

No-589/592 Bo Aung Kyaw Street, Yangon-Pathein Highway Road, Yangon  
 Tel : + 95(1) 9690433, +95(9) 4500 43173, +95(9) 250 745 310, +95(9) 25490 3695  
 Fax:

**ADVANCE CLEARING**

Voucher No. : CE1-AC2024020004

To : Phyu Phyu Win

Voucher Date : 2024-02-14

Advance No : CE1-ADV2024010007

Currency : MMK Rate : 0.00028169

Payment Method : Cash On Hand - MMK-CE1

No.	Description	Track - 1	Track - 2	Amount	Status
1	ADVANCE CLEAR FOR TA CHARGES FOR BRANCH SUPPORT JOB (WARRANTY). CUSTOMER- MYANMAR THAN TAW MYAT, EC480DL#276397, PROBLEM - ENGINE CHANGING, PIC- AUNG KO MIN AND AUNG MIN HTUN (ADV KS- 400,000/- , EXP KS- 285,000/- ,REF KS- 115,000/-)		CEQ - SERVICE	285000.00	

Advance Total :	400000.00
Expense Total :	285000.00
Refund / Collect :	115000.00

Note : \_

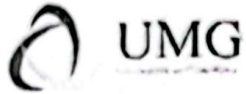
Date : 14.2.2024

Name/NRC No : Phyu Phyu Win

Signature : 

Casher : Hnin Wai Lwin

Signature : 



# CASH ADVANCE CLEAR FORM

Date : 8.2.2024

BU/BR/Division : CE 1BU

Department : Service

Advance Issue : 400000 Kyats/.....USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 <sup>st</sup> Time Advance	12.1.24	ADV2024010007		400000	Advance clear TA
2	2 <sup>nd</sup> Time Advance				2	charges for Branch Support
3	3 <sup>rd</sup> Time Advance					Job (Warranty) EC 480 DL#
Total Advance					400000	276397, Engine changing
✓ Total Actual					285000	P.I.C - Aung Ko Min,
Balance Refund/Additional					✓ 115000	Aung Min Htun.

Request By

Checked By

Checked By

Approved By

Approved By

*Yoon*

*Aung Ko Min*  
AKM

*Hnin Nwe Win*

*Wutt Yee Aung*  
WYAK

*13/02/2024*  
Armita

Requester  
Htet Htet Yoon  
Wutt Hlwar

Mgr/DH  
Aung Ko Min

Finance & Account  
Hnin Nwe Win

GM/AGM/COO  
Wutt Yee Aung

CMC  
04-CFD-CAS-FRM-002-03





TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>			
Employee Name	Aung Ko Min, Aung Ma Hla	Estimated Date of Travel	13.1.2024 ~ 27.1.2024
Position & Rank	4A, Service Head	Total Day	15 days
BU/BA/Div, Dept	CE-1 BU (Service)	Destination	Yangon to Tarchileik
Purpose	For branch support job (TCL)		

<b>Travelling Permit</b>			
Arrival Place	Tarchileik		
Actual Date & Time of Travel	13.1.2024		
Total Day	15 Days		
HR Name			
HR Sign			
BOH/Authorized Person Name			
BOH/Authorized Person			

<b>Advance Clear</b>			
Actual Date & Time of Travel	13.1.2024 (8:30AM) to 27.1.2024 (5:00PM)	Total Day	
Departure Date & Time	13.1.2024	Arrival Date & Time	27.1.2024
Date	Description	Total Amount	
		Kyats	USD
13.1.2024	Thamine to Mingaladon Airport Taxi charges	10000	1
13.1.2024	Bpinshwehtee to Mingaladon Airport Taxi charges	10000	1
27.1.2024	Mingaladon Airport to Thamine Taxi charges	10000	1
13.1.2024	TA Charges (15 Days x 8500) (2 per)	255000	
<b>Total Expense (Kyats/USD)</b>		285000	3
<b>Cash Advance (Kyats/USD)</b>		400000	
<b>Balance Refund/Additional (Kyats/USD)</b>		115000	1

Authorization	Name	Position	Date	Sign
Prepared by	Htet Htet Yoon Wutt	HR Admin	8.2.2024	
Approved by Dept Head	Aung Ko Min	D.H.	8.2.2024	
Approved by GM/AGM/COO	Wutt Yee Aung	G.M.		
HR check & approved	Mar Mar Oo	SH	09-Feb-2024	
Cash received				

Remark

# TRAVELLING REPORT

Date : .....

