



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	MGZ ZAW LWIN AUNG		Estimated Date of Travel	9.6.2025 to 13.6.2025
Position Rank	2B (Mechanic)		Total Day	5 days
HU/DR/DIV. Dept	CE III		Destination	YGN - TGO
Purpose	To repair M190C91182 Hyd; Oil leakage from RCV & Hyd; Pump / Engine Oil leakage.			
Travelling Permit				
Arrival Place	Taungoo			
Actual Date & Time of Travel	9.6.2025			
Total Day	5 days			
HR Name	Harry OO			
HR Sign	Harry			
BOH Authorized Person Name	Soe Min Htwe.			
BOH Authorized Person				
Advance Clear				
Actual Date & Time of Travel	9.6.25 ~ 13.6.25 (11:45 AM ~ 11 AM)		Total Day	5 days
Departure Date & Time			Arrival Date & Time	9.6.25 ~ 13.6.25
Date	Description	Total Amount		
		Kyats	USD	
9.6.25 ~ 13.6.25	TA Charges (5 days x 15000)	75,000		
13.6.25	Car Ticket (Taungoo to Yangon)	20,000		
13.6.25	Taxi Charges (Aung Mye Thara Highway bus stop to Toe Chae Hostel)	25,000		
Total Expense (Kyats/USD)		120,000		
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Khin Phyo Aung	Admin		
Approved By Dept Head	Ye Min Kyaw	DH		
Approved By GM/AGM/COO	Zoni Aung	AGM		
Acknowledged by related Superior for Job Report	Aye Min Htoon	VCM		
HR Check & Approved	Hnin Thant OO	HR		
Cash Received				
Remark				



TRAVELLING REPORT

Date : 16.6.25.....

Report To		
Employee Name		Mg Zaco Izzin Aring
Position		CB (Mechanic)
Department		Service
Business		CE 3 BU
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	9.6.25 (11:45 AM)	13.6.25 (5:00 PM)
Total Days		
Trip Information	1. From YGN To TGO	
	2. From TGO To YGN	
	3. From To	
Purpose For Travelling To repair Mascus Hyd; Oil leakage from RCV & Hyd; Pump / Engine Oil leakage.		
Travel Date	Activities	Remark
9.6.2025	Go to job site Tanjung Oo (11:45 AM to 5:00 PM) Arrived from office	

Reported by

Checked by

Approved by

Sign :

Name : Mg Zaco Izzin Aring

Position : CB

Sign :

Name : Ye' Min R. P. W.

Position : DM

Sign :

Name : Aye Min Htoo

Position : VCM

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01

Travel Date	Activites	Remark
10. 6. 2025	<p>Our service teams assured the machine inspection by visually. We checked engine oil, coolant level, air filter and hydraulic level. And then, we machine test run. So that, hydraulic function operation test run. We found PCV oil leakage, engine oil leakage and pump machine test loading pump abnormal sound. We suggestion customer pumps checking.</p>	
11. 6. 2025	<p>Job Assign (PCV oil leakage)</p>	

Travel Date	Activites	Remark
12.6.2025	<p>our service teams machine inspection and test run. We found Rev oil leakage. And then, we checked seal damaged. So we dismounted Rev and seal, we clearing and resealing. After that, we machine test run operation. It was ok.</p> <p>Engine oil leakage</p> <p>our service teams machine test run and operation. We checked engine oil sump, engine oil breather, water pump leakage and hydraulic pumps leakage. And then, we tighten bolts and dismounted engine oil breather pipes also changed new pipe. After that, we tighten hydraulic bolts pumps bolts and port relief resealing mounted. It was ok.</p>	

13.6.2025 Go back to Tacing Co Jobsite
 from yangon 11:00 AM to 5:00 PM
 arrived

အရဟံ



ကောတုမင်း

အဆင့်မြင့်ခရီးသည့်ပို့ဆောင်ရေး

ရန်ကုန် ⇄ တောင်ငူ (တိုက်ရိုက်) ⇄ ရေတာရှည် ⇄ ဆွာ ⇄ ရေနီ

မှတ်ချက်

- ယာဉ်ထွက်မှီမိနစ်(၃၀)ကြိုတင် အရောက်လာရမည်။
- ဝယ်ပြီးလက်မှတ်ငွေပြန်မအမ်းပါ။
- ယာဉ်ပေါ်တွင် မူးယစ်သောက်စားခြင်း၊ ဆူညံခြင်းမပြုရပါ။


