



CASH CLAIM FORM

Date : 9.5.25

BU/BR/Division : Yezaw

Department : Service

Issue Amount : 30000 / Kyats / USD

Budget include (or) Not :

Yes Budgeted Title and Amount :

No Reasons for :

Required For:

Pay for employee TA charges (local Trip) to

Mawlamyeing (Thermyath) for customer U Zaw Min service job for inspection (engine can't start), Monitor Replacing and Bore cylinder measuring

မှတ်ချက်: JR -> YEN/JR 25/04/2025

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလျက်ပေးပေးအားလုံး သေချာစွာစစ်ဆေး၊ တွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။

(The amount requested must be properly calculated, checked and verified by respective authorized person)

(၂) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက၊ သက်ဆိုင်ရာ၊ တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည့် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်

(If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By

Checked By

Checked By

Approved By

Approved By

Requester signature

Mgr/DH signature

Finance & Account signature

GM/AGM/COO signature

Requester

Mgr/DH

Finance & Account

GM/AGM/COO

CMC/CEO/Chairwoman

Requester Name: Myeik Myeik

Mgr/DH Name: Than Htet

Finance & Account Name: Ei Myeik Aung Myint Wei Sae

04-CFD-CAS-FRM-005-0



TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Aung Kyaw Pyae	Estimated Date of Travel	23.4.25 (9:00AM) to 24.4.25 (3:30PM)
Position Rank	2A, App. Mechanic	Total Day	2 days
BU/BR/DIV, Dept	YGV BR, Service	Destination	Thainzaypet
Purpose	To do service job for customer U Zaw Min		

Travelling Permit			
Arrival Place	UD Office		
Actual Date & Time of Travel	23.4.25 (9:00AM) 24.4.25 (3:30PM)		
Total Day	2 days		
HR Name	Wutt Yee Pyae		
HR Sign			
BOH/Authorized Person Name	Myint Wai Soe		
BOH/Authorized Person			

Advance Clear			
Actual Date & Time of Travel	23.4.25 (9:00AM) to 24.4.25 (3:30PM)	Total Day	2 days
Departure Date & Time	23.4.25 (9:00AM)	Arrival Date & Time	24.4.25 (3:30PM)
Date	Description	Total Amount	
		Kyats	USD
23.4.25 to 24.4.25	TA charges of Aung Kyaw Pyae 12 days x 15000	30000	
Total Expense (Kyats/USD)		30000/-	
Cash Advance (Kyats/USD)		0/-	
Balance Refund/Additional (Kyats/USD)		30000/-	

Job Report Status

Authorization	Name	Position	Date	Sign
Prepared By	Pyae Pyae	Service Admin	9.5.25	Pyae
Approved By Dept Head	Thon Htet			
Approved By GM/AGM/COO	Myint Wai Soe			Myint
Acknowledged by related Superior Job Report				
Checked & Approved	Wutt Yee Pyae			
Received				



SERVICE REPORT

Job Order No.
 Customer Name
 Machine Location
 Machine Model
 Machine S/N No.
 Engine Brand
 Engine Model
 Engine S/N No.
 Hour Meter (Hr) Km
 Job Site Distance
 Application
 Number of Trip

YK/TK/05/09/0100
 H. 2000
 H. 2000
 2X 500-3
 CAT 530
 L200
 1801
 2 image
 2 image
 2000 km
 1

	Date	Time
Customer Call Gen		
Confirm with Customer	23.4.2015	9:30 AM
Check Job Site Time		7:00 PM
Actual Job Site Time		7:30 PM
Job Start Time		7:30 PM
Job End Time		8:30 PM
ARRIVAL TIME		7:30 PM
Arrival Office Time		
Job Site Time		
Signature of Job Order		

Customer Call Details

Engine can't start, Monitor replacing, Boom cylinder (L) mounting

Case of Problem

Monitor controller failure

Service Action

Our service team goes to job site. We check around the M/C. We checked the wire harness and found that wire #17 & 18 are blown out. We checked the monitor harness and we found that monitor controller is short circuit and damaged card. Then, therefore, we did that and test-run the m/c. All was ok! Then we replaced the monitor with new. We disconnected the boom cylinder (L). Then, we mounted the boom cylinder to it finally, we tested run the M/C. It was ok! Job was finished.

Engine Change List

No.	Part Description	Part No.	Qty	Remark

*Cash On Service Work Order မှတ်တမ်းများကို အောက်ဖော်ပြပါ အချက်အလက်များအရ

*In case must settle within 7 days (အောက်ဖော်ပြပါ အချက်အလက်များကို အောက်ဖော်ပြပါ အချက်အလက်များအရ)

Customer Sign

My See Lee

Customer Name

Service Person Sign

AKP/BU

Customer Name

AKP/BU

 Service Dept: Head	Comment	Remarks Executive Visit Job Site Time (HR) Actual Job Time (HR)
	 Service Dept: Head	Comment % to STD Time Customer Comments