Report To	Aung Kyaw Thee, Wutt Yee Aung	
Employee Name	Aung Ko Min, Aung Min Htun	
Position	D.H	
Department	Service	
Business	CEI BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	13/01/2024	27/01/2024
Total Days		
Trip Information	1. From ....Yagon.....To .....Taxshileik.....	
	2. From ...Taxshileik.....To .....Yagon.....	
	3. From .....To .....	
Purpose For Travelling	For Branch Support(TCL)	
Travel Date	Activities	Remark
(13.1.2024)	From Ygn to TCL and go to job site E6195 engine can't start	
(14.1.2024)	D13F engine component assembly (flywheel, start motor, etc)	
(15.1.2024) ~ (16.1.2024)	SD16 E680F Blade function abnormal and final drive resealing; D115 engine can't start and PTO function can't operate	
(17.1.2024)	Go to job site (mine set) to install D13F engine	
(18.1.2024)	D13F engine installation but oil sump and oil strainer is not same with old engine. So, we comeback from job site to TCL office)	
(19.1.2024)	TCL office to job site, change oil sump and oil strainer and install engine	

Reported by

Checked by

Approved by

Sign :

Name : Aung Ko Min

Position : Service

Sign :

Name : Aung Ko Min

Position : D.H.

Sign :

Name :

Position :

(DH/AGM/GM)

(COO)

Travel Date

Activities

Remarks

21.1.2024)

Engine test run and install main pump and then machine test run, All ok. Box of injector no. 4 damage.

21.1.2024)

Injector changing and test run about 4 hours. All ok. K/A come back from job site to Tel office.

24.1.2024)

Attended Technical Brush Up Meeting

28.1.2024)

(8:00 AM to 9:00 PM)

24.1.2024)

EC 8502L Attachment installation and dismounted

25.1.2024)

(Arm and Bucket)

26.1.2024)

KAPAZ engine oil mix with water inspection.



# TAXI CHARGES FORM

BU/BR/DIV Name : CE.1 BU					Department Name : Service			
No.	Date	Name	Description	Departure Time	Routes		Cost	Remark
					From	To		
1.	13.1.2024	Aung Ko Min	For Branch Support to Tarchileik Branch	8:30 AM	Thamane	Mingalardone Airport	10,000/-	
2.	13.1.2024	Aung Min Htan	For Branch Support to Tarchileik Branch	8:30 AM	Tapinshwehtee	Mingalardone Airport	10,000/-	
3.	27.1.2024	Aung ko Min	"	5:00 PM	Mingalardone Airport	Thamane	10,000/-	
Total Taxi Charges							30,000/-	

Requested by  
 Sign :   
 Name : Htet Htet Yoon  
 Wutt Hlway  
 Dept. : Ce.1 Service Dept;  
 (Requestor)

Acknowledged by  
 Sign :   
 Name : Mbr 200  
 Dept. : Administration  
 (HR/Admin)

Acknowledged by  
 Sign :   
 Name : Aung Ko Min  
 Dept. : Ce.1 Service Dept;  
 (DH)

Approved by  
 Sign :   
 Name : Wutt Yee Aung  
 Dept. : Ce.1 Service Dept;  
 (ABOH/BOH/AGM/GM)

Acknowledged by  
 Sign :   
 Name : U Kyaw Kyaw  
 Dept. :  
 (HO-GA) Ukn