



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Fung Min Rhant Mechanic	Estimated Date of Travel	9.6.25 to 27.6.25	
Position Rank		Total Day	18 days	
BU/BR/DIV, Dept	CES BU	Destination	YGN - TGO - NPT - YMT - YGN	
Purpose	to repair Misocan Hyd; Oil leakage from RCV & Hyd; Pump/Engine Oil leakage.			
Travelling Permit				
Arrival Place	Taungoo	Noy. Pyi Taw	Yamethin	
Actual Date & Time of Travel	9.6.25	13.6.25	16.6.25	
Total Day				
HR Name	Hany OO	Nwe Nwe Htun		
HR Sign	Hany			
BOH/Authorized Person Name	Soe Min Htwe.	Fung Phyo Lin		
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel		Total Day		
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
9.6.25 ~ 26.6.25	TA Charges (18 days x 15000)	270000		
13.6.25 & 26.6.25	Car Ticket (TGO - NPT) (NPT - YGN)	38,000		
27.6.25	Taxi Charges (Fung Mingala Highway bus stop to Toe Chae Hotel.)	25,000		
Total Expense (Kyats/USD)			333,000	
Cash Advance (Kyats/USD)			-	
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Thet Phyo Fung	Admin	4.7.25	
Approved By Dept Head	Ye Min Ryaw	DH		
Approved By GM/AGM/COO				
Acknowledged by related Superior for Job Report	Aye Min Htun	VCM		
HR Check & Approved	Hnin Thant OO	HR		
Cash Received				
Remark				



MERC
Undercom
repair-



CASH ADVANCE

Employee Name		Estimated Date of Travel	
Position Rank		Total Day	
BU/BR/DIV, Dept		Destination	
Purpose			

Travelling Permit

Arrival Place	Myppinjilaw		
Actual Date & Time of Travel	18.6.2025 to 26.6.2025		
Total Day	14 days		
HR Name	Wade Wade Wilson		
HR Sign			
BOH/Authorized Person Name	Aung Phyo Lin		
BOH/Authorized Person			

Advance Clear

Actual Date & Time of Travel		Total I	
Departure Date & Time		Arriva	

Date		Description	
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TRAVELLING REPORT

Date : 30.6.25.....

Report To		
Employee Name		Aung Min Khant
Position		Mechanic
Department		Service
Business		CEB BU
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	9.6.25 (11:45 AM)	27.6.25 (9:00 AM)
Total Days		
Trip Information	1. From YGN To TGO	
	2. From TGO To NPT + Yamethin	
	3. From NPT To YGN	
Purpose For Travelling		
To repair ML90C3118 Hyd; Oil leakage from RCV & Hyd; Pump/ Engine oil leakage. ME 210(421) Undercarriage repair.		
Travel Date	Activities	Remark
9.6.2025	- Go to Job site Taungoo (11:45 AM to 5:00 PM) Arrived from office	
10.6.2025	- Our service team around the machine inspection by visually. We checked the engine oil level, coolant level, air filter and hydraulic oil level. And then, we machine test run. So that hydraulic function operation test run. We found RCV oil leakage, engine oil leakage	

Reported by

Checked by

Approved by

Sign : 
 Name : Aung Min Khant
 Position : Service

Sign :
 Name :
 Position :

Sign :
 Name :
 Position :

(DH/AGM/GM)

(COO)

Date	Activities	Remark
11. 6. 2025	<p>→ and machine pump loading Pump abnormal sound. We suggestion customer pump checking.</p> <p>Job assign (CRCV oil leakage)</p> <p>Our service team machine inspection and test run. We found RCV oil leakage. And then, we checked seal damage. So we dismounted RCV and seal, we cleaning and resealing. After that, we machine test run operation. It was OK.</p>	
12. 6. 2025	<p>- Engine oil leakage</p> <p>Our service team machine test run and operation. We checked engine oil sump, engine oil breather, water pump leakage and hydraulic pump leakage. And then, we tighten bolts and dismounted engine oil breather pipe. After that, we tighten hydraulic pump bolts and port relief resealing mounted. It was OK.</p>	
13. 6. 2025	<p>Go to Nay Pyi Taw from Taungoo</p> <p>9:30 AM to 5:00 PM</p> <p>Nay Pyi Taw BR</p>	

Date	Activities	Remark
14.6.2025	<p>- Our service team go to Tatkon Job site. And then, we checked the machine condition by visually. After that, we checked the Travel function abnor abnormal. We test run the machine operation. And then, we dismount travel press control valve. And then, we cleaning and resealing the Travel Control Valve. After that, we checked the machine test run the travel function. Not Ok. So that, we checked the pump pressure P1 and P2. And then we adjustment the P2 Regulator because of P2 pressure was less the P1 pressure. After that, we checked again the machine test run. It was Ok. We need to monitoring the machine.</p>	
15.6.2025	<p>- Machine lost Run Travel function Our service team go to Job site. And then, we checked the machine inspection by visually. After that We test run the Travel function. →</p>	

Date

Activities

Remark

16. 6. 2025

→ We test run the whole day. It was OK. Travel function abnormal Problem was OK. Job was finished.

- Machine Inspection (421)

Our service team go to YMT. And then, we checked the engine oil level, coolant level, air cleaner, hydraulic oil level, final drive oil level and swing gear oil level. After that, We dismount the idler wheel (L). And then, we carried the idler wheel to NPT lead machine. Need to continuous.

17. 6. 2025

- Our service team go to YMT. And then, we dismount the idler wheel (R). After that, we carried the idler wheel to NPT lead machine. And then, we repaired in NPT lead machine the idler wheel (L, R). Need to continuous.

