Khayng
 Position : Operator

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

Approved by
 Sign :
 Name :
 Position :
 (COO)