



TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Aung Myeaw Myint	Estimated Date of Travel	10.5.25 6:00pm to 31.5.25 12:30pm
Position Rank	SH	Total Day	21 x 1/2 day
BU/BR/DIV, Dept	AGS BU	Destination	AGS BU to Yangon
Purpose	Service company, Machine inspection		

Travelling Permit			
Arrival Place			
Actual Date & Time of Travel			
Total Day			
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
10.5.25 6:00pm to 31.5.25 12:30pm	Aung Myeaw Myint (21 x 15000) + 7500	322500	
	Express charges	62000	
	Taxi charges	50000	
	Fuel charges	27000	
	Cycle repair	70000	
	Total Expense (Kyats/USD)	465500	
	Cash Advance (Kyats/USD)	0	
	Balance Refund/Additional (Kyats/USD)	465500	

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Myeaw Myeaw	Staff	3.6.25	
Approved By Dept Head	U Myeaw Maung	SH		
Approved By GM/AGM/COO	U Maung Maung	GM		
Acknowledged by related Superior for Job Report				
HR Check & Approved				
Cash Received				

Remark



Shwe Dagar (taung lay lone)

Taung Lay Lone, South Shan 081-45376,
09-5566644, 09-896000822

Octane 92 RON

Vr No: 11 01 2025 013 0113
Date: 15/05/2025 10:24:17 AM
Pump: Pump 2 Car No: Cycle
Cashier: Pos Day Card

Gal	Liter	Price	Amount
0.97	2.12	2950	8000

Thank You Please come again

Handwritten text in Burmese script, partially visible at the top left corner.

နီလာရိုးမ

စက်သုံးဆီအရောင်းဆိုင်

လောင်းကြီး - မိတ္ထီလာ လမ်းမတော့ သာမိုင်ခမ်း
အောင်ဝန်ရုံ

၀၉-၅၂၁၀၃၃၇၁၀၉-၉၇၂၉၉၂၅၂၀၁၀၉-

Octane

၆: ၅ နီလာရိုးမ

27-May-25 4:10 PM

Duty: Night

ယာဉ်အမှတ် - ၁၀၀၀

C30001773

ဂရမ်	မိလီ	ပရိန်း	ပုံစံ
2.67	0.59	2995	8000

ယာဉ်အမှတ်အသားပေးမှုကို ကျေးဇူးတင်ပါသည်။

From (မှ)	To (သို့)
Taunggyi	Yangon
Traveller (ခရီးသည်)	Contact (ဖုန်းနံပါတ်)
Aung Kyaw Myint	09977835348
Seat(s) (နံပါတ်များ)	
16	
Class/Type	Bus No.(ကားနံပါတ်)
ရိုးရိုး - Scania	
Booking Reference	Status
6900-6275	CONFIRMED
Departure (ထွက်ခွာ)	Gate (ခိတ်)
May 30, 3:30 PM	NA

Special Request (မှတ်ချက်)
 တာဝန်ယူပေးရန်အတွက် မိမိတို့၏ လိုအပ်ချက်များကို
 ဝေဖန်ပြောဆိုပါ။
 Company ဝေဖန်ပြောဆိုပါ။
 Printed Time : May 31, 10:36 AM

Passengers	1
Total	31,000

NRC or Passport is necessary to travel
 မှတ်ပုံတင် ဝါးစာစောင်နှင့် ဖြည့်ပါရမည်

Check-in 30 min before the departure time
 ကားထွက်ခွာမီ 30 မိနစ်ကြိုတင် ရောက်ရှိရန် လိုအပ်ပါသည်။

Each passenger is allowed one carry on luggage.
 လိုက်လည်ခရီးစဉ်အတွက် တစ်ဦးတစ်ဦးတည်း ချော့ဆွဲကိရိယာတစ်ခုသာ ခြွယ်ယူခွင့် ရှိပါသည်။

No refund will be issued after the departure.
 ကားထွက်ခွာပြီးနောက် ဝေငွေပြန်လှူပေးခြင်း မပြုပါ။

ဝယ်ယူထားသည့် ဝေငွေကို အသုံးမပြုဘဲ ပြန်လည်ရောင်းချခြင်း သို့မဟုတ်
 ဝေငွေကို အခြားသူထံ ပြောင်းရွှေ့ပေးခြင်း စသည်တို့ကို မပြုနိုင်ပါ။

Contact Phone: CallCenter-09772 211
 996 YGN-095020181, NPT-09351251277, Meiktila-09788
 885387, MDY-09402651991, Bagan-09420291000, POL-09
 Hakkala-09 773 45 666, Myitpan-09 771 9680
 18, Magway-09 2560 83 936, Tatkon-094480 12 556



GENERAL EXPENSE CLAIM FORM



BU/BR/DIV Name : AGG BU
 Department Name : Service

No.	Date	PIC Name	Description	Category (Customer (Or) Operation)	Cost (MMK)	Remark
1	26.5.25	Aung Mye Myint	အိတ်	Operation	70000	
Total General Expense					70000	

