



# CASH CLAIM FORM

Date : 9.10.2025

BU/BR/Division : HAN BR

Department : Service

Issue Amount : 90000 Kyats/.....USD

Budget include (or) Not : ကိုသောင်းကျပ်တိုက်

Yes  Budgeted Title and Amount :

No  Reasons for :

**Required For:**

Cash claim for TA Charges for going service job to Customer U Thant Htin & service man 2 per for 3 days  
Amount - 90000 Ks

**မှတ်ချက်။**

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး သေချာစွာစုံစမ်းစစ်ဆေးတွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။

(The amount requested must be properly calculated, checked and verified by respective authorized person)

(၂) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက၊ သက်ဆိုင်ရာ၊ တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည့် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်

(If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By

Checked By

Checked By

Approved By

Approved By

*Phyo*

*bor*  
*Mycom*

*gwe*

*Mycom*

Requester

Mgr/DH

Finance & Account

GM/AGM/COO

CMC/CEO/Chairwoman

Phyo Htet Naing Chit Do Maung Gwe Swe Hlaing Chit Do Maung



**TRAVEL ADVANCE CLEAR FORM**

<b>Cash Advance</b>				
Employee Name	AMH / PHN	Estimated Date of Travel	30.09.24 to 3.10.24	
Position Rank	26	Total Day	3	
BU/BR/DIV, Dept	HPN	Destination	Berlin	
Purpose				
<b>Travelling Permit</b>				
Arrival Place	HPA - An			
Actual Date & Time of Travel	30.09.24 to 3.10.24			
Total Day	3 days			
HR Name	Hlaing Pann Phyu			
HR Sign	Phyu			
BOH/Authorized Person Name	Chet Oo Maung			
BOH/Authorized Person	My con			
<b>Advance Clear</b>				
Actual Date & Time of Travel		Total Day		
Departure Date & Time		Arrival Date & Time		
Date	Description	Total Amount		
		Kyats	USD	
9.10.2024	Go to senior job site customer U Tan Win			
	Ang Myat Htan	45000		
	Phyo Htet Naing	45000		
Total Expense (Kyats/USD)				
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)			90000	
<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Phyo Htet Naing	AGMDF	9.10.2024	My con
Approved By Dept Head	Chet Oo Maung	BOH	9.10.2024	
Approved By GM/AGM/COO				
Acknowledged by related Superior for Job Report				
HR Check & Approved	Hlaing Pann Phyu	HR	9.10.2024	Phyu
Cash Received				
Remark				



# SERVICE REPORT

Job Order No. HPMS/JR/24/09/0113  
 Customer Name U Thein Win  
 Machine Location MNK 928  
 Machine Model 1907076  
 Machine SR.No. CG&19000300  
 Engine Brand Yanmar  
 Engine Model YD38  
 Engine Sr.No. CG&19000300  
 Hour Meter (or) Km \_\_\_\_\_  
 Job Site Distance \_\_\_\_\_  
 Application \_\_\_\_\_  
 Number of Trip \_\_\_\_\_

	Date	Time
Customer Call Date		
Confirm with Customer		
Go to Job Site Time	30.9.24	8:00 AM
Arrival Job Site Time	7	7
Job Start Time		
Job Finish Time		
Go Back From Site		
Arrival Office Time		
Job Delay Date & Time		17:00 PM
Reason of Job Delay		

Customer Call Problem

Cause of Problem  
Booms cyl; abnormed

Service Action  
We arrived cleaning the control pipe line. We mounted the control valve. We test run the wheel loader test run with load. Found that the original function. That we explained the customer machine conduction. need to test booms cylinder seal. We link to BU service team and sale team sell conduction. IT was ok. Job was process.

