



## TRAVEL ADVANCE CLEAR FORM

<u>Cash Advance</u>				
Employee Name	Yan Myo Aung	Estimated Date of Travel	18.10.2024 ~22.10.2024	
Position & Rank	Daily Worker	Total Day	5 Days	
BU/BR/DIV, Dept	PG/Rental	Destination	Taungoo	
Purpose	Machine Delivery Inspection and Job Site inspeciton			
<u>Travelling Permit</u>				
Arrival Place	Taungoo			
Actual Date & Time of Travel	18.10.2024 ~22.10.2024	(8:00 AM~17:00 PM)		
Total Day	5 Days			
HR Name				
HR Sign				
BOH/Authorized Person Name				
BOH/Authorized Person				
<u>Advance Clear</u>				
Actual Date & Time of Travel			Total Day	
Departure Date & Time			Arrival Date & Time	
Date	Description	Total Amount		
		Kyats	USD	
18.10.2024 ~22.10.2024	TA for Total Days = 5Days ( 5 x 15000)	75,000		✓
	Express Charges	18,000		✓
	Taxi Charges	20,000		✓
	Matador -100KVA ,150 KVA			
	Model - DE110D5 ,DE165D5			
	Sr:No:- A1607039 ,A1607037			
	Customer - U Kan Chun Rice Mill ,red Star Rice mill			
<b>Total Expense (Kyats/USD)</b>		<b>113,000</b>		✓
<b>Cash Advance (Kyats/USD)</b>				
<b>Balance Refund/Additional(Kyats/USD)</b>		<b>113,000</b>		✓
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Hnin Yu Yu Khine	Staff	31.10.2024	
Approved by Dept Head	Aung Ko Oo	D.H	31.10.2024	
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M	31.10.2024	
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	31.10.2024	
HR check & approved	Phyo Wai Nyein	A D.H	31.10.2024	
Cash received				
Remark				

# TRAVELLING REPORT


 Date : 18.10.2024

Report To	DH	
Employee Name	Yan Mye Aung	
Position	Operator	
Department	Rental (PG)	
Business	PG	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From <u>Yangon</u> ..... To <u>Daktwin</u> .....	
	2. From <u>Daktwin</u> ..... To <u>Yangon</u> .....	
	3. From ..... To .....	
Purpose For Travelling		
Travel Date	Activities	Remark
18.10.2024	Machine delivery PSI to Daktwin to Kan chun Matador 100kva to Job site machine inspection load wire connect, fuel filling report to DH. And then we test run load with machine use check ok. Job site Matador 150kva inspection test run ok.	
22.10.2024	The next day machine inspection site check customer explain machine go to the office Yangon	

Reported by

 Sign :   
 Name : Yan Mye Aung  
 Position : Operator

Checked by

 Sign :   
 Name : Aung Ko Oo  
 Position : DH

(DH/AGM/GM)

Approved by

 Sign :  
 Name :  
 Position :

(COO)

**စေတီ** 46489

အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး

ရန်ကုန် ⇌ တောင်ငူ ⇌ ရေနီ ⇌ မန္တလေး ⇌ ပြင်ဦးလွင်

အမည် - ရန်အောင် ရက်စွဲ - 22.10.24

ခုံနံပါတ် - 28 ကားနံပါတ် - \_\_\_\_\_

သင့်ငွေ - 18000 သာဠိထွက်ချိန် - ၉:၃၀

ယာဉ်မထွက်ခင်မီ နှစ် ၃၀ ကြိုတင်လာပါ။

ဝယ်ယူပြီး လက်မှတ်ငွေ ပြန်မအမ်းပါ။

ယာဉ်ပေါ်တွင် မူးယစ်သောက်စားခြင်း ဘူညံခြင်း မပြုရပါ။

ရန်ကုန် → Ph : 09-444700368, 09-420780808  
 09-420943360, 09-420395080  
 09-263029654, 09-697411435  
 အောင်ဆန်းကွင်း → Ph : 09-976425010  
 တောင်ငူ → ကုန်သည်ကြီးလမ်းနှင့် (၇) လမ်းထောင့်၊  
 Ph:054-2825723, 09-676668414  
 09-765025723, 09-970528566  
 ရေနီ → ငါးရက်ကျေးကျေး ရေနီမြို့။  
 Ph:09-775055600, 09-766620806



				Aung		Terminal			ager	Remark		
				-2,500,000/-								
2	2024-10-10	Power Generator	Rental	Toe Wai Phyoo	Return From Job Site Machine Delivery Inspection 1Month Rented Rental Revenue - Achievement is -3,000,000/-	03:30	Aung Mingalar Bus Terminal	Hlaing Tharyar -Shwe Lin Pan -Zaylay	15,000	15,000	GA Manager Approved	Share the Taxi with other People



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

Print Date : 24-Oct-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	2024-10-22	Power Generator	Rental	Yan Myo Aung	Return From Customer Job Site -Machine Delivery Inspection 1 Month Rental Rental Revenue is -2,500,000/-	02:30	Aung mingalar bus terminal	Hlaing Tharyar - Bago Street	20,000	20,000	GA Manager Approved	
2	2024-10-10	Power Generator	Rental	Toe Wai Phyoo	Return From Job Site Machine Delivery Inspection 1Month Rented Rental Revenue - Achievement is -3,000,000/-	03:30	Aung Mingalar Bus Terminal	Hlaing Tharyar -Shwe Lun Pan -Zaylay	15,000	15,000	GA Manager Approved	Share the Taxi with other People