



# CASH ADVANCE CLEAR FORM

Date: 4.5.2024

Division: CG-TBU

Department: Service

Advance Issue: 360,000. Kyats/ USD

| No                        | Issue Time                   | Date   | Payment Voucher No | Amount |          | Descriptions              |
|---------------------------|------------------------------|--------|--------------------|--------|----------|---------------------------|
|                           |                              |        |                    | USD    | Kyats    |                           |
| 1                         | 1 <sup>st</sup> Time Advance | 5.4.24 | ADV20240404        |        | 360000.- | Advance clear for TA      |
| 2                         | 2 <sup>nd</sup> Time Advance |        |                    |        |          | charges Tel BR support    |
| 3                         | 3 <sup>rd</sup> Time Advance |        |                    |        |          | job. PIC - Aung Min Htun. |
| Total Advance             |                              |        |                    |        | 360000.- |                           |
| Total Actual              |                              |        |                    |        | 253000.- |                           |
| Balance Refund/Additional |                              |        |                    |        | 107000.- |                           |

Request By

Requester

Phye<sup>2</sup> Win

Checked By

Mgr/DH

Aung ko Min

Checked By

Finance & Account

Myat Min Thaw

Approved By

GM/AGM/COO

Watt Yee Aung

Approved By

CMC

04-CFD-CAS-FRM-002-03



### TRAVEL ADVANCE CLEAR FORM

| Cash Advance                                    |   |                          |                      |      |
|---|---|--------------------------|----------------------|------|
| Employee Name                                   | Aung Min Hkun                           | Estimated Date of Travel | 1.4.2024 ~ 26.4.2024 |      |
| Position Rank                                   | Tech. Support                           | Total Day                | 19 days              |      |
| BU/BR/Div. Dept                                 | CP-T&A Service                          | Destination              | Tarchilate           |      |
| Purpose   | For Tarchilate branch support job       |                          |                      |      |
| Travelling Permit                               |   |                          |                      |      |
| Arrival Place                                   | Tarchilate                              |                          |                      |      |
| Actual Date & Time of Travel                    | 14.2024 ~ 26.4.2024                     |                          |                      |      |
| Total Day                                       | 19 days                                 |                          |                      |      |
| HR Name   |   |                          |                      |      |
| HR Sign   |   |                          |                      |      |
| BOH/Authorized Person Name                      |   |                          |                      |      |
| BOH/Authorized Person                           |   |                          |                      |      |
| Advance Clear                                   |   |                          |                      |      |
| Actual Date & Time of Travel                    | 1.4.2024 ~ 26.4.2024 (3:30PM)           | Total Day                | 19 days              |      |
| Departure Date & Time                           | 1.4.2024                                | Arrival Date & Time      | 26.4.2024            |      |
| Date  | Description                             | Total Amount             |                      |      |
|   |   | Kyats                    | USD                  |      |
| 26.4.2024                                       | Mingalardon to Khamthayyar Taxi charges | 25000/-                  |                      |      |
| 1.4.24 ~ 26.4.24                                | T&A charges (19 days x 12000/-)         | 228000/-                 |                      |      |
| Total Expense (Kyats/USD)                       |   | 253000/-                 |                      |      |
| Cash Advance (Kyats/USD)                        |   | 360000/-                 |                      |      |
| Balance Refund/Additional (Kyats/USD)           |   | 107000/-                 |                      |      |
| Job Report Status                               |   |                          |                      |      |
| Authorization                                   | Name                                    | Position                 | Date                 | Sign |
| Prepared By                                     | Phyu Phyu Win                           | Admin                    | 4.5.24               |      |
| Approved By Dept Head                           | Aung ko Min                             | D.H                      | 6.5.24               |      |
| Approved By GM/AGM/COO                          | Wutt Yee Aung                           | GM                       | 6.5.24               |      |
| Acknowledged by related Superior for Job Report | Aye Min Hkun                            | COO                      | 8.5.24               |      |
| HR Check & Approved                             | Mar Mar Oo                              | SH                       | 7-5-24               |      |
| Cash Received                                   | Tset Khin Win                           | Cashier                  | 10.5.24              |      |
| Remark  |   |                          |                      |      |



# TRAVELLING REPORT

Date : 4.5.2024

|                        |  |                       |
|------------------------|--|-----------------------|
| Report To              | Wat Yee Ang, Aung Isganu Th, Aung Ko Min |                       |
| Employee Name          | Aung Min Ten                             |                       |
| Position               | Tech. Support                            |                       |
| Department             | Service                                  |                       |
| Business               | CE-1                                     |                       |
| Departure & Arrival    | Departure Date And Time                  | Arrival Date And Time |
|                        | 7.4.24                                   | 26.4.24 3:30PM        |
| Total Days             |  |                       |
| Trip Information       | 1. From Tarchilade To Yangon             |                       |
|                        | 2. From ..... To .....                   |                       |
|                        | 3. From ..... To .....                   |                       |
| Purpose For Travelling | For branch support job (Tarchilade)      |                       |
| Travel Date            | Activities                               | Remark                |
| 1.4.24 - 8.4.24        | Shanku SE210 Engine over                 |                       |
| 10.4.24 - 11.4.24      | 300kva Auto cont set                     |                       |
| 12.4.24 - 14.4.24      | 300kva Engine could start                |                       |
| 22.4.24 - 25.4.24      | SE210 Engine cont start                  |                       |

Reported by

Sign : *[Signature]*  
 Name : Aung Min Ten  
 Position : Tech Support

Checked by

Sign : *[Signature]*  
 Name : Aungkoorn  
 Position : D.H  
 (DH/AGM/GM)

Approved by

Sign : *[Signature]*  
 Name : Aung Han Ullan  
 Position :  
 (COO)

