




Print Date : 20-Jun-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	2025-05-20	Construction Equipment 2	Service	Hein Htet Zaw (8)	Go to NLP BR to make High Engine Oil Consumption Issue during warranty period for ZX210CLH-5GX1U#90481 From Service Department. Cu Name - U Myo Zaw Oo.	08:00	CE2 (Hlaing Tharyar)	Aung Mingalar Car Gate	25,000	25,000	GA Manager Approved	Go to NLP BR to make High Engine Oil Consumption Issue during warranty period for ZX210CLH-5GX1U#90481 From Service Department. Cu Name - U Myo Zaw Oo.
2	2025-05-20	Construction Equipment 2	Service	Hein Htet Zaw (8)	Go to NLP BR to make High Engine Oil Consumption Issue during warranty period for ZX210CLH-5GX1U#90481 From Service Department. Cu Name - U Myo Zaw Oo.	09:30	Aung Mingalar Car Gate	BGO Office	3,000	3,000	GA Manager Approved	Go to NLP BR to make High Engine Oil Consumption Issue during warranty period for ZX210CLH-5GX1U#90481 From Service Department. Cu Name - U Myo Zaw Oo.
3	2025-06-06	Construction Equipment 2	Service	Hein Htet Zaw (8)	Go to NLP BR to make High Engine Oil Consumption Issue during warranty period for ZX210CLH-5GX1U#90481 From Service Department. Cu Name - U Myo Zaw Oo.	03:00	BGO Office	Aung Mingalar Car Gate	3,000	3,000	GA Manager Approved	Go to NLP BR to make High Engine Oil Consumption Issue during warranty period for ZX210CLH-5GX1U#90481 From Service Department. Cu Name - U Myo Zaw Oo.
4	2025-06-06	Construction Equipment 2	Service	Hein Htet Zaw (8)	Go to NLP BR to make High Engine Oil Consumption Issue during warranty period for ZX210CLH-5GX1U#90481 From Service Department. Cu Name - U Myo Zaw Oo.	05:30	Aung Mingalar Car Gate	Nar Nat Taw Street /Kamarayut (Hledan)	25,000	25,000	GA Manager Approved	Go to NLP BR to make High Engine Oil Consumption Issue during warranty period for ZX210CLH-5GX1U#90481 From Service Department. Cu Name - U Myo Zaw Oo.

Prepared By
Admin


Acknowledge By
DA


Checked By
HR


Approved By
GM




TRAVELLING REPORT

Date : 21/06/2025

Report To	U Aye Min Htoon.	
Employee Name	Hein Htet Zaw	
Position	Assistant Department Head.	
Department	Service.	
Business	Common Purpose.	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	20.5.2025 (8:00 AM)	6.6.2025 (5:30 PM)
Total Days		
Trip Information	1. From YGN To BGO	
	2. From BGO To YGN	
	3. From To	
Purpose For Travelling	Machine Inspection for ZX210LCH-SG (2 unit s) & ZX350LCH-SG (1 unit) swing Drive Warranty Issue.	
Travel Date	Activities	Remark
20.5.25	Go to Bago Office From CB2 with mini bus at Aung Min Galar High way After arrived bago office prepared service tools & wait bago service.	
21.5.25	Go to Kyit Tho job site and arrived job site at afternoon. And checked the engine oil consumption condition and asking customer for it.	

Reported by
 Sign :
 Name : Hein Htet Zaw
 Position : ADH

Checked by
 Sign :
 Name : Sai Nara Ko
 Position : OH

Approved by
 Sign :
 Name : Aye Min Htoon
 Position : VCM

(DH/AGM/GM)

(COO)

Travel Date	Activities	Remark
22. 5. 25	checked the engine oil level and marked it. And then, test the engine compression with guage according to technical manual. All engine cylinders have around 27-28 bar. And then, give instruction to operator for machine operation knowledges. And checked the m/c operation condition.	
23. 5. 25	Go Back From job site at morning to Bago office because needed to take swing drive of ZX350 LH-5G (warranty issue) installation job. And then, we assembled the swing Drive and it was ready to install back.	
24. 5. 25	Go to Shwe kyin job site From bago office and arrived at evening. Because of heavy raining.	
25. 5. 25	Go to machine location site and installed swing drive to it. After that we replaced new grease at swing ring gear.	
26. 5. 25	Go back to bago office and arrived at evening.	

Travel Date	Activities	Remark
27.5.25	<p>Give s'part manual And Service manual knowledge sharing to Bogo branch service men.</p> <p>And contact to engine oil consumption mlc for issue condition and regular service hour is arrived or not.</p>	
28.5.25	<p>Go to kyit Tho job site again and did 250 regular service.</p> <p>At that time, Filled engine oil fully and mark at maximum level for engine oil consumption check for 100 hrs. inspection.</p>	
29.5.25	<p>checked the engine oil level consumption level and mlc operation at morning before job site operation.</p>	
30.5.25	<p>checked the machine engine oil level and give customer and operator for daily checked instruction knowledges.</p> <p>And then, checked the mlc operation condition at job site.</p>	
31.5.25	<p>Go to Shwe kyin job site for 7x210LH-5G1 (90484) swing ring abnormal sound appeared issue.</p>	

Travel Date	Activities	Remark.
1. 6. 25	Go to m/c location and arrived at afternoon. And checked the m/c abnormal sound appeared condition. Applied grease to swing ring gear inside and outside to m/c. After that we did 250 regular servicing and give m/c operation knowledges to operator.	
2. 6. 25.	Go back to engine oil consumption job site and arrived at afternoon. After that checked the engine oil level and monitoring for 100 hrs according to troubleshooting manual.	
3. 6. 25	checked and monitoring the engine oil consumption issue.	
4. 6. 25	checked the engine oil level and marked the consumption amount. It was 1.3 liters and testing again the engine compression test. All was in specification amount. After that explained that condition and needed to keep monitoring. And Give suggestion to it was used to clearly mind for machine with under monitoring condition.	
5. 6. 25	Go back to Bago office From job site.	

Travel Date	Activities	Remark
6.5.25	Go back from Bago office to Aung Myin Galar at Afternoon with Mini bus and arrived at evening.	

15/02