အမည် ဇော်လွင်အောင် ရက်စွဲ 13.6.25
 ခုံနံပါတ် I.1 ကားနံပါတ် _____
 သင့်ငွေ ၂၀၀၀၀/ ယာဉ်ထွက်ချိန် 11:00Am

တောင်ငူ - အမှတ်(၁၅/၃၂)၊ ရန်ကုန် - မန္တလေးလမ်း၊ ပန်းစွယ်တော်ဟိုတယ်ရှေ့၊ ဖုန်း - ၀၉ ၇၈၅၄၉၀၆၈၉၊ ၀၉ ၄၀၆၀၆၉၉၇၄
 ရန်ကုန် - အမှတ်(ည/၁၇)၊ ဥသ္မာလမ်း၊ အောင်မင်္ဂလာအဝေးပြေးကားဝင်း၊ ဖုန်း - ၀၉ ၇၈၅၄၉၀၆၈၃၊ ၀၉ ၇၈၁၂၃၃၃၅၅

Print Date : 19-Jun-2025

Taxi (Bus,Motorecycle,3-wheel etc...) Charges Form

No	Date	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	State	Remark
1	2025-06-13	Construction Equipment 3	Service	Zaw Lwin Aung(2)	Go Back from Aung Mingala Highway Bus Stop To Toe Chae Hostel(Taungoo Trip Service job site (Customer -U Myo Naing).	16:00	Aung Mingala Highway bus stop	Toe Chae Hostel	25,000	25,000	GA Manager Approved	

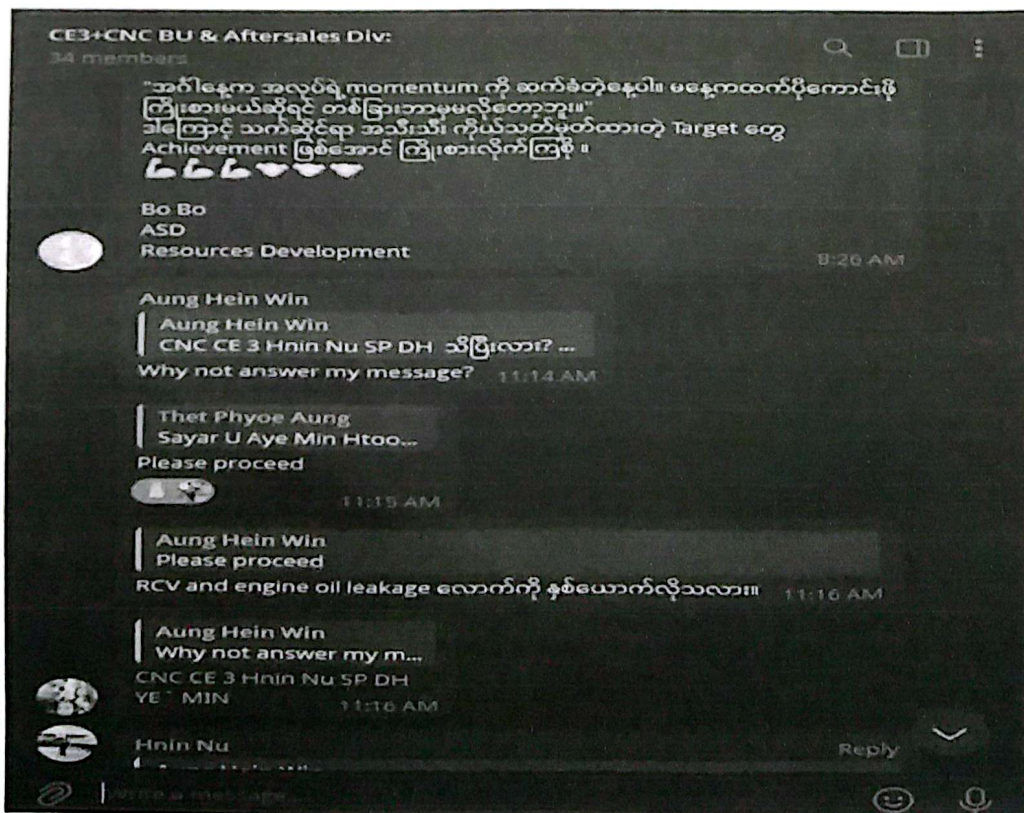
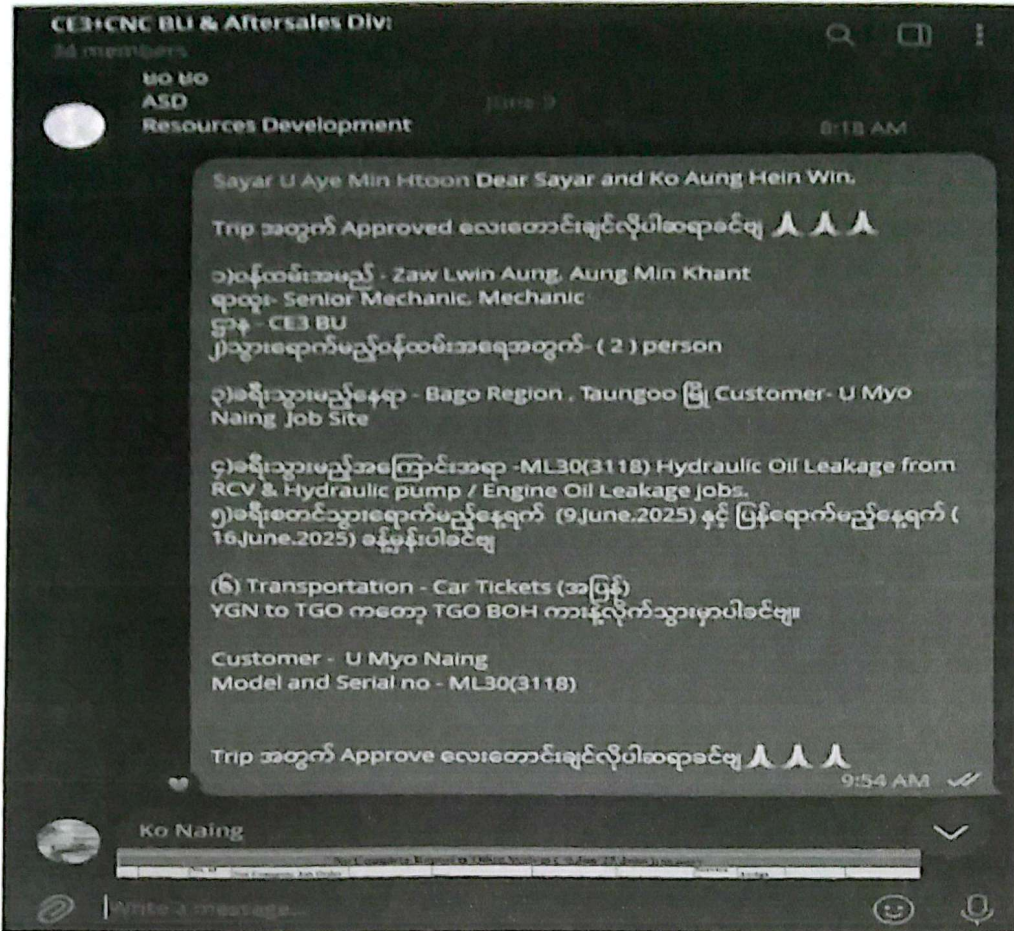

