



## TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Arkar Kyaw	Estimated Date of Travel	01.10.2024 ~04.11.2024	
Position & Rank	Daily Worker	Total Day	35 Days	
BU/BR/DIV, Dept	PG/Rental	Destination	Hpa -An Job Site	
Purpose	Hpa -An Job Site			
Travelling Permit				
Arrival Place	Hpa -An Job Site			
Actual Date & Time of Travel	01.10.2024 ~04.11.2024	(07:00AM~5:00 PM)		
Total Day	35 Days			
HR Name				
HR Sign				
BOH/Authorized Person Name				
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel			Total Day	
Departure Date & Time			Arrival Date & Time	
Date	Description		Total Amount	
			Kyats	USD
01.10.2024 ~ 4.11.2024	Total Days 35 Days ( 35 x 10,000)		350,000	✓
	Express charges (2 way) - go and back		30,000	✓
	Taxi charges		20,000	✓
	Model : DE66D5			
	Sr:No: A1607044			
	Customer :Mingalar Soe Myint			
Total Expense (Kyats/USD)			400,000	✓
Cash Advance (Kyats/USD)				
Balance Refund/Additional(Kyats/USD)			400,000	✓
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Hnin Yu Yu Khine	Staff	08.11.2024	
Approved by Dept Head	Aung Ko Oo	D.H	08.11.2024	
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M	08.11.2024	
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	08.11.2024	
HR check & approved	Phyto Wai Nyein	A.D.H	08.11.2024	
Cash received				
Remark				







# TRAVELLING REPORT

Date : 1.10.2024

Report To	DH	
Employee Name	Arkar Kyaw	
Position	Operator	
Department	Rental	
Business	PGE	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From Yangon To Hpa-An	
	2. From Hpa-An To Yangon	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
1.10.2024 to 4.11.2024	<p>We go to Hpa-An Customer Minglar See Mynth Matador 60KVA (A-1603044) PSE and arrival to job site fuel filling, daily inspection check Report to DH. And we test run the machine load site check and load use check send to rental job site operation group. And then we check machine leakage is OK. Report to DH. Customer complain fuel consumption slowing report to DH. Machine hour service 300 hours use regular service and machine maintenance test run cleaning is OK. Report to DH. Rent machine 2 month fully machine return is OK. Report to DH.</p>	

Reported by

Sign : Kyaw  
 Name : Arkar Kyaw  
 Position : Operator

Checked by

Sign :   
 Name : Aung Wo Oo  
 Position : DH

Approved by

Sign :  
 Name :  
 Position :

(DH/AGM/GM)

(COO)

Print Date : 20-Nov-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	2024-11-03	Power Generator	Rental	Toe Wai Phyo	Machine regular service and radiator cap expection tank leakage problem solving to Taungoo-oaktwin customer job site	04:00	Aung Mingalar Bus Terminal	Hlaing Thar Yar Shwelinban	20,000	20,000	GA Manager Approved	U Kan Chun Rice mill 100KVA, DE-110D5 A1607039
2	2024-11-04	Power Generator	Rental	Arkar Kyaw (3)	Come back from Hpa-an customer job site stand by operator	08:00	Aung Mingalar Bus Terminal	Hlaing Thar Yar Phayar Street	20,000	20,000	GA Manager Approved	Mingalar Soe Myint 60KVA, DE-66D5 A-1607044
3	2024-11-11	Power Generator	Rental	Toe Wai Phyo	Come back from customer job site machine delivery inspection	03:00	Aung Mingalar Bus Terminal	Hlaing Thar Yar Shwelinban	18,000	18,000	GA Manager Approved	Red star rice mill 200KVA, DE-220D5 A-1607033