



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Hein Thira Sre, My Min Khad		Estimated Date of Travel	23 days (2.6.25 to 24.6.25)
Position Rank	DH, Mechanic		Total Day	23 days
BU/HR/DIV, Dept	Service		Destination	YGN - DNL - YGN
Purpose	6 months PMCC Crane, Excavator, Forklift, Backhoe loader, track crane)			
Travelling Permit				
Arrival Place	Dawei			
Actual Date & Time of Travel	2. Jun. 25			
Total Day	23 days			
HR Name				
HR Sign				
BOH/Authorized Person Name				
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	2.6.25 ~ 24.6.25 (4:30 AM ~ 11 PM)		Total Day	23 days
Departure Date & Time			Arrival Date & Time	26.25 ~ 24.6.25
Date	Description	Total Amount		
		Kyats	USD	
2.6.25 ~ 24.6.25	TA Charges (23 days x 15000) x 2 person	690,000		
	NMR Taxi Charges (Out Htake to Mingaladon Air port to Out Htake)	40,000		
	HTHS Taxi Charges (Home lan to Mingaladon Air port to Home lan)	47,000		
	PPE & Required materials purchasing charges	506,000		
Total Expense (Kyats/USD)		1,283,000		
Cash Advance (Kyats/USD)		1,000,000		
Balance Refund/Additional (Kyats/USD)		283,000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Thet Aye Aung	Admin	4.7.25	
Approved By Dept Head	Ye Min Kyaw	DH	4.7.25	
Approved By GM/AGM/COO				
Acknowledged by related Superior for Job Report	Aye Min Htoon	VCM		
HR Check & Approved	Hnin Thant ^(D) Oo	HR		
Cash Received				
Remark				



TRAVELLING REPORT

Date: 25.6.25

Report To		
Employee Name	Nyi Min Khant	
Position	Mechanic	
Department	Service	
Business	CF-3	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	2. Jun. 2025	
Total Days		
Trip Information	1. From YGN To DWI	
	2. From DWI To YGN	
	3. From To	
Purpose For Travelling	6 months PM (Crane, excavator, forklift, Backhole loader, Truck crane)	
Travel Date	Activities	Remark
2. Jun. 2025	- Go from Yangon to Dawei - Checked the S'parts (Crane, Truck crane, Backhole loader, Forklift and Excavator)	
3. Jun. 2025	- TADANO Crane (GR300E) - Drain the engine oil - Removed the engine	

Reported by

Checked by

Approved by

Sign :
Name : Nyi Min Khant
Position : Mechanic

Sign :
Name : Ye Min Kyaw
Position : DH

Sign :
Name :
Position :

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01

Date	Activities	Remark
	<p>oil filter ,fuel main filter ,fuel water separator.</p> <ul style="list-style-type: none"> • Replaced the engine oil filter, fuel main filter and fuel water separator. • Filled the engine oil. • Removed the air compressor belt and Replaced the air compressor belt. • Checked the cabin wir harness • Checked the rear axle oil and hub reduction gear oil. 	
04.Jun.2025	<p>- TADANO Crane (GR300E)</p> <ul style="list-style-type: none"> • Checked the axle oil ,winch gear oil and swing gear oil ,hydraulic oil and transmission oil. • Grease all point. • Test run the machine and checked the oil leakage • Checked the lighting. 	
05.Jun.2025	<p>- TADANO (GR300E)</p> <ul style="list-style-type: none"> • We checked the brake system. Brake fluid is low. Dismounted the brake booster. Disassembly the brake booster. found the brake 	

Date	Activites	Remark
	<p>fluid into the brake booster. Cleaning the brake booster assembly. Replaced the new seal. Assembly the brake booster. Filled the brake fluid. Mounting the brake booster. Test run the brake system. Check the oil leakage. It was ok. Job was finished.</p>	
06. Jun. 2025	<p>- TADANO (GR300E)</p> <ul style="list-style-type: none"> • Disamounded the Rear left wheel • Disassembly the rear left hub reduction components. Shaft seal not good. Replaced the new shaft seal. Assembly the hub reduction components. Filled the gear oil. <p>Test the 4 wheel function. Checked the oil leakage. It was ok.</p>	
07. Jun. 2025	<p>- Toyota forklift (</p> <ul style="list-style-type: none"> - Drain the engine oil, Removed the oil filter and fuel filter. Replaced the oil filter and fuel filter. Filled the engine 	

Date	Activities	Remark
08. Jun. 2025	<p>oil. Checked the coolant level, fan belt tension, hydraulic level and transmission oil level. Clean the air filter. Test the machine and checked the oil leakage.</p> <p>- Toyota Forklift</p> <ul style="list-style-type: none"> • Removed the front wheels (L&R), brake servo and parking cable. Replaced the new brake servo and parking cable. Test drive the machine. Adjust the brake and parking brake. It was ok ok. 	
09. Jun. 2025	<p>- Track Crane</p> <ul style="list-style-type: none"> • Engine maintenance • Performance test the crane with load. • Pressure test the all function 	
10. Jun. 2025.	<p>- Track Crane</p> <ul style="list-style-type: none"> • We checked the hydraulic oil, coolant, air filter, axle oil and winch motor oil. 	

