



## TRAVEL ADVANCE CLEAR FORM


Cash Advance			
Employee Name	Arkar Kyaw	Estimated Date of Travel	4.3.2025~2.4.2025
Position & Rank	Operator	Total Day	30 Days
BU/BR/DIV, Dept	PG/Rental	Destination	Latputta
Purpose	Stand By Operator (Extension) at job site		
Travelling Permit			
Arrival Place	Latputta		
Actual Date & Time of Travel	4.3.2025~2.4.2025	(08:00AM~5:00 PM)	
Total Day	30 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
4.3.2025~2.4.2025	TA for Total Days ( 30 x 10000 )	300,000	✓
	Matador 250 KVA		
	Model : DE275D5		
	Sr.No: A167084		
	Customer : Aqua King Groups		
<b>Total Expense (Kyats/USD)</b>		<b>300,000</b>	✓
<b>Cash Advance (Kyats/USD)</b>			
<b>Balance Refund/Additional(Kyats/USD)</b>		<b>300,000</b>	✓
Job Report Status			
Authorization	Name	Position	Date
Prepared by	Hsu Yee Htet	Staff	08.04.2025
Approved by Dept Head	Aung Ko Oo	D.H	08.04.2025
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M	4.04.2025
Acknowledged by related Superior for Job Report	Aye Min Htoon	VCM	
HR check & approved	Phyo Wai Nyein	A.D.H	4/4/25
Cash received			
Remark			

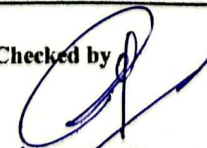
04-CFD-CAS-FRM-006-02

# TRAVELLING REPORT

 Date : 8.04.2025

Report To	DH	
Employee Name	Aisakar Kyaw	
Position	Operator	
Department	Rental	
Business	PH	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	4.8.2025	2.4.2025
Total Days		
Trip Information	1. From <u>Yangon</u> .....To <u>Kupetta</u> .....	
	2. From .....To .....	
	3. From .....To .....	
Purpose For Travelling	Stand by Operator	
Travel Date	Activities	Remark
4.8.2025 to 2.4.2025	Daily machine inspection checking Engine oil, water, air checking and sent report to DH, Machine start hours and stop hours sent to DH. Weekly inspection report, machine regular service, machine clearing, daily and weekly report sent to DH.	

Reported by  
 Sign :   
 Name : Aisakar Kyaw  
 Position : Operator

Checked by  
 Sign :   
 Name : Aung Ko Co  
 Position : DH

Approved by  
 Sign :  
 Name :  
 Position :

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01