



TRAVEL ADVANCE CLEAR FORM


Cash Advance				
Employee Name	Aung Aung	Estimated Date of Travel	09.09.2024 ~ 30.09.2024	
Position & Rank	Operator	Total Day	22Days	
BU/BR/DIV, Dept	PG/Rental	Destination	Labutta Job Site	
Purpose	Stand by Operator			
Travelling Permit				
Arrival Place	Labutta Job Site			
Actual Date & Time of Travel	09.09.2024 ~ 30.09.2024	(07:00AM~5:00 PM)		
Total Day	22 Days			
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
09.09.2024 ~ 30.09.2024	Total Days 22 Days (22 x 10,000)		220,000	
	Express Charges		13,000	
	Matador 250 KVA			
	Model : DE275D5			
	Sr:No: A1607084			
	Customer : Aqua King			
	Total Expense (Kyats/USD)		233,000	
	Cash Advance (Kyats/USD)			
	Balance Refund/Additional(Kyats/USD)		233,000	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Hnin Yu Yu Khine	Staff	1.10.2024	
Approved by Dept Head	Aung Ko Oo	D.H	1.10.2024	
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M	1.10.2024	
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	1.10.2024	
HR check & approved	Phyo Wai Nyein	A.D.H	1.10.2024	
Cash received				
Remark				

TRAVELLING REPORT


Date : ...1.10.2024...

Report To	DH	
Employee Name	Aung Aung	
Position	Operator	
Department	Rental	
Business	PG	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	9.9.24	30.9.24
Total Days		
Trip Information	1. From ...YGN... To ...labutta...	
	2. From ... To ...	
	3. From ... To ...	
Purpose For Travelling	Stand by Operator.	
Travel Date	Activities	Remark
9.9.2024 to 30.9.2024	Daily Machine Inspection checking, oil, water, Air, Engine oil checking each start Hours send to DH. Machine running Hours send to DH one time after 2 hours running for load site checking Daily End hours send to DH. Weekly Inspection and cleaning send to DH Machine Regular service and send to DH (report) Monthly Inspection send to DH.	

Reported by

 Sign : 
 Name : Aung Aung
 Position : Operator

Checked by

 Sign : 
 Name : Aung Aung
 Position : DH

Approved by

 Sign :
 Name :
 Position :

(DH/AGM/GM)

(COO)