



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Htet Pye Phyo Myaw	Estimated Date of Travel	1.8.25 5:00pm to 6.2.25 12:00pm	
Position Rank	Mechanic	Total Day	6 day	
BU/BR/DIV. Dept	Asst GCI	Destination	AGG BU to NPS	
Purpose	Customer - CL Prod NRM, D&C and demonstration			
Traveling Permit				
Arrival Place				
Actual Date & Time of Travel				
Total Day				
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	
1.8.25 5:00pm to 6.2.25 12:00pm	Htet Pye Phyo Myaw (6 x 15000)	90000		
6.2.25 12:00pm	Express Charges	20000		
	Towel charges	20000		
Total Expense (Kyats/USD)		130000		
Cash Advance (Kyats/USD)		45000		
Balance Refund/Additional (Kyats/USD)		85000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Nyein Nyein	Operator	7.8.25	[Signature]
Approved By Dept Head	Ho Myung Moe Aung	DIH		
Approved By GM/AGM/COO	Ho Myung Moe Aung	GM		
Acknowledged by related Superior for Job Report				
HR Check & Approved				
Cash Received				
Remark				

04-CFD-CAS-FRM-006-02



No.589-592,Bo Aung Kyaw Street,Yangon-Pathein High Way Road,Hlaing Thar Yar Township, Yangon, Myanmar.

Print Date : 07-Feb-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	2025-02-01	Agriculture Tractor & Truck	Production	Htet Pyae Phyoo Kyaw	Service job site,Nay Pyi Taw,MH88T-299,Customer -U Thet Naing,Problem-D&C and Demonstration	17:00	အင်းစိန်	ခေတ္တမင်္ဂလာအထကပြ	20,000	20,000	GA Manager Approved	

TRAVELLING REPORT

Date :

Report To		
Employee Name	Met Hye. Phyo Kyaw	
Position	Junior Mechanic	
Department	Production	
Business	MTT	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From YGN To IDGZC3	
	2. From IDGZC3 To YGN (AIT)	
	3. From To	
Purpose For Travelling	D, S, C and Demostration stand by	
Travel Date	Activities	Remark
1.2.2025	Going to IDGZC3	
2.2.2025	Machine beans harvested ground operation test run. assess for Paces and S house.	
3.2.2025	This machine changes no and repair and screen box repair and conveyor repair.	
4.2.2025	This machine need screen box assembly mounted and change roller drive seal and testing.	

Reported by



Checked by

Approved by

Sign :

Name : Met Hye. Phyo Kyaw

Position : Junior Mechanic

Sign :

Name :

Position :

Sign :

Name :

Position :

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01

TRAVELLING REPORT

5.2.2025 Overall machine checked assembly and fill grease and change ball 1st horizontal conveyor and demonstration show beans harvester ok job finished.

6.2.2025 Arrival from russo: to VGN (ATT)

Remarks	Activities	Time/Date

