



TRAVELLING REPORT

Date : 30.8.2024

Report To	Wong Yee Aung, Aung Kywee Thwe, Aung Ko Min	
Employee Name	Nay Lin Nlaing, Linn Lin Nlaing	
Position	Tech. support, Sr. Service	
Department	Service	
Business	CE - TBU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	19.8.2024 5:00 AM	29.8.2024 2:00 PM
Total Days		
Trip Information	1. From YGN To DWI	
	2. From DWI To YGN	
	3. From To	
Purpose For Travelling	For branch support job. Customer - Delco co, Ltd. Problem - Engine installation (E6300F - 2 units)	
Travel Date	Activities	Remark
19.8.24	Go to Dawei & job site	
20.8.24	- dismantled the engine (SN - 600828)	
21.8.24	- installed the engine coverhaul from Reman (SN - 600827)	
22.8.24	- installed extra water separator.	
23.8.24	Test ran about 10 min - test run the machine with load above 90%. - found blow-by gas. Engine not ok.	
24.8.24	- removed the engine again to send back Reman.	
25.8.24	- Go back to Dawei	
26.8.24 to 29.8.24	- supporting for DWI service (ZX-210-5G) & (ZX350-5G)	
29.8.24	- Go back from Dawei	

Reported by
 Sign :
 Name : NLN
 Position : Tech-support

Checked by
 Sign :
 Name : AKM
 Position : JH.

Approved by
 Sign :
 Name :
 Position :

(DH/AGM/GM)

(COO)

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	2024-08-19	Construction Equipment 1	Service	Nay Lin Naing, Wai Lin Naing	For DWI Branch support job Customer - Delco co,ltd, Problem - Engine installation (E6300F#600828) / Customer- U Aung Gyi, Problem- Engine hunting (EC210DL)	05:00	Bogyoke, Thamine	Mingalardone Air port	20,000	20,000	GA Manager Approved	
2	2024-08-29	Construction Equipment 1	Service	Nay Lin Naing, Wai Lin Naing	For DWI Branch support job Customer - Delco co,ltd, Problem - Engine installation (E6300F#600828) / Customer- U Aung Gyi, Problem- Engine hunting (EC210DL)	02:00	Mingalardone Air port	Bogyoke, Thamine	20,000	20,000	GA Manager Approved	

Request By
Phyu Phyu Win

checked By
Aeng ko Min

Approved By
Wutt Yee Aung



TRAVEL ADVANCE CLEAR FORM

Cash Advance

Employee Name	ko May Lin Naing, Win Lin Aye	Estimated Date of Travel	19.8.2024 to 29.8.2024
Position Rank	Tech-Support, Sr. Service	Total Day	11 Day
BU/BR/DIV, Dept	CF-IT Service	Destination	YGN to DMT
Purpose	For branch support job - Customer - Delco co, Ltd Problem Engine installation		

Travelling Permit

Arrival Place	Dawei		
Actual Date & Time of Travel	19.8.2024 to	29.8.2024	
Total Day	11 Day		
HR Name	Naw Win Nandan Aye		
HR Sign			
BOH/Authorized Person Name	Kein Ma Aye		
BOH/Authorized Person			

Advance Clear

Actual Date & Time of Travel		Total Day	
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
19.8.2024	Bogyoke, Thamine to Mingaladone Airport, taxi charges 2 per	20000	
29.8.2024	Mingaladone Airport to Bogyoke, Thamine taxi charges (2 per)	20000	
19.8.2024 ~ 29.8.2024	TA charges (11 days x 15000/-) (2 per)	330000	
19.8.2024 ~ 29.8.2024	TA charges		
Total Expense (Kyats/USD)		370000	
Cash Advance (Kyats/USD)		500000	
Balance Refund/Additional (Kyats/USD)		130000/-	

Job Report Status

Authorization	Name	Position	Date	Sign
Prepared By	Phyu Phyu Win	Admin	8.9.2024	
Approved By Dept Head	Aung ko Min	DH	8.9.2024	
Approved By GM/AGM/COO	Wacht Yee Aung	GPI		
Acknowledged by related Superior for Job Report	Aye Min Htun	COO		
HR Check & Approved	Yu Yu Hlaing Htun	HR	3.9.24	
Cash Received				

Remark