Requested by

Approved by

Checked by

Approved by

Approved by

Sign :

Sign :

Sign :

Sign :

Sign :

Name : Aung Mye Myint

(Requester)

Name : Ma Zin Mar

(Department Head)

Name : Ma Zin Mar

(Finance & Account)

Name : Ma Mye Mye

(OM/AGM/GM)

Name : Ma Aye Mye Hla

(ACOO/COO/MD/VCM)

02-ATT-FNA-FRM-002-01

TRAVELLING REPORT


Date :

Report To		
Employee Name	Aung Myint Myint	
Position	Section Head	
Department	Production	
Business	APP	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	10.5.2025, 4:00 PM	31.5.2025, 12:30 PM
Total Days	21 Days	
Trip Information	1. From Yangon To Paunggyi	
	2. From Paunggyi To Yangon	
	3. From	
Purpose For Travelling	Service Campaign, Tractor Repairing and tractor reaching for the tractor delivery.	
Travel Date	Activities	Remark
10.5.2025	- Yangon to Paunggyi (4:00 pm)	
11.5.2025	- Arrived Paunggyi Office at 11:00 am and invited customer for service campaign at 1:00 pm to 7:00 pm.	
12.5.2025	Service Campaign 15 units of Deutz Tractor products checked, repair wiring line, engine oil, engine oil filter replaced and hydraulic function repair.	
13.5.2025 DF-75, 311105-4123	- Machine Inspection C Engine oil and fuel mixing but engine will not have. So cannot operate and finished.	

Reported by

Checked by

Approved by

Sign : 
 Name : Aung Myint Myint
 Position : Section Head

Sign :
 Name :
 Position :

Sign :
 Name :
 Position :

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01

14.5.2025
(DF-75, Sr. no - 43032)

- Machine Inspection
(Machine inspected, found
crack, fuel leakage and bolt)

Report To
Employee Name
Position
Department

15.5.2025
(DF-75, Sr. no - 43032)

- Engine Cannot Crank
e tested run the tractor but engine cannot crank.
So replaced other battery and tes started the
tractor. And checked alternator, found
alternator damage. Need to repair or replace.

16.5.2025
(DF-75, Sr. no - 43032)

Engine Cannot Crank
(Waiting the alternator, replaced the wiring
and click. And cleared the ground point.
And replaced the air cleaner an in and out
filters).

17.5.2025
(DF-75, Sr. no - 43032)

Engine Cannot Crank
(Install alternator and measured the
battery but battery abnormal. So replaced
the battery and tested run the tractor.
It was OK. Job was finished.

18.5.2025
(DF-75, Sr. no - 43032)

Engine Oil leakage
(Removing unit pump & governor, And installed
the governor and unit pump. And tested
run the tractor but governor ^{was} oil
leakage.

19.5.2025
(DF-75, Sr. no - 43032)

Engine Oil leakage
(Removing the governor and installed the
governor and unit tested run the tractor.
It was OK. Job was finished

20.5.2025
(DF-75, Sr. no - 43032)

Reaching the tractor driving for two worker.

21.5.2025
(DF-75, 4303 (SP445, 1028))

Machine Inspection
(Inspected visual condition, hydraulic tifter
replace and reaching the tractor driving)

22.5.2025
(DF-75, 43032)

- Reaching the tractor driving with rotavator

TRAVELLING REPORT


Date :

Report To		
Employee Name		Aung Kyaw Myint
Position		Section Head
Department		Production
Business		APT
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	10.5.2025 (4:00 PM)	31.5.2025 (12:30 PM)
Total Days		
Trip Information	1. From Yangon To Bawgyar Gyi	
	2. From Bawgyar Gyi To Yangon	
	3. From To	
Purpose For Travelling		
Service Company, Tractors repairing and teaching for the tractor driving.		
Travel Date	Activities	Remark
23.5.2025 (DF-75,43032)	- Teaching the tractor driving with rotavator	
24.5.2025 (DF-75,43032)	- Teaching the tractor driving with 7-poly	
25.5.2025 (DF-75,43032)	- Teaching the tractor driving with 7-poly	
26.5.2025 (DF-75,43032)	- Teaching the tractor driving with 7-poly	
27.5.2025 DF-75,43032	- Gears link abnormal Teaching the tractor driving with 7-poly, tractor cause rubber bush damage.	
28.5.2025 DF-75,43032	- Gears link abnormal (Rubber bush damage, this bush replaced) And tested over the tractor, it was OK.	

Reported by

Checked by

Approved by

Sign : 
 Name : Aung Kyaw Myint
 Position : Section Head

Sign :
 Name :
 Position :

Sign :
 Name :
 Position :

(DH/AGM/GM)

(COO)

29.5.2025 - Machine Inspection

- (Meet with Ko Hlaing Win Aung and return Paung Gyi Office. And inspected the tractor the visual condition).

