



TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Myo Myint Aung	Estimated Date of Travel	14.11.2024 ~2.12.2024
Position & Rank	Operator	Total Day	19 Days
BU/BR/DIV, Dept	PG/Rental	Destination	Mudon
Purpose	Stand By Operator (Extension)		
Travelling Permit			
Arrival Place	Mudon		
Actual Date & Time of Travel	14.11.2024 ~2.12.2024	(07:00AM~5:00 PM)	
Total Day	19 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	
		Total Amount	
		Kyats	USD
Date	Description	190,000	
14.11.2024 ~2.12.2024	Total Days 1 Days (19 x 10,000)	40,000	
	Express charges(2 ways)		
	Matador 350 KVA		
	Model : VP-385S, VP-375S		
	Sr:No:2306052, 2013455286		
	Customer : Daw Ah May		
		230,000	
	Total Expense (Kyats/USD)		
	Cash Advance (Kyats/USD)	230,000	
	Balance Refund/Additional(Kyats/USD)		
Job Report Status			
Authorization	Name	Position	Date
Prepared by	Kyal Sin Thway	Staff	04.12.2024
Approved by Dept Head	Aung Ko Oo	D.H	04.12.2024
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M	04.12.2024
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	04.12.2024
HR check & approved	Phyo Wai Nyein	A.D.H	04.12.2024
Cash received			
Remark			



TRAVELLING REPORT

Date : 14.11.2024

Report To	DH	
Employee Name	Myo Myint Aung	
Position	Operator	
Department	Rental	
Business	PG	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From Yangon To Mudan	
	2. From Mudan To Yangon	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
14.11.2024 to 2.12.2024	<p>We arrived to job site, Machine area place is ok, load wire connect and fuel filling is ok. And then we check daily inspection. Machine condition is ok. Everything is ok. So we test run the machine is ok. Report to DH. Customer load with use test run machine is ok. Report to QB. Regular service maintenance test run checking report to DH. Daily process and report send to rental operation group. Machine overall checking and maintenance report to DH and operation group.</p>	

Reported by

Checked by

Approved by

Sign :

Sign :

Sign :

Name : Myo Myint Aung

Name : Aung Ko Oo

Name :

Position : Operator

Position :

Position :

(DH/AGM/GM)

(COO)

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အာဏာမင်း ခရီးသည်ခွဲစာတင်ရေး

ရေ: \hookrightarrow သံပြုရုပ် \hookrightarrow မှံ \hookrightarrow မော်လမြိုင် \hookrightarrow ရန်ကုန်

ပုံအမှတ်

ခရီးစဉ်

အမည်	နေ့စွဲ	ထွက်ရန်	သင့်ငွေ
ဦးဖြူအောင်	2.12.24	မေ့လျော့	၂၅၀၀၀
		၅:၃၀	၂၀၀၀၀

လက်မှတ်အရောင်ဌာန

☎ 09-43036195, အဆောင်(က)အမှတ်(၄)၊ အောင်မင်္ဂလာအဝေးပြေးကားစင်္ကြံ၊ မော်လမြိုင် 09-778390035, ဖုန်း 09-773333752, သံပြုရုပ် 09-770948390။ ယာဉ်ထွက်ခွာချိန်မတိုင်မီ နာရီပက်စောလာပါ။ ဝယ်ပြီးလက်မှတ် ငွေပြန်ပေးအပ်ပါ။ လဲလှယ်ခြင်းမပြုပါ။