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CASH ADVANCE CLEAR FORM

Date : 10.1.24
 BU/BR/Division : Reman
 Department : Production
 Advance Issue : 28,000/- Kyats/.....USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance	27/12/23	2023/12/141		28,000	TA charges for Bago (200-2023050024)
2	2 nd Time Advance					Shwe Thon Win
3	3 rd Time Advance					EC 210.
Total Advance					28,000	
Total Actual					28,000 ✓	
Balance Refund/Additional					-	

Request By : *Shwe Sin*
 Requester

Checked By : *ko Phyoo*
 Mgr/DH

Checked By : *Shine Aung*
 Finance & Account
Khin Sule Win

Approved By : *Ang Heik Win*
 GM/AGM/COO
 9/1/24

Approved By : _____
 CMC
 01-CFD-CAS-FRM-002-05



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Thein Naing Aung Aung Kha Thein		Estimated Date of Travel	(6-12-23) 10:00Am (7-12-23) 8:00pm.
Position Rank	MCDP, MCDF	Total Day	2 days. ✓	
BU/SS/DIV, Dept	Komon	Destination	Bago, Pyin, Pone.	
<small>(206-2023050084) EC 210 Shwe Than (win)</small>				
Travelling Permit				
Arrival Place	(6-12-23) 10:00Am (7-12-23) 8:00pm.			
Actual Date & Time of Travel				
Total Day	2 days			
HR Name				
HR Sign				
BOH/Authorized Person Name				
BOH/Authoriz. Person				
Expenses				
Actual Date & Time of Travel	(6-12-23) 10:00Am (7-12-23) 8:00pm	Total Day	2 days	
Departure Date & Time	(6-12-23) 10:00Am	Arrival Date & Time	(7-12-23) 8:00pm.	
Date	Description	Total Amount		
		Kyats	USD	
6/12/23	TA charges for Bago 2 people (2 x 14000)	28000	✓	
Total expense (Kyats/USD)		28000	✓	
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Shwe Bin	Admin.	11/12/23	
Approved By Dept Head	Aung Hein Win	DH	13/12/23	
Approved By GM/AGM/COO	Aung Hein Win	GM	9/1/24	
Acknowledged by related Superior for Job Report				
HR Check & Approved	Nandar Aye	HR.		
Cash Received				
Remark				



TRAVELLING REPORT

Date : 9.12.2023

Report To	Aung Hein Win	
Employee Name	Thein Naing Aung and Aung Khant Thwin	
Position		
Department	Production	
Business	Reman	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	06.12.23 10:00 Am	07.12.23 8:00 pm
Total Days	2 days	
Trip Information	1. From Yangon To Bago	
	2. From To	
	3. From To	
Purpose For Travelling	(2002023050024, Shwe Thon Lwin, EC 210)	
Travel Date	Activities	Remark
6.12.2023	Our service team inspected the machine and trouble shooting.	
7.12.2023	Chong main relief and testing the machine and then dismounted the main pump.	

Reported by

Sign : *[Signature]*
 Name : Shwe Sin
 Position : Admin

Checked by

Sign : *[Signature]*
 Name : Aung Hein Win
 Position : GM

Approved by

Sign : *[Signature]*
 Name : Aye Min Htan
 Position : COO
 (COO)

(DII/AGM/GM)



Ma Hnin Myat Th

last seen recently



အမရှင့်ခရီးစဉ်ဆိုတာဘာကိုဆိုလိုတာ
လည်းရှင့်
MDခရီးစဉ်approvalပါမှာသာfinanceက
ထုတ်ခွင့်ပြုမှာမို့ပါအမ 4:28 PM ✓✓

ခရီးမသွားခင် မှာ အမတို့ ဌာနကို ခရီးသွား
ဖို့အတွက် ခွင့်ပြုချက် အ ရင် ယူရ တာ ပါ
4:32 PM

အဲ ခွင့်ပြုချက် ပါ ရင် ခရီး စရိတ်က ထုတ်
လို့ ရ ပါပြီ
4:33 PM

ဖောင်ကရောအမပို့ရသေးလားအမ
4:33 PM ✓✓

ဖောင် မ လို ဘူး ညီမ 4:34 PM

စာနဲ့ပဲapprovalလိုတာလားအမ 4:34 PM ✓✓

စာနဲ့ပဲပို့ပီးapproveတောင်းရတာလားအမ
အရင်ဆုံး 4:35 PM ✓✓

Shwe Sin
Album

အမနောက်တကြိမ်ကျညီမအရင်
ဆုံးအမစီစာနဲ့approveတောင်းပါ
မယ်အမurgentသွားလိုက်ရတာမို့ပါ
အမapprovedပေးပေးပါအုံးအမ
4:42 PM ✓✓

Shwe Sin
အမနောက်တကြိမ်ကျညီမအရင်ဆုံးအမစီစ...

Ok pls proceed 5:50 PM



Message