Date	Activites	Remark
	Grease the all point. Checked the oil leakage.	
11. Jun. 2025	<ul style="list-style-type: none"> - JCB Backhoe loader • Troubleshooting the lighting system , wiper system and air con system. . 	
12. Jun. 2025	<ul style="list-style-type: none"> - JCB Backhoe loader • Maintenance the hydraulic system. • Checked the axle oil , transmission oil and oil leakage. Grease the all point - 	
13. Jun. 2025	<ul style="list-style-type: none"> - CAT Backhoe loader • Maintenance the hydraulic oil , coolant and transmission oil. 	
14. Jun. 2025	<ul style="list-style-type: none"> - CAT Backhoe loader • Troubleshooting the lighting system , an wiper and wisher system. 	

Date	Activities	Remark
15. Jun. 2025	<ul style="list-style-type: none"> - Track crane (ISUZU) • Test the crane function. Crane function slow. Checked the auto lever cable. Found the auto lever cable is jump. Remove the auto lever cable. Test the crane function are good. Pressure test the crane function. It is good. Disassembled the MCV (oil leakage). 	
16. Jun. 2025	<ul style="list-style-type: none"> - Track crane (ISUZU) • Disassembly the MCV. Cleaning the control valve assembly. Replaced the new seal. Assembly the MCV. 	
17. Jun. 2025	<ul style="list-style-type: none"> - Track Crane (ISUZU) • Mounting the MCV. and piping. Test run the crane function. Check the pressure test and oil leakage. It was ok. 	
18. Jun. 2025	<ul style="list-style-type: none"> - Track crane (ISUZU) • Removed the wire rope. • Dismounted the boom top pulley 	

Date	Activities	Remark
	<p>Mounted the boom top pulley. Replaced the new wire rope. It was ok.</p>	
19. Jun. 2025	<p>- Kobelco Mini Excavator</p> <ul style="list-style-type: none"> . Maintenance the engine system . Maintenance the hydraulic system . Maintenance the final drive. 	
20. Jun. 2025	<p>- Kobelco Mini Excavator</p> <ul style="list-style-type: none"> . Grease the call point . Checked the lighten system, battery charging. . Replaced the be Arm pipe seal. Test run the machine and checked the oil leakage. 	
21. Jun. 2025	<p>- CAT Backhoe loader</p> <ul style="list-style-type: none"> . Disamouthing the swing cylinder. . Disassembly the swing cylinder. piston lock nut so fit. Cleaning the cylinder housing, cylinder head, cylinder rod and piston. 	

Level Date	Activites	Remark
22. Jun. 2025.	<p>- Re CAT Backhoe Loader</p> <ul style="list-style-type: none"> . Replaced the new seal. . Assembly the swing cylinder. - Mounting the swing cylinder. Test run the swing system. Checked the oil leakage. It was ok. 	
23. Jun. 2025	<ul style="list-style-type: none"> - Kick off meeting with PTEP Team. - House keeping the work-shop area. - Cleaning and checking tools box. 	
24. Jun. 2025	<ul style="list-style-type: none"> - Go ^{back} from Dawei to Yangon. 	



No.589-592,Bo Aung Kyaw Street,Yangon-Pathein High Way Road,Hlaing Thar Yar Township, Yangon, Myanmar.

Print Date : 03-Jul-2025

Taxi (Bus,Motorcycle,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	2025-06-27	Construction Equipment 3	Service	Aung Min Khan(1)	TGO and NPT Trip	08:00	Aung Min Galar Highway bus stop station	Toe Chac Hostel	25,000	25,000	GA Manager Approved	
2	2025-06-07	Construction Equipment 3	Service	Nyi Min Khan(2)	Myeik Trip	04:30	Hlaingtha Yar (Out Hlake)	Mingalarardon Air Port	20,000	20,000	GA Manager Approved	U Min Zaw (Taxi)
3	2025-06-02	Construction Equipment 3	Service	Hein Thiha Soe(1)	Myeik Trip	04:30	Kyimyindang(Home Lan)	Mingalarardon Air Port	23,500	23,500	GA Manager Approved	
4	2025-06-24	Construction Equipment 3	Service	Nyi Min Khan(2)	Myeik Trip	11:30	Mingalarardon Air Port	Hlaingtha Yar (Out Hlake)	20,000	20,000	GA Manager Approved	U Min Zaw (Taxi)
5	2025-06-24	Construction Equipment 3	Service	Hein Thiha Soe(1)	Myeik Trip	11:30	Mingalarardon Air Port	Kyimyindang(Home Lan)	23,500	23,500	GA Manager Approved	Loyut Taxi

GENERAL EXPENSE CLAIM FORM



.me : **CE3 BU**
 .ent Name : **Service**

No.	Date	Name	Description	Amount	Remark
1.	1.6.25	Nyem lay	Covid Test kit (3)	12,600	1pc = 4200
		Online Shopping			
			Deli Fees	3500	
Total Amount				16,100	

