




TRAVEL ADVANCE CLEAR FORM

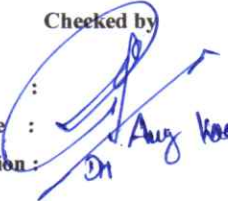
Cash Advance				
Employee Name	Toe Wai Phyo	Estimated Date of Travel	13.10.2024 ~20.10.2024	
Position & Rank	Operator	Total Day	8 Days	
BU/BR/DIV, Dept	PG/Rental	Destination	Taungoo -Gaktwin Ngwe Saung	
Purpose	Machine Deivery Inspection AVOC			
Travelling Permit				
Arrival Place	Taungoo -Gaktwin Ngwe Saung AVOC			
Actual Date & Time of Travel	13.10.2024 ~20.10.2024 (8:00 AM~17:00 PM)			
Total Day	8 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	
13.10.2024 ~20.10.2024	TA for Total - 8 Days (8 x 15000)	120,000		
	Matador 250KVA			
	Model : DE275D5			
	Sr:No: A1607083			
	Customer :Athinkaya Hotel			
Total Expense (Kyats/USD)		120,000		
Cash Advance (Kyats/USD)				
Balance Refund/Additional(Kyats/USD)		120,000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Hnin Yu Yu Khine	Staff	31.10.2024	
Approved by Dept Head	Aung Ko Oo	D.H	31.10.2024	
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M	31.10.2024	
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	31.10.2024	
HR check & approved	Phyo Wai Nyein	A D.H	31.10.2024	
Cash received				
Remark				

TRAVELLING REPORT

 Date : 19.10.2024

Report To	DH	
Employee Name	Toe Cao Phye	
Position	AGM/GF	
Department	Rental	
Business	PR	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From <u>Yangon</u> To <u>Ngue Saung</u>	
	2. From <u>Ngue Saung</u> To <u>Yangon</u>	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
19.10.2024 to 20.10.2024	Machine delivery PR to Ngue Saung Ahtinkaya Hotel Matador 250KVA carry to crane, arrival to Ngue saung machine area place report to DH. Machine condition check is OK. Fuel Filling, load wire connect is OK. we test run the machine load with check is OK. Daily inspection and load with use machine condition to DH. Machine stop hour and condition to report DH.	

Reported by
 Sign : 
 Name : Toe Cao Phye
 Position : AGM/GF-10

Checked by
 Sign : 
 Name : Aug Koo
 Position : DH
 (DH/AGM/GM)

Approved by
 Sign :
 Name :
 Position :
 (COO)