



### TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Htet Aye Phyo Kyau / Aung Mye Kywe		Estimated Date of Travel	18.6.25 9:00am to 18.6.25 10:00am
Position Rank	Mechanic / Jmch P		Total Day	1 x 1/2 day
BU/BR/DIV, Dept	AGG BU		Destination	AGG BU To Hlegu
Purpose	Customer call Hket Yaw, 014888-7417, Gear box function abnormal			
Travelling Permits				
Arrival Place				
Actual Date & Time of Travel				
Total Day				
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	
18.6.25 9:00am to 10	Hket Aye Phyo Kyau : (1x15000)+7500	22500		
18.6.25 10:00am	Aung Hseu Kyaw : (1x15000)+7500	22500		
<b>Total Expense (Kyats/USD)</b>		<b>45000</b>		
<b>Cash Advance (Kyats/USD)</b>		<b>0</b>		
<b>Balance Refund/Additional (Kyats/USD)</b>		<b>45000</b>		
<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Ngen Ngen	Sr-staff	16.6.25	
Approved By Dept Head	Ko Myint Moe Aung	OH		
Approved By GM/AGM/COO	Ko Maung Maung	GM		
Acknowledged by related Superior for Job Report				
HR Check & Approved				
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02



# TRAVELLING REPORT

Date : 12.06.25

Report To		
Employee Name	Met Ravi Prasad Kumar / Durgam Haveli	
Position	Senior Mechanic /	
Department	Production	
Business	ATI BCL	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From ... ATI BCL ... To ... Haveli ...	
	2. From ... To ...	
	3. From ... To ...	
Purpose For Travelling	Gears function abnormal	
Travel Date	Activities	Remark
12.06.2025	Go To job site 12:00:00: and check machine all function are gear box R function abnormal, check hydraulic function, site clutch ok and test drive R function not ok. The change gear box, crawler dismount and mount test drive operation all function ok.	
13.06.2025	Check next day operation	

Reported by  
 Sign : *[Signature]*  
 Name : Met Ravi Prasad Kumar  
 Position : Senior Mechanic

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

Approved by  
 Sign :  
 Name :  
 Position :  
 (COO)

05-CHL-HRM-FRM-064-01

