



TRAVEL ADVANCE CLEAR FORM

Cash Advance

Employee Name	Arkar Kyaw	Estimated Date of Travel	2.2.2025~3.3.2025
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	2.2.2025~3.3.2025	(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
2.2.2025~3.3.2025	TA for Total Days (30 x 10000)	300,000	
	Matador 250 KVA		
	Model : DE275D5		
	Sr:No: A167084		
	Customer : Aqua King Groups		
Total Expense (Kyats/USD)		300,000	
Cash Advance (Kyats/USD)			
Balance Refund/Additional(Kyats/USD)		300,000	

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Hsu Yee Htet	Staff	18.03.2025	
Approved by Dept Head	Aung Ko Oo	D.H	18.3.2025	
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M	19.3.2025	
Acknowledged by related Superior for Job Report	Aye Min Htun	VCM		
HR check & approved	Phyo Wai Nyeln	A.D.H	19.3.2025	Phyo
Cash received				

Remark



TRAVELLING REPORT

Date :

Report To	DH	
Employee Name	Ais Kar Kyaw	
Position	Operator	
Department	Rental	
Business	PH	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	2.2.2025	3.3.2025
Total Days		
Trip Information	1. From Yagon To Luanta	
	2. From To	
	3. From To	
Purpose For Travelling	Stand by Operator	
Travel Date	Activities	Remark
2.2.2025 to 3.3.2025	Daily machine inspection checking. Engine, oil, water, air checking and sent report Machine start hours and stop hours sent to DH. Weekly inspection report, machine regular service, machine cleaning, daily and weekly report sent to DH.	

Reported by
 Sign : *for you*
 Name : Ais Kar Kyaw
 Position : Operator

Checked by
 Sign : *[Signature]*
 Name : Aisoo
 Position : DH

Approved by
 Sign :
 Name :
 Position :

(DH/AGM/GM)

(COO)