




TRAVEL ADVANCE CLEAR FORM

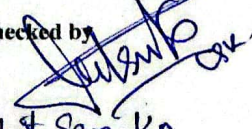
Cash Advance			
Employee Name	Thura Soe	Estimated Date of Travel	12.6.25 - 15.6.25
Position Rank	Mechanic	Total Day	4 days
BU/BR/DIV. Dept	Service (98 BU)	Destination	
Purpose			
Travelling Permit			
Arrival Place	Mudon		
Actual Date & Time of Travel	12.6.25 to 15.6.25		
Total Day	4 days		
HR Name	Thinzar Nyo		
HR Sign	Nyo		
BOH Authorized Person Name	Nay Win Aung		
BOH Authorized Person	N/A		
Advance Clear			
Actual Date & Time of Travel	12.6.25 - 15.6.25	Total Day	4 days
Departure Date & Time	11:00 AM (12.6.25)	Arrival Date & Time	6:00 PM (15.6.25)
Date	Description	Total Amount	
		Kyats	USD
12.6.25-15.6.25	TA charges (4 x 15000)	60000	
	Taxi charges	28000	
	Car ticket (MLM to YGN)	25000	
		22000	
Total Expense (Kyats/USD)		kg 105,000	108000
Cash Advance (Kyats/USD)		-	-
Balance Refund/Additional (Kyats/USD)		-	-
Job Report Status	Zwe Htet Naring Co. Machine delivery & Commission, Operator Training		
Authorization	Name	Position	Date
Prepared By	Hnin Wut Yi Kyaw	Service Admin	18.6.25
Approved By Dept Head	Ye' Ko Ko	DH	"
Approved By GM/AGM/COO	Chit San Ko	AGM	"
Acknowledged by related Superior for Job Report			
HR Check & Approved	Thae Nu Wai	HR	"
Cash Received			
Remark			

TRAVELLING REPORT

Date : 19.6.25

Report To		
Employee Name	Thura Soe	
Position	Service Department , Mechanic	
Department	Service	
Business	IS BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	12.6.25 (11:00 am)	15.6.25 (6:00 pm)
Total Days	4 days	
Trip Information	1. From Yangon To Madon	
	2. From Madon To MLM Cus job site	
	3. From MLM To Yangon	
Purpose For Travelling	Zwe Htet Naing Machine delivery & Commission, Operator Training	
Travel Date	Activities	Remark
12.6.25	- Go to job site YGN to Madon.	
13.6.25	- Arrival customer site - Check around the machine. - Check engine oil, hydraulic, transmission coolant level. - Testing head light, Back light, buzzer.	

 Reported by
 Sign : 
 Name : Thura Soe
 Position : Mechanic

 Checked by
 Sign : 
 Name : Chit San Ko
 Position :

 Approved by
 Sign :
 Name : Aye Min Htoon
 Position :

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01

Travel Date	Activities	Remark
13.6.25	<ul style="list-style-type: none"> - Explain to customer how to maintenance and training. - The we have successfully handed over the machine to the customer. 	
14.6.25	<ul style="list-style-type: none"> - We visited the customer side (Sri Traung) in Madon from Mawlamyine and carried out the necessary inspections. 	
15.6.25	<ul style="list-style-type: none"> - I left Mawlamyine from Yangon at 7:30 in the morning and arrived at the highway bus terminal at 3:30 in the afternoon. 	

3:36

LTE 31

Flymya

flymya



Your reservation has been received.

We are currently processing your reservation.
You will receive a confirmation e-ticket email within 30 minutes

Contact Email

Let's check more products!

- Flights
- Hotels
- Buses
- Services
- Insuran

Reservation ID: 48418936
 Reservation Total: MMK 25,000

Bus

Home

① VIP Car Chgs not allowed

၂:၂:၀၀: ၂၂၀၀၀/- ကို ပြန်ပေးရမည်

၂၂၀၀၀/- permit:

Approved by

DH

3:35

LTE 32

Flymya

Bus Details

Are you sure your reservation details are correct?

Primary Travelers' Details

Mr Thura Soe
95 9941136106

Route Details

Sun, 15 Jun 2025

Mawlamyine
07.30 AM

Duration
8 hr 0 min

Yangon
03.30 PM

VIP

Mawlamyine-Yangon [Foreigner Not Allow][NRC+Letter of Endorsement from ward+Letter of Endorsement from Police]

Are you sure to continue? You are not allowed to select seat again after this.

