



### TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>				
Employee Name	Arkar Kyaw	Estimated Date of Travel	05.09.2024 ~30.09.2024	
Position & Rank	Daily Worker	Total Day	26 Days	
BU/BR/DIV, Dept	PG/Rental	Destination	Hpa -An Job Site	
Purpose	Hpa -An Job Site			
<b>Travelling Permit</b>				
Arrival Place	Hpa -An Job Site			
Actual Date & Time of Travel	05.09.2024 ~30.09.2024	(07:00AM~5:00 PM)		
Total Day	26 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	
05.09.2024 ~ 30.09.2024	Total Days 26 Days ( 26 x 10,000)	260,000		
	Model : DE66D5			
	Sr:No: A1607044			
	Customer :Mingalar Soe Myint			
Total Expense (Kyats/USD)			260,000	
Cash Advance (Kyats/USD)			-	
Balance Refund/Additional(Kyats/USD)			260,000	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Hnin Yu Yu Khine	Staff	01.10.2024	
Approved by Dept Head	Aung Ko Oo	D.H	01.10.2024	
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M	01.10.2024	
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	01.10.2024	
HR check & approved	Phyo Wai Nyein	A.D.H	01.10.2024	
Cash received				
Remark				



# TRAVELLING REPORT

Date : 1.10.2024

Report To	DH	
Employee Name	Arkar Kyaw	
Position	Operator	
Department	Pondal	
Business	PG BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	5.9.2024	30.9.2024
Total Days	26 Day	
Trip Information	1. From YGN To Hpa-An	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
5.9.2024 to 30.9.2024	<p>Daily machine hours check, Daily inspection fuel level, engine oil level, air cleaner check. Machine condition send check send to DH. Machine running after 2 hours load site check send to DH. Weekly machine cleaning 3 times send to DH. Machine regular service inspection send to DH. Machine stop check send to DH. Daily, weekly, monthly report to send DH.</p>	

Reported by  
for  
Sign :  
Name : Arkar kyaw  
Position : Daily Worker

Checked by  
Sign :  
Name : Aung Ko Oo  
Position : DH

Approved by  
Sign :  
Name :  
Position :

(DH/AGM/GM)

(COO)