Thet Phyo Aung
Admin

Ye Min Kyaw
DH

Hnin Thant^(U) Oo
HR

Zaw Aung
AGM

Ro Aung Hein Win Approved



MO Approved

Ma Win Zar Hlaing

last seen recently



Forwarded from Thet Phyo Aung

Trip အတွက် Approved လေးတောင်းချင်လို့ပါအမခင်ဗျ

၁) ဝန်ထမ်းအမည် - Zaw Lwin Aung, Aung Min Khant

ရာထူး - Senior Mechanic, Mechanic

ဌာန - CE3 BU

၂) သွားရောက်မည့်ဝန်ထမ်းအရေအတွက် - (2) person

၃) ခရီးသွားမည့်နေရာ - Bago Region , Taungoo မြို့ Customer- U Myo Naing Job Site

၄) ခရီးသွားမည့်အကြောင်းအရာ - ML30(3118) Hydraulic Oil Leakage from RCV & Hydraulic pump / Engine Oil Leakage jobs.

၅) ခရီးစတင်သွားရောက်မည့်နေ့ရက် (9 June. 2025) နှင့် ပြန်ရောက်မည့်နေ့ရက် (16 June. 2025) ခန့်မှန်းပါခင်ဗျ

(၆) Transportation - Car Tickets (အပြန်)

YGN to TGO ကတော့ TGO BOH ကားနဲ့လိုက်သွားမှာပါခင်ဗျ။

Customer - U Myo Naing

Model and Serial no - ML30(3118)

Trip အတွက် Approve လေးတောင်းချင်လို့ပါအမခင်ဗျ

10:32 AM

Forwarded from Kyaemhone Win

Thet Phyo Aung
Trip အတွက် Approved လေးတော...

Please process



10:32 AM



Write a message...



