



My Company




ADVANCE CLEAR VOUCHER

Requestor Name : Phyu Phyu Win(5)	Budget Type : Exclude Budget
Department Name :	Payment Type : Advance Clearing
Payment Date :	Advance No : UBG-CE4-2025-01-00004
Payment Voucher : AC-CE4-2025-02-00001	Prepared By : CE4 Budget Requestor
No	Superior Approved : Wutt Yee Aung
Payment Method : Cash/Bank	By
Payment Amount : 132500.0	Last Approved By : Wutt Yee Aung
Currency : MMK	
Exchange Rate : 4,630.0	

No.	Description	Department	Request Amount	Remark
1	Advance clear for TA charges for NLP branch support job. Customer -U Than Aye, Problem - Engine Monitoring(E6255F#602346). PIC - Htang Lwin	Service Department(CE4)	132,500.00	

Expense Total	132,500.00 K ✓
Advance Total	150,000.00 K ✓
Refund	17,500.00 K ✓

Note:

			
Superior Check By		F&A	GM/AGM
Name : <u>Aung ko Min</u>	Name : <u>Moh Phyu Khaing</u>	Name : <u>Wutt Yee Aung</u>	Name : <u>Aye Phin Htan</u>
NRC No :	NRC No :	NRC No :	NRC No :
Date :	Date :	Date :	Date :
Remark :	Remark :	Remark :	Remark :


Phyu Phyu Lwin



TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Hlang Lwin	Estimated Date of Travel	21.1.2025 ~ 27.1.2025
Position Rank	Platonic	Total Day	6.5 days
BU/BR/DIV, Dept	CE-401, Service	Destination	Nyaunglaypin
Purpose	For NIP BR support job. Customer - U Than Aye, Bditon. Engine monitoring.		
Travelling Permit			
Arrival Place	Nyaunglaypin		
Actual Date & Time of Travel	21.1.2025 ~ 27.1.2025		
Total Day	6.5 days		
HR Name			
HR Sign			
BOH/Authorized Person Name			
BOH/Authorized Person			
Advance Clear			
Actual Date & Time of Travel	21.1.2025 ~ 27.1.2025	Total Day	6.5 days
Departure Date & Time	21.1.2025 (8:00AM)	Arrival Date & Time	27.1.2025 (11:00AM)
Date	Description	Total Amount	
		Kyats	USD
21.1.2025 ~ 27.1.2025	TA charges (6.5 days) x 15000	97500	✓
22.1.2025	NIP to YANU car ticket (1 per)	15000	✓
27.1.2025	Aungmyethar to Hlaingtharyar Taxi charges	2000	✓
Total Expense (Kyats/USD)		132500	✓
Cash Advance (Kyats/USD)		150000	
Balance Refund/Additional (Kyats/USD)		17500	
Job Report Status			
Authorization	Name	Position	Date
Prepared By	Phye Phye Lwin	Admin	4.2.2025
Approved By Dept Head	Aung Ko Min	D.H	5.2.2025
Approved By GM/AGM/COO	Wutt Yee Aung	G.M	.
Acknowledged by related Superior for Job Report	Aye Min Hkun		
HR Check & Approved	Yu War Htay		
Cash Received			
Remark			



TRAVELLING REPORT

Date : 3.2.2025

Report To	Aung to Min, Aung Kyaw Thee, Latth Yee Aung	
Employee Name	Hann Lawin	
Position	Mechanic	
Department	Service	
Business	CE-4 BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	21.1.2025 (8:00 AM)	27.1.2025 (11:00 AM)
Total Days		
Trip Information	1. From YGN To NLP	
	2. From NLP To YGN	
	3. From To	
Purpose For Travelling	For NLP BR support job. Customer - U Than Aye, Problem. Engine Monitoring (E0255F # 602346)	
Travel Date	Activities	Remark
21.1.2025	Go to YGN to Steve Kyaw Job site.	
22.1.2025	Go to SKN to job site with cycle carry. (22.1.2025) arrived at job site.	
23.1.2025 to 26.1.2025	Test run the machine condition, found the oil leakage from PTO. Re-making the oil leakage. It was ok. Watching the machine condition, engine condition. There is no any error. It was normal.	
27.1.2025	Come back from SKN to YGN.	

Reported by
 Sign :
 Name : Hann Lawin
 Position : AGS Mechanic

Checked by
 Sign :
 Name :
 Position :
 (DH/AGM/GM)

Approved by
 Sign :
 Name :
 Position :
 (COO)
 6/2/25




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


Print Date : 04-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	2025-01-27	Construction Equipment 4	Service Operation Development	Hlang Lwin	For NLP Branch support job Customer -U Than Aye , Problem - Engine Monitoring(E6255F#602346)	11:00	Aungmyingalar	Hlaingtharyar	20,000	20,000	GA Manager Approved	မနက် (11:00 AM) တွင် ဆောင်မင်္ဂလာ ကားကွင်းမှ လွှဲသယ်လာ ရုံးရှေ့မှတ်တိုင်သို့ Taxi ငှားရမ်းခဲ့ပါသည်။


Request By
Phyu Phyu Lwin


Approved By
Aung ko Min


Acknowledge By
Wutt Yee Aung



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Hlong loin	Estimated Date of Travel	21.1.2025 ~ 27.1.2025	
Position Rank	Mechanic	Total Day	6.5 days	
BU/BR/DIV, Dept	CE-4 BU Service	Destination	Nyanglaypin	
Purpose	For NIP BR support job. Customer. U Than Aye, Bolein. Engine monitoring.			
Travelling Permit				
Arrival Place	Nyanglaypin			
Actual Date & Time of Travel	21.1.2025 ~ 27.1.2025			
Total Day	6.5 days			
HR Name	Oye Rose Mon			
HR Sign	Oye			
BOH/Authorized Person Name	Kyoaw ko ko Hbet			
UOH/Authorized Person	[Signature]			
Advance Clear				
Actual Date & Time of Travel	21.1.2025 ~ 27.1.2025	Total Day	6.5 days	
Departure Date & Time	21.1.2025 (8:00AM)	Arrival Date & Time	27.1.2025 (11:00AM)	
Date	Description	Total Amount		
		Kyats	USD	
21.1.2025 ~ 27.1.2025	TA charges (6.5 days) x 15000	97500		
27.1.2025	NIP da Yanu car ticket (1 per)	15000		
Total Expense (Kyats/USD)				
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Phye Phye Win	Admin	4.2.2025	[Signature]
Approved By Dept Head				
Approved By GM/AGM/COO				
Acknowledged by related Superior for Job Report				
HR Check & Approved				
Cash Received				
Remark				