Seat Number 15

Arranger Details

Pay and Book

June 12

Dear MD

I would like to inform MUDON Way

Customer - ZWE HTET NAING
 Brand - Matador Forklift
 Model - MFD30X

Remark - Mechanic support to MUDON
 (Machine Delivery & Operation Training)

၁) အမည် -ကိုသူရစိုး (Mechanic)
 ဌာန - Service

၂) သွားရောက်သည့်ဝန်ထမ်းအရေအတွက် - 1
 ယောက်

၃) ခရီးသွားသည့်နေရာ -MUDON

၄) သွားရောက်မည့်နေ့ရက် -
 12.6.2025-14.6.2025

၅) Estimate date. - 3 Days

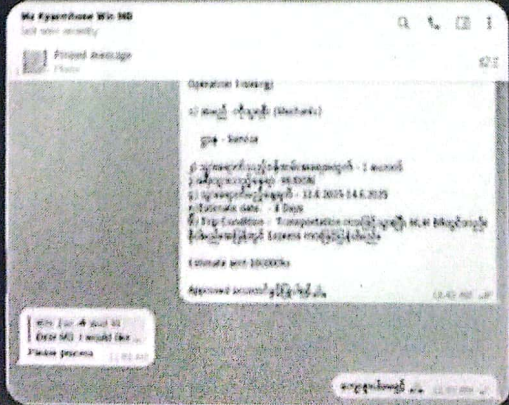
၆) Trip Condition - Transportation ကားဖြင့်
 သွားပြီး MLM BRတွင်တည်းခိုပါမည်။အပြန်တွင်
 Express ကားဖြင့်ပြန်ပါမည်။

Estimate amt-100000ks

Approved လေးတင်ခွင့်ပြုပါရင့် 09:56

တောင်းပေးထားပါတယ်ရှင်

10:03



11:46

ကော့ပူးပါမေ 11:47

Dear VCM & ASD

I would like to inform MUDON Way

Customer - ZWE HTET NAING
Brand - Matador Forellt
Model - MFD00X(188C05248)

Remark - Mechanic support to MUDON
(Machine Delivery & Operation Training)

၁) ဆောင်ရွက်သူ (Mechanic)

၅၅ - Service

၂) သွားရောက်သည့်ရက်စွဲအရက် - 1
စာရက်

၃) ခန့်မှန်းသည့်ရက်စွဲ - MUDON

၄) သွားရောက်သည့်ရက်စွဲ -
12.6.2025-14.6.2025

၅) Estimate date - 3 Days

၆) Trip Condition - Transportation ကားဖြင့်
သွားပြီး MLM BRတွင်တင်ပို့မည်။သင်္ကြန်တွင်
Express ကားဖြင့်ပြန်မည်။

Estimate amt-100000ka

Approved  11.6.25

Item	Qty	Unit	Rate	Total
...
...

Dear Sayar Aye Min Htoon, Ko
Aung Hein Wn & Ko BO BO,
All BU/BRs Not Complete
Service Report in Odoo System
(12.06/2025)

Total assign jobs - 72 jobs
On time report - 61 jobs
Failure Report -11 jobs
(Connection error- 9 jobs
And NC open jobs -2 jobs

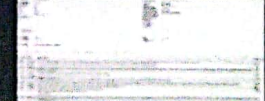
BR's service report
checking report (BU...
11.6.2025

12-Jun-25 BU Daily Sale
s_Report_Format_Apr...
12.6.2025

(12-Jun-25)BU Daily Spart
Sales Report (ASD).xlsx
12.6.2025

BR's service report
checking report (BU...
11.6.2025

June 13
Forwarded from
Aung Hein Wn



How is today activities for Mega
Marine ?

Aye Min Htoon
We Yi
Dear VCM & ASD I would like to infor...
Please proceed to go to Mudon
customer Zwe Htet Naing.

46-2025

Date	Holding Business	Department	Name	Rev
2025-06-18	Industrial	System		



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

n-2025

Taxi (Bus,Motorcycle,3-wheel etc..) Charges Form

ac	Holding Business	Department	Name	Rental Purpose	Departure Time	Start Location	End Location	Claim Amount	Allowed Amount	State	Remark
2025-06-18	Industrial Systems	Service	Thura Soc (3)	Aungmyingalar Highway Bus Stop to Hlaingtharyar Taxi Charges - 23000MMK Come back to YGN (Machine delivery & Commission Cus:Zwe Htet Naing)	06:00	Yangon Aungmyingalar	Hlaing Thar Yar(Bogyoke)	23,000	23,000	GA Manager Approved	Aungmyingalar Highway Bus Stop to Hlaingtharyar Taxi Charges - 23000MMK Come back to YGN (Machine delivery & Commission Cus:Zwe Htet Naing)

Myer
Hsin Myit Ni Kyaw
Service Admin

[Signature]
Yeik ko ko
D H.

[Signature]
Zwe 19/6/25
Thaezmar
FA.

[Signature]
Chit San ko
AGM.