Failure Causal Part

No.	Part Description	Part No.	Qty	Remark

\*Cash On Service Work Done (စက်ပြုပြင်ခ ကျသင့်ငွေများအား ပြင်ဆင်ပီး ချက်ချင်းပေးသွင်းရန်။)  
 \*In case must settle within 7days (အကြောင်းအမျိုးမျိုးကြောင့် ချက်ချင်း ငွေမပေးချေနိုင်ပါက (၇)ရက်အတွင်း ပေးချေရမည်။)

Customer Sign [Signature] Service Person Sign [Signature]  
 Customer Name \_\_\_\_\_ Service Person Name \_\_\_\_\_

Name/Sign : Service Dept: Head	Comment	Redo	
	<u>[Signature]</u>	Excessive Visit	
STD Job Time (HR)			
Actual Job Time (HR)			
% to STD Time			
Customer Comment			
Name/Sign: Branch Operation Head	Comment		



# SERVICE REPORT

Job Order No.  
 Customer Name  
 Machine Location  
 Machine Model  
 Machine SR.No.  
 Engine Brand  
 Engine Model  
 Engine Sr.No.  
 Hour Meter (or) Km  
 Job Site Distance  
 Application  
 Number of Trip

HPD/SR/2019/113  
 U Thein win  
 Mnsk 928  
 1907076  
 C&E 19000300  
 Yunnai  
 Y0238  
 C&E 19000300

	Date	Time
Customer Call Date		
Confirm with Customer		
Go to Job Site Time	7-10-24	8:00 AM
Arrival Job Site Time	7	7
Job Start Time		
Job Finish Time		
Go Back From Site		
Arrival Office Time		
Job Delay Date & Time	7-10-24	17:00 PM
Reason of Job Delay		

Customer Call Problem

Cause of Problem

Service Action

We arrived cleaning the control pipe line. We mounted the control valve. We test run the wheel loader test run with load. Found that the original function. That we explained the customer machine conduction. need to test boom cylinder seal. We link to BU service team & sale team sell conduction. IT was ok. Job was process

Failure Causal Part

No.	Part Description	Part No.	Qty	Remark

\*Cash On Service Work Done (စက်ပြုပြင်ခ ကျသင့်ငွေများအား ပြင်ဆင်ပြီး ချက်ချင်းပေးသွင်းရန်။)  
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Customer Sign

*Thein*

Customer Name

Service Person Sign

*Mong*

Service Person Name

Name/Sign : Service Dept: Head	Comment <i>Aung</i>	Redo	
		Excessive Visit	
		STD Job Time (HR)	
		Actual Job Time (HR)	
Name/Sign: Branch Operation Head	Comment	% to STD Time	
		Customer Comment	

17-ASS-SRD-FRM-001-00

ASD-23-MA-13  
 ASD-23-MA-13  
 Incident No.  
 23-25  
 UMG

# SERVICE REPORT

Job Order No. APN/IR/24/9/113  
 Customer Name U Thein Weir  
 Machine Location Musk 928  
 Machine Model 1903076  
 Machine SR.No. CG & 19000300  
 Engine Brand Yunnei  
 Engine Model YN 38  
 Engine Sr.No. CG & 19000300  
 Hour Meter (or) Km \_\_\_\_\_  
 Job Site Distance \_\_\_\_\_  
 Application \_\_\_\_\_  
 Number of Trip \_\_\_\_\_

	Date	Time
Customer Call Date		
Confirm with Customer		
Go to Job Site Time	2.10.24	
Arrival Job Site Time		
Job Start Time	10	
Job Finish Time		
Go Back From Site		
Arrival Office Time		
Job Delay Date & Time	3.10.24	
Reason of Job Delay		

Customer Call Problem

Cause of Problem  
 waiting parts

Service Action  
 We arrived dismounted the boom cylinder assembly. We carry to CE3BU gates. It was ok. waiting parts BU support. Job was process.

Failure Causal Part				
No.	Part Description	Part No.	Qty	Remark

\*Cash On Service Work Done (စက်ပြုပြင်ခ ကျသင့်ငွေများအား ပြင်ဆင်ပြီး ချက်ချင်းပေးသွင်းရန်။)  
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Customer Sign Thein  
 Customer Name \_\_\_\_\_

Service Person Sign Aung  
 Service Person Name \_\_\_\_\_

Name/Sign : Service Dept: Head	Comment <u>Aung</u>	Redo	
		Excessive Visit	
Name/Sign: Branch Operation Head	Comment	STD Job Time (HR)	
		Actual Job Time (HR)	
		% to STD Time	
		Customer Comment	