



TRAVEL ADVANCE CLEAR FORM

<u>Cash Advance</u>		-	7:00 Am	6:00pm
Employee Name	Aye Min Thu	Estimated Date of Travel	5.6.25 → 7.6.25	
Position Rank	Mechanic	Total Day	3days	
BU/BR/DIV, Dept	PR BU	Destination	-	
Purpose	BHO BR customer - showe Khin Taxi machine repair			

<u>Travelling Permit</u>			
Arrival Place	BHO, 3880 Dike 00		
Actual Date & Time of Travel	5.6.25 (7:00Am)		
Total Day	3days		
HR Name			
HR Sign			
BOH Authorized Person Name			
BOH Authorized Person			

<u>Advance Clear</u>			
Actual Date & Time of Travel	5.6.25 (7:00Am)	Total Day	3days
Departure Date & Time	5.6.25 (7:00Am)	Arrival Date & Time	7.6.25 (6:00pm)

Date	Description	Total Amount	
		Kyats	USD
5.6.25 → 7.6.25	For 3days ⇒ 3days x 150081.	450081.	
	Taxi charges	5350081.	
Total Expense (Kyats/USD)		9850081.	
Cash Advance (Kyats/USD)			
Balance Refund/Additional (Kyats/USD)			

<u>Job Report Status</u>				
Authorization	Name	Position	Date	Sign
Prepared By	Chit Pon Su	SH	16.7.25	
Approved By Dept Head	Tint Naing	DH	16.7.25	
Approved By GM/AGM/COO	Soe Htet Tin	AGM		
Acknowledged by related Superior for Job Report				
HR Check & Approved	Phyo Wai Nyein	ADH	18.7.25	Phyo
Cash Received				

<u>Remark</u>





TRAVELLING REPORT

Date : 24.6.2025

Report To	COO	
Employee Name	Aye Min Thu	
Position	Junior Mechanic	
Department	Service	
Business	PG	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	5.6.25	7.6.25
Total Days	3 days	
Trip Information	1. From YGN To BGD	
	2. From BGD To YGN	
	3. From To	
Purpose For Travelling	Machine inspection (warranty)	
Travel Date	Activities	Remark
5.6.2025	YGN to BGD	
5.6.2025	Customer - Shu Kine Thaw Model - MC-660S Job - Machine inspection for engine can't start	PSG/JR/25/06/1 0725
6.6.2025	Waiting parts. (pick up)	
7.6.2025	Job - pick up mounted and fuel leakage repair - Job progress	Turbo & startmotor need to repair
7.6.2025	BGD to YGN	

Reported by

Sign : *Aye Min Thu*
Name : Aye Min Thu
Position : Junior Mechanic

Checked by

Sign : *[Signature]*
Name : Thit Naing
Position : DA

(DH/AGM/GM)

Approved by

Sign :
Name :
Position :

(COO)

[Signature]
26/6/2025

05-CHL-HRM-FRM-064-01

Proper lead time. *[initials]*



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

Print Date : 16-Jul-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	2025-06-05	Power Generator	Service	Aye Min Thu(2)	NLP Customer machine repair urgent	07:00	Hlaing Thayar(HO)	Khayaepin Lan Khwel	16,400	16,400	GA Manager Approved	
2	2025-06-05	Power Generator	Service	Aye Min Thu(2)	NLP Customer machine repair urgent	07:50	Khayaepin Lan Khwel	Nyaung Lay Pin	10,000	10,000	GA Manager Approved	
3	2025-06-05	Power Generator	Service	Aye Min Thu(2)	Return back Bago Office	05:00	Nyaung Lay Pin	Bago	4,000	4,000	GA Manager Approved	
4	2025-06-07	Power Generator	Service	Aye Min Thu(2)	Return back customer job site	12:00	Bago	Khayaepin Lan Khwel	6,000	6,000	GA Manager Approved	
5	2025-06-07	Power Generator	Service	Aye Min Thu(2)	Return back customer job site	02:30	Khayaepin Lan Khwel	Hlaing Thayar (HO)	17,100	17,100	GA Manager Approved	