



### TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>				
Employee Name	Yan Myo Aung	Estimated Date of Travel	25.04.2025 ~24.05.2025	
Position & Rank	Operator	Total Day	30 Days	
BU/BR/DIV, Dept	PG/Rental	Destination	Oakktwin	
Purpose	Stand By Operator at Job site			
<b>Travelling Permit</b>				
Arrival Place	Oakktwin			
Actual Date & Time of Travel	25.04.2025 ~24.05.2025	(8:00AM~5:00 PM)		
Total Day	30 Days			
HR Name				
HR Sign				
BOH/Authorized Person Name				
BOH/Authorized Person				
<b>Advance Clear</b>				
Actual Date & Time of Travel		Total Day		
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
25.04.2025 ~24.05.2025	TA for Total Days = 30 Days ( 30 x 10000)	300,000		✓
	Matador -200 KVA	Matador -100 KVA		
	Model - DE220D5	Model - DE110D5		
	Sr:No:- A1607034	Sr:No:- A2308112		
	Customer - Family rice mail	Customer - Family rice mail		
Total Expense (Kyats/USD)		300,000		
Cash Advance (Kyats/USD)				
Balance Refund/Additional(Kyats/USD)		300,000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Ei Mon zaw	Staff		
Approved by Dept Head	Aung Ko Oo	D.H	?	
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M		
Acknowledged by related Superior for Job Report	Aye Min Htoon	VCM		
HR check & approved	Phyo Wai Nyein	A.D.H		Phyo
Cash received				
Remark				

04-CFD-CAS-FRM-006-02




# TRAVELLING REPORT


Date : 24.05.2025

Report To	DH	
Employee Name	Yan Myo Aung	
Position	Operator	
Department	Rental	
Business	BSPG	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	25.04.2025 8:00AM	24.05.2025 5:00PM
Total Days		
Trip Information	1. From Yangon To Dakhawin	
	2. From C To	
	3. From To	
Purpose For Travelling	Stand by operator	
Travel Date	Activities	Remark
25.04.2025  To  24.05.2025	Daily machine inspection checking Engine Oil, water, air checking and sent report to DH, Machine start hours and stop hours sent to DH, Weekly inspection report, machine regular service, machine cleaning, daily and weekly report sent to DH.	

Reported by

Sign :   
 Name : Yan Myo Aung  
 Position : Operator

Checked by

Sign :   
 Name :  
 Position : (DH/AGM/GM)

Approved by

Sign :  
 Name :  
 Position :

(COO)

05-CHL-HRM-FRM-064-01

Dear Management,

I would like to inform (Machine Delivery Inspection)

၁)ဝန်ထမ်းအမည် - Yan Myo Aung  
 ရာထူး- operator  
 BU - PG BU

၂)သွားရောက်မည့်ဝန်ထမ်းအရေအတွက် (1)

၃)ခရီးသွားမည့်နေရာ- Oaktwin

၄) ခရီးသွားမည့်အကြောင်းအရာ- Machine Pre Delivery Inspection

၅)ခရီးစတင်သွားရောက်မည့်နေ့ရက်(25.04.2025) နှင့် ပြန်ရောက်မည့်နေ့ရက် ( 24.05.2025)အထိပါရှင်  
 Crane Car ဖြင့် သွားမှာပါရှင်

Matador - 200 KVA  
 Model - DE220D5  
 Sr No: - A1607034  
 Deal Price - 5000000

Matador - 100 KVA  
 Model - DE110D5  
 Sr No - A2308112  
 Deal Price - 2500000

Customer - Family rice mail

Best Regards, edited 3:19 PM ✓

ဆရာရှင် trip သွားရန် approve လေး ပေး

Dear Price - 2500000

April 24

Customer - Family rice mail

Best Regards, edited 3:19 PM ✓

ဆရာရှင် trip သွားရန် approve လေး ပေး ပေးပါအုံးရှင် 🙏 3:22 PM ✓

April 25  
ဆရာရှင် trip သွားရန် approve လေး ပေး ပေးပါအုံးရှင် 🙏 7:52 AM ✓

Hsu Yee Htet  
 ဆရာရှင် 🙏 Dear Management, I would li...  
 Please proceed to go to Hinthada customer Ngwe Pin Lae Ice Factory. 8:20 AM

Hsu Yee Htet  
 Dear Management, I would like to inform...  
 Please proceed to go to Oaktwin customer Family Rice Mill. 8:22 AM



Matador - 150 KVA  
Model - DE165D5  
Sr No: - A1607037  
Deal Price - 28 Lakhs  
Customer - Ngwe Pin Lae Ice Factory

Best Regards,

10:45 AM

Dear MD,

I would like to inform (Machine Delivery Inspection)

၁) ဝန်ထမ်းအမည် - Yan Myo Aung  
ရာထူး - operator  
BU - PG BU

၂) သွားရောက်မည့် ဝန်ထမ်းအရေအတွက် (1)  
၃) ခရီးသွားမည့်နေရာ - Oaktwin  
၄) ခရီးသွားမည့်အကြောင်းအရာ - Machine Pre Delivery Inspection  
(၅) ခရီးစတင်သွားရောက်မည့်နေ့ရက် (25.04.2025) နှင့် ပြန်ရောက်မည့်နေ့ရက် ( 2  
4.05.2025) အထိပါရှင်  
Crane Car ဖြင့် သွားမှာပါရှင်

Matador - 200 KVA  
Model - DE220D5  
Sr No: - A1607034  
Deal Price - 5000000

Matador - 100 KVA  
Model - DE110D5  
Sr No - A2308112  
Deal Price - 2500000

၂) သွားရောက်မည့် ဝန်ထမ်းအရေအတွက် (1)  
၃) ခရီးသွားမည့်နေရာ - Oaktwin  
၄) ခရီးသွားမည့်အကြောင်းအရာ - Machine Pre Delivery Inspection  
(၅) ခရီးစတင်သွားရောက်မည့်နေ့ရက် (25.04.2025) နှင့် ပြန်ရောက်မည့်နေ့ရက် ( 2  
4.05.2025) အထိပါရှင်  
Crane Car ဖြင့် သွားမှာပါရှင်

Matador - 200 KVA  
Model - DE220D5  
Sr No: - A1607034  
Deal Price - 5000000

Matador - 100 KVA  
Model - DE110D5  
Sr No - A2308112  
Deal Price - 2500000

Customer - Family rice mail

Best Regards,

10:46 AM

Phyo Wai Nyein  
Dear MD, I would like ...  
Please process

10:46 AM

Phyo Wai Nyein  
Dear MD, I would like ...  
Please process

10:47 AM

ကျေးဇူးပါ အေး 10:47 AM