




TRAVEL ADVANCE CLEAR FORM

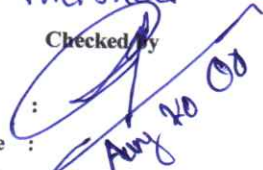
<u>Cash Advance</u>				
Employee Name	Toe Toe ,Pyae Phyo Kyaw	Estimated Date of Travel	12.10.2024 ~13.10.2024	
Position & Rank	Operator	Total Day	2 Days	
BU/BR/DIV, Dept	PG/Rental	Destination	Labutta	
Purpose	Urgent Casse -machine repair Job			
<u>Travelling Permit</u>				
Arrival Place	Labutta			
Actual Date & Time of Travel	12.10.2024 ~13.10.2024	(07:00AM~5:00 PM)		
Total Day	2 Days			
HR Name				
HR Sign				
BOH/Authorized Person Name				
BOH/Authorized Person				
<u>Advance Clear</u>				
Actual Date & Time of Travel		Total Day		
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
12.10.2024 ~13.10.2024	TA for Toe Toe - Total 2Days (2 x 15000)	30,000		✓
	TA for Pyae Phyo Kyaw - Total 2Days (2 x 15000)	30,000		✓
	Matador 250 KVA			
	Model : DE275D5			
	Sr:No: A160704			
	Customer : Aqua King			
Total Expense (Kyats/USD)		60,000		✓
Cash Advance (Kyats/USD)				
Balance Refund/Additional(Kyats/USD)		60,000		✓
Job Report Status	Name	Position	Date	Sign
Authorization	Hnin Yu Yu Khine	Staff	31.10.2024	
Prepared by	Aung Ko Oo	D.H	31.10.2024	
Approved by Dept Head	Soe Htet Tin	A.G.M	31.10.2024	
Approved by GM/AGM/COO	Zaw Min Myat	ACOO	31.10.2024	
Acknowledged by related Superior for Job Report	Phyo Wai Nyein	A DH	31.10.2024	
HR check & approved				
Cash received				
Remark				

TRAVELLING REPORT

 Date : 12.10.2024

Report To	DH	
Employee Name	Toe Toe	
Position	Operator	
Department	Rental	
Business	PG	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From <u>Yangan</u> To <u>Labutta</u>	
	2. From <u>Labutta</u> To <u>Yangan</u>	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
12.10.2024 To 13.10.2024	We arrival to labutta job site Matador 250kva wire line short circuit. Problem checking. We check short wire line damage and damage wire line distmounted report to DH. And than we check trouble short wire line cleaning. Damage wire line reconnect checking, final checking test run (1) hour load test is ok. report to DH Job Finished.	

Reported by

 Sign :
 Name : Toe Toe
 Position : Operator

Checked by

 Sign :
 Name :
 Position : DH

Approved by
 Sign :
 Name :
 Position :

(DH/AGM/GM)

(COO)

TRAVELLING REPORT

 Date : 12.10.2024

Report To	D.H	
Employee Name	Pyae Phyo Kyaw	
Position	Mechanic	
Department	Rental	
Business	PG	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From <u>Yangon</u> To <u>Labakka</u>	
	2. From <u>Labakka</u> To <u>Yangon</u>	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
12.10.2024	we arrival to Labakka job site Mabador 250kva wire line short curcuit, Problem checking. we check short wire line damage and wire line dismounted	
TO 13.10.2024	report to D.H. And than we check trouble shoot wire line cleaning. Damage wire line reconnect checking, final checking test run (1) hour load test is ok. report to D.H job finished	

Reported by

Checked by

Approved by

Sign :

Name :

Position :

[Signature]
 Pyae Phyo Kyaw
 Mechanic

Sign :

Name :

Position :

[Signature]
 DH
 (DH/AGM/GM)

Sign :

Name :

Position :

(COO)