



TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Kyj Kyj Wlin, Aung Si Thee		
Position Rank	ADH, ADH, SH	Estimated Date of Travel	17-21.12.24
BU/BR/DIV, Dept	PG	Total Day	8 Day
Purpose	Unit Sale Marketing, MTO Visit, General Stock checking, to know branch condition.		
Travelling Permit			
Arrival Place	YGN-MGW	MGW-Pay	
Actual Date & Time of Travel	17-21.12.24	21-23.12.24	23-24.12.24
Total Day	4 day	3 day	1 day
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
	Hotel Charges	368700	
	AIDS+KKW+AST TA Charges 45000x8pm	360000	
	Toll gate charges	20600	
	Car fuel charges	400000	
Total Expense (Kyats/USD)		1749300	
Cash Advance (Kyats/USD)		500000	
Balance Refund/Additional (Kyats/USD)		349300	
Job Report Status			
Authorization	Name	Position	Date
Prepared By	Aye Thandoe Soe	ADH	
Approved By Dept Head			
Approved By GM/AGM/COO	Soe Htet Tin	AGM	
Acknowledged by related Superior for Job Report			
HR Check & Approved	Aye Wai Nyein	ADH	
Cash Received			
Remark			


04-CFD-CAS-FRM-006-02

TRAVELLING REPORT


Date : 28.12.24.....

Report To		
Employee Name Aye Thandar Soe, Kyi Kyi Win, Aung Soe Thu		
Position DH, DH, Section Head		
Department Service Post, Unit, Service		
Business PG		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	17.12.24	21.12.24
Total Days		
Trip Information	1. From YGN To MGN	
	2. From	
	3. From	
Purpose For Travelling To know BR market condition, old customer visit and mic inspection, BR & customer relation, how to support to get order.		
Travel Date	Ground stock checking. Activities	Remark
17.12.24	Departure from YGN (6:00)am Arrived to MGN (6:00)pm	- Customer feedback is good.
18.12.24	- Go to Pwint Phyu.	- Not have reminder card.
19.12.24	- Go to salin - come back to MGN.	- We advised to use the motor filter instead used other filter.
20.12.24	- MGN down town customer visit.	Unit prospect (8 units) * U. Thant-Oo (250KVA) * Shwe Nodi (250KVA) * U Htan Hta (200KVA) * U Win Tun (100KVA) * U Shwe Win Tun (200KVA) * U Zaw Min (80KVA) * U Aung Toe (100KVA) * U Htay Win (80KVA)
21.12.24	- Go to Aunglan, Pyaw	

Reported by


Sign : 
 Name : Aye Thandar Soe
 Position : DH

Checked by

Sign : 
 Name :
 Position :

(DH/AGM/GM)

Approved by

Sign : 
 Name :
 Position :

(COO)

2.24

YAN to MAW.

8.12.24

Pyint Phyu.

- Unit customer appointment (2 unit deal & 1 unit rent)
* Royal Ayar (350kVA), Shwe Beho (300kVA) & Htoo Aung Kyar (200kVA)

19.12.24

Salin

- MTO customer visit & mic inspection
- U Ye Win (VP 220S), mic hour - 873h 12m
- U Maung Maung Nyunt (MC 220BS), mic hour - 1102h 7m
- U Khin Maung Htay (MC 200BS), mic hour - 1053h 27m
- * not use genset, only use EPC.

20.12.24

- Unit customer appointment (morning)
- Kaung Kaung Hotel (2 unit)
 - MC 220AS - Need to change oil sensor & clean radiator. (3160h 42m)
 - MC 66 AS - Need to do valve adjustment. (4663h 20m)
- Tea villa
MW 55PS - Need to clean radiator (1746h 42m)
- KB Kyaw Thet Naing
MC 110TS (4847h 23m)
- Mageung Kabau
MC 109MS
- Pyae Phyo San
MP44 JS (1189h)
* Not use genset, use solar
- Ian Pya Kyal
MY-25JS (2355hr)
* Fuel pipe leakage
- Thar Hla
MF 22 JS (Need to do RS)

- Royal Megway

MC9088

- * Use other filter.
- * Own service
- *

IBS PRIVATE school

- * Machine Breakdown
- * Use Solar Inverter

MAW Branch ground stock checking. (Closing qty 83)

21.12.24

Aunglan

- Daw Khin May San

MC110DS

- U Than Oo (Unit online inquiry customer appointment)

- Myint Mo San (Unit marketing)

12.24

Thazin Clinic

- MF 33 JS (3108 hr 53 min)
- + Need to change air cleaner
- + Need to clean radiator.
- + Need to check valve adjustment.

Kyau Clinic

- MC 66 AS (2327 h 24 m)
- + Need to change air cleaner
- * Need to do RS

Family Swimming Pool

- MC 188 TS (2356 h 29 m)
- + Need to change crankshaft seal.

Shwe Min Thamee

- MC 220 AS (3912 h 31 m)
- + Need to change air cleaner
- + Need to clean radiator.
- + Made AVR adjustment for overvoltage shutdown.

Hotel Irrawaddy

- MC 88 AS (3315 h 18 m)

Daw Kyi Kyi Lwin (Pauk Kyi?)

- MW 08 PS
- * Need to change alternator fan
- MF 44 JS (1529 h 29 min)
- * Need to clean radiator.
- + Need to change tapped cover seal.

23. 12. 24

Doung Yin Pyan

- MC 60 TS

Mya Myin Moh

- MC 110 TS (1857 h 15 m)

Aung Maing This Sar

VP 550 3 c 2 units)

24. 12. 24

- Source Knowledge sharing

- Spare Part Ground stock checking