



### TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>				
Employee Name	Myo Myint Aung	Estimated Date of Travel	30.07.2024 ~30.07.2024	
Position & Rank	Operator	Total Day	1 Days	
BU/BR/DIV, Dept	PG/Rental	Destination	Ngwe Saung	
Purpose	Stand By Operator			
<b>Travelling Permit</b>				
Arrival Place	Ngwe Saung			
Actual Date & Time of Travel	30.07.2024 ~30.07.2024	(07:00AM~5:00 PM)		
Total Day	1 Days			
HR Name				
HR Sign				
BOH/Authorized Person Name				
BOH/Authorized Person				
<b>Advance Clear</b>				
Actual Date & Time of Travel		Total Day		
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
30.07.2024 ~30.07.2024	Total Days 1 Days ( 1 x 15,000)	15,000		
	Taxi Charges	5,000		
	Matador 250 KVA			
	Model : DE275D5			
	Sr:No: A167082			
	Customer : Ahtinkaya Hotel			
Total Expense (Kyats/USD)		20,000		
Cash Advance (Kyats/USD)		-		
Balance Refund/Additional(Kyats/USD)		20,000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Hnin Yu Yu Khine	Staff	15.08.2024	
Approved by Dept Head	Aung Ko Oo	D.H	15.08.2024	
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M	15.08.2024	
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	15.08.2024	
HR check & approved	Zin Mar Kyaw	S.H	15.08.2024	
Cash received				
Remark				



# TRAVELLING REPORT

Date : 31.7.24

Report To	DH	
Employee Name	Myo Myint Aung	
Position	Operator	
Department	Rental	
Business	PG BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	29.7.24	30.7.24
Total Days		
Trip Information	1. From TGN To Ngazun Saung	
	2. From ..... To .....	
	3. From ..... To .....	
Purpose For Travelling	Machine Return Inspection.	
Travel Date	Activities	Remark
30-7-2024	Machine Return inspection cool checking.	

Reported by

Sign : *[Signature]*  
 Name : Myo Myint Aung  
 Position : Operator

Checked by

Sign : *[Signature]*  
 Name : Aung To Oo  
 Position : DH

Approved by

Sign :  
 Name :  
 Position :

(DH/AGM/GM)

(COO)

Print Date : 20-Aug-2024

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	2024-07-01	Power Generator	Rental	Yan Myo Aung		01:00	TGO Customer job site	TGO Bus terminal	4,000	4,000	GA Manager Approved	Go/Back Three wheel charges for spare part takt Machine repair
2	2024-07-19	Power Generator	Rental	Aung Aung (13)		04:30	Mya Sein Young ဝဲဝဲ	HO	5,000	5,000	GA Manager Approved	Machine Delivery Inspection (TA)
3	2024-07-19	Power Generator	Rental	Aung Aung (13)		04:30	၀၇၆:၀၀၀၀	Mya Sein Young ဝဲဝဲ	2,000	2,000	GA Manager Approved	Machine Delivery Inspection (TA)
4	2024-07-20	Power Generator	Rental	Myo Myint Aung		09:30	Shwe Pyi Thar - Chit Kaung	14) Lan Sone	2,000	2,000	GA Manager Approved	Go to Job site Machine Return (OT)
5	2024-07-21	Power Generator	Rental	Aung Aung (13)		10:00	HTY Bus terminal	၀၇၆:၀၀၀၀	2,000	2,000	GA Manager Approved	Come Back from Machine Delivery Inspect
6	2024-07-24	Power Generator	Rental	Min Khant Kyaw(3)		11:00	Shwe Pyithar	HO	10,000	10,000	GA Manager Approved	Machine Pre Delivery Inspection (OT)
7	2024-07-29	Power Generator	Rental	Myo Myint Aung		07:00	Shwe Pyithar Chit Kaung	14) Lan Sone	2,000	2,000	GA Manager Approved	Go to Ngwe Saung job Site Machine return
8	2024-07-30	Power Generator	Rental	Myo Myint Aung		10:30	14) Lan Sone	Shwe Pyithar Chit Kaung	3,000	3,000	GA Manager Approved	Come Back from Ngwe Saung Job Site (T
9	2024-08-20	Power Generator	Rental	Myo Myint Aung		03:30	Shwe Pyi Thar ဝဲဝဲ	Shwe Pyithar Chit Kaung	1,000	1,000	GA Manager Approved	Come back from Job Site Machine return