18. 6. 2025

- Our service team go to NPT local lead machine. And then, we repaired and resealing the idler wheel. And then, we go back to NPT office. Idler wheel repaired and resealing was finished.

Date	Activities	Remark
19. 6. 2023	- Our service team go to YMT. And then, We dismantled the sprocket (L, R). And then, we go back to NPT office.	
20. 6. 2023	- Our service team go to YMT. We carried the idler wheel (L, R) to YMT from NPT lead machine. And then, we mounted the idler wheel in machine. It was OK.	
21. 6. 2023	- Our service team go to YMT. We dismantled the Rollers (L-side).	
22. 6. 2023	- Our service team go to YMT. And then, We dismantled the Rollers (R-side). Need to continuous	
23. 6. 2023	- Our service team go to YMT. And then, we repair the bolts hole. After that, we go back to NPT office.	
24. 6. 2023	- Our service team go to YMT. And then, we mounted the Rollers (L-side). After that, we go back to NPT office.	
25. 6. 2023	- Our service team go to YMT. And then, we mounted the Rollers (R-side). After that, we go back →	

Date	Activities	Remark
26.6.2023	<p>→ to NPT office.</p> <p>- Our service team go to YMT. And then, we mounted the sprockets (L, R). After that, we sealing the floating seal. And then, go back to office.</p> <p>- Go back from Nay Pyi Taw to YGN. 10:00PM to 8:00AM (27.6.23)</p>	

စာချုပ်ရုံး ဗဟိုဌာန

မြန်မာပြည်အနှံ့ကားလက်မှတ်အရောင်းဌာန

09-959230071, 09-965700828, 09-777518288, 09-777518388

ခရီးစဉ်

ကျောက်တော်

ယာဉ်အမည်

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သွားမည့်ရက်

၂၅.၆.၂၀၂၅

အမည်

ကိုအောင်မင်းခန့်

ထိုင်ခုံအမှတ်

၀၁

ထွက်ခွဲချိန်

၉:၃၀ ဇူလိုင်

တန်ဆာအပိုပစ္စည်းများအား ကြိုတင်၍ ပြောပေးပါရန်။

ယာဉ်ထွက်မီအလျှင် နာရီဝက် (မိနစ် ၃၀) စော၍ အရောက်လာပေးပါရန်။

ရောင်းပြီးလက်မှတ်ငွေပြန်မအမ်းပါ။

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မန္တလေး

mandalarminn.com.mm

From (မှ) To (သို့)
Naypyitaw (Myoma) Yangon

Traveller (ခရီးသည်) Contact (ဖုန်းနံပါတ်)
Aung Min Khant 09975401625

Seat(s) (ခုံနံပါတ်များ)
F1

Class/Type Bus No. (ကားနံပါတ်)
အလှူကား(1+1+1)

Booking Reference Status
1080-6280 CONFIRMED

Departure (ထွက်ခွာ) Gate (ဂိတ်)
Jun 26, 10:00 PM NA

Special Request (မှတ်ချက်)
call me phone

Printed Time : Jun 26, 9:46 PM

Passengers 1
Total 29,000

NRC or Passport is necessary to travel

မှတ်ပုံတင် ပါမှ ဝါးနက်ခွင့် ပြုပါမည်

Check-in 30 min before the departure time.

ကားထွက်မီ မိနစ် 30 ပြန်တင်ရောက်ရှိရန် လိုအပ်ပါသည်။

Each passenger is allowed one carry on luggage.

ခရီးသည်တစ်ဦး တက်ဆွဲအိတ်တစ်ခုအထိသာခွင့်ရှိပါသည်။

No refund will be issued after the departure.

ကားထွက်ချိန်လွန်ပြီးမှ ရောက်ရှိလာခြင်း အခမ်းပါ။

ထပ်ပြီးရောက်မှတ်ခြင်း အခမ်းပါ။ မိမိနှင့် အာရုံပါလာသော ဝတ္ထု
ဥပမာ မိမိနှင့် တာဝါသည် တာဝါရှိပါ။ ရောက်ရန်အတွက် တာဝန်ယူ
ထပါ။

Contact Phone: CallCenter-09772 889

998, YGN-095020181, NPT-09251251277, Meikhtila-0 7/88

885587, MDY-09402651991, Bacan-09429291000, Poi-09

Pakkoku-09 7733 45 606, Myingyan-09 771 9680

78, Magway-09 2560 83 936, Tatkone-094480 12 556

Print Date : 03-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	2025-06-27	Construction Equipment 3	Service	Aung Min Khant(1)	TGO and NPT Trip	08:00	Aung Min Galar Highway bus stop station	Toe Chae Hostel	25,000	25,000	GA Manager Approved	
2	2025-06-02	Construction Equipment 3	Service	Nyi Min Khant(2)	Myeik Trip	04:30	Hlaingtha Yar (Outt Htake)	Mingarlardon Air Port	20,000	20,000	GA Manager Approved	U Min Zaw (Taxi)
3	2025-06-02	Construction Equipment 3	Service	Hein Thiha Soe(1)	Myeik Trip	04:30	Kyimyindaing(Home Lan)	Mingarlardon Air Port	23,500	23,500	GA Manager Approved	
4	2025-06-24	Construction Equipment 3	Service	Nyi Min Khant(2)	Myeik Trip	11:30	Mingarlardon Air Port	Hlaingtha Yar (Outt Htake)	20,000	20,000	GA Manager Approved	U Min Zaw (Taxi)
5	2025-06-24	Construction Equipment 3	Service	Hein Thiha Soe(1)	Myeik Trip	11:30	Mingarlardon Air Port	Kyimyindaing(Home Lan)	23,500	23,500	GA Manager Approved	Loyar Taxi