30.5.2025 - Come back Yangon from Paung Gyi at 3:30pm

31.5.2025 - Arrived the AIT BU at 12:30 pm

Travel Date	Activities	Remarks
29.5.2025	Machine inspection at Paung Gyi Office.	
30.5.2025	Travel from Paung Gyi to Yangon.	
31.5.2025	Arrival at AIT BU.	



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

Print Date : 04-Jun-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	2025-05-10	Agriculture Tractor & Truck	Production	Aung Kyaw Myint(3)	Branch support,ATT BU To Taungyi,Service campaing,machine inspection	17:30	တိုးခံ ဖု	ဝေအာဠာ	25,000	25,000	GA Manager Approved	
2	2025-05-31	Agriculture Tractor & Truck	Production	Aung Kyaw Myint(3)		11:30	ဝေအာဠာ	ATT BU	25,000	25,000	GA Manager Approved	

02:31

3:37 PM

02:27

3:21

Aye Min Htoon

online

Aye Min Htoon

online

Ma Kyae Mhone Win

last seen recently

မင်္ဂလာပါဆရာ May 8

တောင်ကြီးသို့ Service Camping သွားရန်

Service Man - Aung Kyaw Myint
Position - Section Head

- 1. တောင်ကြီးရန်ကုန် အသွားအပြန် ကားခ - 62,000ကျပ်
- 2. 10.5.2025 မှ 15.5.2025 TA - 90,000ကျပ်
- 3. Taxi - 50,000 ကျပ်

စုစုပေါင်း 202000ကျပ် ထုတ်ယူခွင့်ပြုပါဆရာ။

5:35 PM ✓

May 9

မင်္ဂလာပါဆရာ

Customer - U Aung Ko
Model - MT804S

Sr.no-11126

Location - ခရမ်းသုံးခွ

Problem - Hydraulic cylinder oil leakage

Hydraulic cylinder seal - 2pcs ကိုဝယ်ရန် ခန့်မှန် 120,000ကျပ် ထုတ်ယူခွင့်ပြုပါဆရာ။

စက်က စက်အသစ်ပါဆရာ။ cylinder တွေက နှစ်ကြာတော့ နောက်က load နှိုင်းမှ အယိုအစိမတွေပေါ်လာလို့ seal ပြန်ဝယ်ပေးရမှာဖြစ်ပါတယ်ဆရာ။

1:33 PM ✓

Aung Kyaw Myint

မင်္ဂလာပါဆရာ Customer- U Aye Min Htoon...

Please proceed MMK 196,000 to go to NYU.

3:35 PM

Aung Kyaw Myint

မင်္ဂလာပါဆရာ တောင်ကြီးသို့ Service Camp...

Please proceed MMK 202,000 to go to TGY.

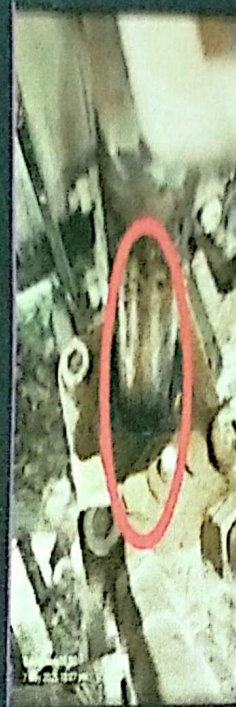
3:36 PM

Aung Kyaw Myint

မင်္ဂလာပါဆရာ Customer - U Aung Ko Mod...

Please proceed MMK 120,000 for MT804S#11126.

3:37 PM



1:36 PM ✓

ညောင်ပိက Chairwoman စက်ကို သွားပြင်ဖို့ အတွက် MD စီက approved လေးလံချင်လို့ပါရှင် /ခန့်မှန်းကြာချိန် (7.5.25 to 14.5.25)
Remark - Waterboom ကို training 2ရက်သွားတတ်နေရတဲ့အတွက် information ပေးတာနောက်ကျသွားတာပါရှင် 🙏🙏

2:32 PM ✓

Dear MD ရှင်

PIC - Ko Aung Kyaw Myint

တောင်ကြီးကို service campaign သွားဖို့ရိတ်အတွက် MD စီက approved လေးလံချင်လို့ပါရှင် /ခန့်မှန်းကြာချိန် (10.5.25 to 15.5.25)

2:32 PM ✓

Dear MD ရှင်

Customer -U San Kyi
Machine-DF95
Sr-No-17849

Problem - Hydraulic function abnormal
PIC - Arker Min

တော်လတီ ရွာကို စက်ပြင်သွားဖို့အတွက် MD စီက approved လေးလံချင်လို့ပါရှင်/ခန့်မှန်းကြာချိန် (9.5.25 to 10.5.25)

2:32 PM ✓

Nyein Nyein

Dear MD ရှင် Customer - U Aye Min Htoon Mo...

Please process

3:12 PM

Nyein Nyein

Dear MD ရှင် Customer -U San Kyi Machine-DF...

Please process

3:12 PM

Message

Message

Message