



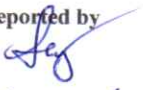
TRAVEL ADVANCE CLEAR FORM


Cash Advance				
Employee Name	Aung Aung	Estimated Date of Travel	19.07.2024 ~ 21.07.2024	
Position & Rank	Operator	Total Day	3 Days	
BU/BR/DIV, Dept	PG/Rental	Destination	Ngwe Saung	
Purpose	Machine Delivery Inspection and Load Test			
Travelling Permit				
Arrival Place	Ngwe Saung			
Actual Date & Time of Travel	19.07.2024 ~ 21.07.2024	(07:00AM~5:00 PM)		
Total Day	3 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		
Date	Description	Total Amount		
		Kyats	USD	
19.07.2024 ~ 21.07.2024	Total Days 3 Days (3 x 15,000)	45,000		✓
	Express Charges	13,000		✓
	Taxi Charges	9,000		
	Matador 250 KVA			7
	Model : DE275D5			
	Sr:No: A167082			
	Customer : Ahtinkaya Hotel			
Total Expense (Kyats/USD)		67,000		
Cash Advance (Kyats/USD)				
Balance Refund/Additional(Kyats/USD)		67,000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Hnin Yu Yu Khine	Staff	15.08.2024	
Approved by Dept Head	Aung Ko Oo	D.H	15.08.2024	
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M	15.08.2024	
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	15.08.2024	
HR check & approved	Zin Mar Kyaw	PH	15.08.2024	
Cash received				
Remark				

TRAVELLING REPORT

Date : 22.7.24.....

Report To	DH	
Employee Name	Aung Aung	
Position	Operator	
Department	Rental	
Business	M/B	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	19.7.2024	21.07.2024
Total Days		
Trip Information	1. From YGM To Ngape Saeng	
	2. From To	
	3. From To	
Purpose For Travelling	Machine Delivery and Load Site check	
Travel Date	Activities	Remark
19.7.2024 to 21.7.2024	Machine Delivery Inspection and Load Site check, Test Run.	

Reported by
 Sign : 
 Name : Aung Aung
 Position : Operator

Checked by
 Sign : 
 Name : Aung Aung
 Position : DH

Approved by
 Sign :
 Name :
 Position :

(DH/AGM/GM)

(COO)

Print Date : 20-Aug-2024

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	2024-07-01	Power Generator	Rental	Yan Myo Aung		01:00	TGO Customer job site	TGO Bus terminal	4,000	4,000	GA Manager Approved	Go/Back Three wheel charges for s'part tak Machine repair
2	2024-07-19	Power Generator	Rental	Aung Aung (13)		04:30	Mya Sein Young ဝဲခုံ	HO	5,000	5,000	GA Manager Approved	Machine Delivery Inspection (TA)
3	2024-07-19	Power Generator	Rental	Aung Aung (13)		04:30	ဝဲခုံ	Mya Sein Young ဝဲခုံ	2,000	2,000	GA Manager Approved	Machine Delivery Inspection (TA)
4	2024-07-20	Power Generator	Rental	Myo Myint Aung		09:30	Shwe Pyi Thar - Chit Kaung	14) Lan Sone	2,000	2,000	GA Manager Approved	Go to Job site Machine Return (OT)
5	2024-07-21	Power Generator	Rental	Aung Aung (13)		10:00	HTY Bus terminal	ဝဲခုံ	2,000	2,000	GA Manager Approved	Come Back from Machine Delivery Inspect
6	2024-07-24	Power Generator	Rental	Min Khant Kyaw(3)		11:00	Shwe Pyithar	HO	10,000	10,000	GA Manager Approved	Machine Pre Delivery Inspection (OT)
7	2024-07-29	Power Generator	Rental	Myo Myint Aung		07:00	Shwe Pyithar Chit Kaung	14) Lan Sone	2,000	2,000	GA Manager Approved	Go to Ngwe Saung Job Site Machine return
8	2024-07-30	Power Generator	Rental	Myo Myint Aung		10:30	14) Lan Sone	Shwe Pyithar Chit Kaung	3,000	3,000	GA Manager Approved	Come Back from Ngwe Saung Job Site (TA)
9	2024-08-20	Power Generator	Rental	Myo Myint Aung		03:30	Shwe Pyi Thar ဝဲခုံ	Shwe Pyithar Chit Kaung	1,000	1,000	GA Manager Approved	Come back from Job Site -Machine return (