



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Htet Aye Phyo Myeaw	Estimated Date of Travel	10.20.25 5:00pm to 10.25.25 12:00am	
Position Rank	Mechanic	Total Day	5 day	
BU/BR/DIV, Dept	Ass BCL	Destination	Ass BCL to NPT	
Purpose	Customer CE Travel Agency, D&C and Demonstration.			
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	
10.20.25 5:00pm to 10.25.25 12:00am	Htet Aye Phyo Myeaw + (5 x 15000)	75000		
	Express Charges	8000		
	Tone! Charges	8000		
Total Expense (Kyats/USD)		175000		
Cash Advance (Kyats/USD)		45000		
Balance Refund/Additional (Kyats/USD)		70000		
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Nyan Nyan	Dr staff	19.20.25	
Approved By Dept Head	Ko Myant Moe Aung	DH		
Approved By GM/AGM/COO	Ko Mawng Mawng	GM		
Acknowledged by related Superior for Job Report				
HR Check & Approved				
Cash Received				
Remark				

ရွှေကျွန်းသစ်

အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး

ရန်ကုန်-ဖြူး-တောင်ငူ-ရေတာရှည်-ဆွာ-ရေနီ-ရမည်းသင်း-မန္တလေး

အမည် ဝေဏ်ဇော်မြတ်ကျော်

နေ့စွဲ ၁. ၂. ၂၅

ခုံအမှတ် ၁၆

အချိန် ၂၅၆၃ - ၅:၀၀

သင့်ငွေ ၂၀၀၀၀

ယာဉ်အမှတ်

ရန်ကုန် - 09-772838319, 09-795830459
09-422091573

ရေတာရှည် - 09-770132451, 05-33254
ရေနီ - 09-780132451, 09-770132451

တောင်ငူ - 09-770132451, 09-453078669

မန္တလေး - 09-446060000, 09-770132451



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

Print Date : 07-Feb-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	2025-02-01	Agriculture Tractor & Truck	Production	Htet Pyae Phyoo Kyaw	Service job site, Nay Pyi Taw, MH88T-299, Customer -U Thet Naing, Problem-D&C and Demonstration	17:00	အင်းစိန်	အောင်လှသာအထက	20,000	20,000	GA Manager Approved	

TRAVELLING REPORT

Date :

Report To		
Employee Name: <u>Htet Pyae Phyo Kyaw</u>		
Position: <u>Junior Mechanic</u>		
Department: <u>Production</u>		
Business: <u>MTI</u>		
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From <u>YGN</u> To <u>Wundwin</u>	
	2. From <u>Wundwin</u> To <u>YGN (MTI)</u>	
	3. From To	
Purpose For Travelling: <u>D, S C and Demonstration stand by</u>		
Travel Date	Activities	Remark
1.2.2025	Going to <u>wundwin</u>	
2.2.2025	Machine beans harvester ground operation test run. assess for Paces and S house.	
3.2.2025	This machine changer no and repair and screen box repair and conveyor repair.	
4.2.2025	This machine, need screen box assembly oriented and change roller drive seal and testing.	

Reported by



Checked by

Approved by

Sign :

Sign :

Sign :

 Name : Htet Pyae Phyo Kyaw

Name :

Name :

 Position : Junior Mechanic

Position :

Position :

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01

TRAVELING REPORT

5.2.2025

Overall machine checked assembly and fill grease and change ball 1st horizontal conveyor and demonstration show beans harvester ok job finished.

6.2.2025

Arrival from russo: to YGIN (ATT)

