



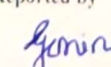
TRAVEL ADVANCE CLEAR FORM

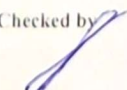
| Cash Advance | | 9:00Am | 4:30Pm | |
|---|--|--------------------------|-------------------|------|
| Employee Name | Age Min Thee | Estimated Date of Travel | 20.6.25 → 21.6.25 | |
| Position Rank | Mechanic | Total Day | 2days | |
| BU/BR/DIV., Dept | PN BU | Destination | | |
| Purpose | Customer - show him their machine repair (NLP/BO) BR support | | | |
| Travelling Permit | | | | |
| Arrival Place | BGO, Dike Oo | | | |
| Actual Date & Time of Travel | 20.6.25 (9:00Am) | | | |
| Total Day | 2days | | | |
| HR Name | | | | |
| HR Sign | | | | |
| BOH/Authorized Person Name | | | | |
| BOH/Authorized Person | | | | |
| Advance Clear | | | | |
| Actual Date & Time of Travel | 20.6.2025 (9:00Am) | Total Day | 2days | |
| Departure Date & Time | 20.6.2025 (9:00Am) | Arrival Date & Time | 21.6.25 (4:30pm) | |
| Date | Description | Total Amount | | |
| | | Kyats | USD | |
| 20.6.25 → 21.6.25 | For TA days ⇒ 2days X 15000/- | 30000/- | | |
| | Food charges | 55000/- | | |
| Total Expense (Kyats/USD) | | 85000/- | | |
| Cash Advance (Kyats/USD) | | - | | |
| Balance Refund/Additional (Kyats/USD) | | - | | |
| Job Report Status | | | | |
| Authorization | Name | Position | Date | Sign |
| Prepared By | Chit Pon See | SH | 16.7.25 | |
| Approved By Dept Head | Tint Nzing | DH | 16.7.25 | |
| Approved By GM/AGM/COO | | | | |
| Acknowledged by related Superior for Job Report | | | | |
| HR Check & Approved | Phyo Win Nyein | ADH | 13.7.25 | Phyo |
| Cash Received | | | | |
| Remark | | | | |

TRAVELLING REPORT

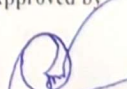
Date : 24.6.2025

| | | |
|------------------------|---|---------------------------|
| Report To | COO | |
| Employee Name | Aye Min Thu | |
| Position | Junior Mechanic | |
| Department | Service | |
| Business | PG | |
| Departure & Arrival | Departure Date And Time | Arrival Date And Time |
| | 20.6.25 | 21.6.25 |
| Total Days | 2 days | |
| Trip Information | 1. From YGN To BGD | |
| | 2. From BGD To YGN | |
| | 3. From To | |
| Purpose For Travelling | Machine Repair (warranty) | |
| Travel Date | Activities | Remark |
| 20.6.2025 | YGN to BGD | |
| 20.6.2025 | Customer - Shu Kin Thar Model - MC-GGBS Job description - - Turbo and starter motor mounted and test run | PGS/JR/25/061 0781 |
| 21.6.2025 | Customer - Huan Huan Job - visit | |
| 21.6.2025 | BGD to YGN | |

Reported by
 Sign : 
 Name : Aye Min Thu
 Position : Junior Mechanic

Checked by
 Sign : 
 Name : Thit Naing
 Position : DM

(DI/AGM/GM)

Approved by
 Sign : 
 Name :
 Position : 26/6/25

(COO)

05-CHL-HRM-FRM-064-01

Proper lead time.



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

Print Date : 16-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 | 2025-06-20 | Power Generator | Service | Aye Min Thu(2) | Bago customer machine repair | 09:00 | HO(HTY) | Khayaepin Lan Khwel | 17,300 | 17,300 | GA Manager Approved | |
| 2 | 2025-06-20 | Power Generator | Service | Aye Min Thu(2) | Bago customer machine repair | 10:00 | Khayaepin Lan Khwel | Bago | 7,000 | 7,000 | GA Manager Approved | With together Turbo & startmotor |
| 3 | 2025-06-21 | Power Generator | Service | Aye Min Thu(2) | Return back YGN | 14:45 | Bago | Bo Chan | 6,000 | 6,000 | GA Manager Approved | |
| 4 | 2025-06-21 | Power Generator | Service | Aye Min Thu(2) | Return back YGN | 16:30 | Bo Chan | HO (HTY) | 24,700 | 24,700 | GA Manager Approved | |