Requested by :  Sign :
 Name : **Thet Phyo Aung** (Requester)
 Ye Min Kyaw (Department Head)
 _____ (Related FNA/Corp FNA)
 _____ (OM/AGM/GM)
 _____ (ACOO/COO/MD/VCM)

02-CE3-FNA-FRM-001-02

Nyein Lay

Online Shopping

လှည့်ကျကုန်နှင့် အလှကုန်ရောင်းဝယ်ရေး

☎ 09 978656873

1.6

Customer Name ထိုက် (ခ)၊ ဗိုဒါပင်လမ်း Date 1.6.25

Address & Ph No. ကြည့်မြင်တိုင် 109-792482844

< 127 ကိုရိုနာဗိုင်းရပ်စ် ပေးရန်

No	Item Type	Qty	Price	Amount
	Covid Test Kit	3	4200	12600

16100k

Amount	12,600
Deli Fees	3,500
Balance	16,100

Thanks for shopping with us ❤️

Tax Invoice (ABB)/Receipt



PRO 1 GLOBAL COMPANY LIMITED Hlaing Tharyar
 No(4 to 5), Corner between Yangon-Pathein & Yangon-Ton Tay St, Infront of AGE
 Industrial, Inside Padan, Hlaingtharyar Tsp, Yangon.
 09-777002859,09-777002850,09-777002855



Cashier: Zin Mar Htwe

Customer Code : 99999

Customer Name : Cash Customer

Doc.No. :HTY1HTY05CA-250531-0038

Date: 31/05/2025 14:14

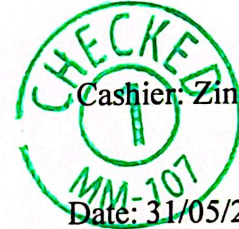
No.	Product Code	Product Name	Unit	Qty.	Price	Disc.	Mem Disc.	Amount
1	0803070004056	TOADCCSANDPAPE RNo.360	PC	3.00	2,200.00	0.00	0.00	6,600.00
2	0803070004051	TOADCCSANDPAPE RNo.180	PC	3.00	2,200.00	0.00	0.00	6,600.00
3	0803070004055	TOADCCSANDPAPE RNo.320	PC	3.00	2,200.00	0.00	0.00	6,600.00
4	1103030002004	SquidHookWallScrapper 3in	PC	1.00	3,500.00	0.00	0.00	3,500.00
5	1101010018003	EASTMANWireBrush 7rool(China)	PC	2.00	3,050.00	0.00	0.00	6,100.00
6	1002060014019	ACCUCableTie4.5x20 0(White)	PKG	1.00	6,150.00	0.00	0.00	6,150.00
7	6942389126404	AMTBeifaKnifeFR115 -09A1(9mm)	PC	1.00	1,000.00	0.00	0.00	1,000.00
8	8851552201016	HorsePermanentMarke r1C(Blue)	PC	1.00	1,800.00	0.00	0.00	1,800.00
9	4902505242533	PILOTHightLighterPe nSW-SLR(Green)	PC	1.00	4,800.00	0.00	0.00	4,800.00
10	4716493062321	OvalCorrectionPenPY L-10	PC	1.00	5,600.00	0.00	0.00	5,600.00
11	0901023001026	NNNThreadSealTape1 4M(Red)	PC	1.00	1,000.00	0.00	0.00	1,000.00

Tax Invoice (ABB)/Receipt



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Global



Cashier: Zin Mar Htwe

Date: 31/05/2025 14:14

Customer Code : 99999

Customer Name : Cash Customer

Doc.No. :HTY1HTY05CA-250531-0038

No.	Product Code	Product Name	Unit	Qty.	Price	Disc.	Mem Disc.	Amount
12	2000000362014	DeerWireTape(Red)	PC	2.00	1,250.00	0.00	0.00	2,500.00
13	2000000361963	DeerWireTape(Black)	PC	10.00	1,250.00	0.00	0.00	12,500.00
14	6925582139198	INGCOSafetyHelmetH SH02/HSH202WhiteSi mple	PC	2.00	24,700.00	0.00	0.00	49,400.00
15	PRO490250524253 3	Discount:PILOTHight LighterPenSW-SLR (Green)	PC	1.00	-700.00	-700.00		-700.00
16	PRO471649306232 1	Discount:OvalCorrecti onPenPYL-10	PC	1.00	-550.00	-550.00		-550.00

Tax Invoice (ABB)/Receipt



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Customer Code : 99999

Cashier: Zin Mar Htwe

Customer Name : Cash Customer

Doc.No. :HTY1HTY05CA-250531-0038

Date: 31/05/2025 14:14

Total Amount :	112,900.00	Net Amount :	112,900.00
Coupon :	0.00	Paid By (Cash) :	120,000.00
Wallet :	0.00	Paid By (Bank) :	0.00
Gift Card :	0.00		
Discount :	0.00	Change :	7,100.00

Products purchased from Pro1 can be returned within 14 days with invoice attached and in perfect condition. The customer shall be charged at least 10% from return amount (subject to our condition) We do not accept returns on any customized orders. (e.g.tinting color and special order product) All prices have already included Commercial Tax



PRO 1 Global Home Center Myanmar

Printed on 31/05/2025 14:14

