



# TRAVELLING REPORT


Date : ..23..05..2025..

Report To	DH	
Employee Name	Kaung Khant Kyaw	
Position	Daily Worker Operator	
Department	Rental	
Business	PG	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	22.5.25, 8:00 AM	22.5.25, 5:00 PM
Total Days		
Trip Information	1. From ..Yangon.....To ..Hinthada.....	
	2. From ..Hinthada.....To ..Yangon.....	
	3. From .....To .....	
Purpose For Travelling	Machine Return test run inspection	
Travel Date	Activities	Remark
22.05.2025  To  22.05.2025	Daily inspection check engine oil, coolant, fan, fan belt, air cleaner all over check. load wire take down. Fuel drain to customer. And the we test run the machine 3 minutes. So machine return test run inspection is finished okay.	

Reported by

 Sign : *Kyau*  
 Name : Kaung Khant Kyaw  
 Position : Operator

Checked by

 Sign :   
 Name : Aung Ko Co  
 Position :  
 (DH/AGM/GM)

Approved by

 Sign :  
 Name :  
 Position :

(COO)

05-CHL-HRM-FRM-064-01

