



### TRAVEL ADVANCE CLEAR FORM

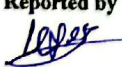
Cash Advance				
Employee Name	Ar Kar Kyaw	Estimated Date of Travel	01.06.2025 ~01.06.2025	
Position & Rank	Operator	Total Day	1 Day	
BU/BR/DIV, Dept	PG/Rental	Destination	Bago	
Purpose	Machine Return Inspection			
Travelling Permit				
Arrival Place	Bago			
Actual Date & Time of Travel	01.06.2025 ~01.06.2025	(8:00AM~5:00 PM)		
Total Day	1 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	
01.06.2025 ~01.06.2025	TA for Total Days = 1 Day ( 1 x 15000)	15,000	✓	
	Matador -150 KVA			
	Model - DE165D5			
	Sr:No:- A1607038			
	Customer - Bago Sports Gloves			
Total Expense (Kyats/USD)		15,000		
Cash Advance (Kyats/USD)				
Balance Refund/Additional(Kyats/USD)		15,000		GH
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Ei Mon zaw	Staff		
Approved by Dept Head	Aung Ko Oo	D.H		
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M		
Acknowledged by related Superior for Job Report	Aye Min Htoon	VCM		
HR check & approved	Phyo Wai Nyein	A.D.H	3.6.2025	
Cash received				
Remark				


04-CFD-CAS-FRM-006-02

# TRAVELLING REPORT

 Date : 2.06.2025

Report To	DH	
Employee Name	Ar Kor Kyaw	
Position	Operator	
Department	Rental	
Business	PG	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	1.06.2025, 8:00 AM	1.06.2025, 5.00 PM
Total Days	1 day	
Trip Information	1. From <u>Yangon</u> To <u>Bago</u>	
	2. From <u>Bago</u> To <u>Yangon</u>	
	3. From ..... To .....	
Purpose For Travelling	Machine return inspection test run	
Travel Date	Activities	Remark
† 1.06.2025  To 1.06.2025	Bago Motor Cribber.  We machine Matador 150KVA CBO - 016070380 return inspection breaker check, battery CBO units check, radiator check alternator check, fuel take out check is ok. machine all checking return inspection check for our is okay.	

Reported by  
 Sign :   
 Name : Ar Kor Kyaw  
 Position : Operator

Checked by  
 Sign :   
 Name :  
 Position :  
 (DH/AGM/GM)

Approved by  
 Sign :  
 Name :  
 Position :  
 (COO)

05-CHL-HRM-FRM-064-01

မင်္ဂလာ သုံးနှစ်ပါ အဖ

ကျွန်တော် PG Rental Team ကို customer Bago Sports ကို စီစဉ်သည့်  
အားဖြင့် အသွင် စီစဉ်ပြန်လမ်းပြီး စီစဉ် Trip သွားလိုက်တဲ့အတွက် အဖထံက  
approval လေးတောင်းခံလိုပါ အဖ...

Dear MD,

I would like to inform (Machine return inspection)

ဒါဝန်လမ်းအဖွဲ့ -  
Kyaw Min Khin

Arkar Kyaw

လျာ - Operator

BU - PG BU

၂) သွားရောက်မည့်လမ်းအရေအတွက် (2)

၃) သွားရောက်မည့်နေရာ Bago

c) စီစဉ်သည့်အကြောင်းအရာ Machine return inspection

ရက်စွဲ (01.06.2025) နှင့် ပြန်ရောက်မည့်နေ့ရက် (01

.06.2025) အထိပါစု

Crane car ဖြင့် သွားမှာပါစု

Matador - 150 KVA

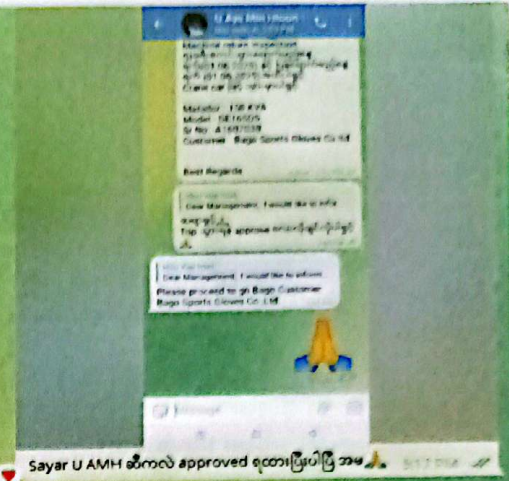
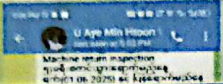
Model - DE165D5

Sr No: -A1607038

Customer - Bago Sports Gloves Co Ltd

Best Regards,

5:17 PM



Sayar U AMH စီစဉ် approved ရတာဖြစ်ပြီ အဖ

June 2

Phyo Wai Nyein  
Dear MD. I would like ...  
Please process 3:14 PM

U Aye Min Htoon  
last seen at 5:03 PM

Machine return inspection  
၅) ခရီးစတင်သွားရောက်မည့်နေ့  
ရက် (01.06.2025) နှင့် ပြန်ရောက်မည့်နေ့  
ရက် (01.06.2025) အထိပါစု  
Crane car ဖြင့် သွားမှာပါစု

Matador - 150 KVA  
Model - DE165D5  
Sr No: -A1607038  
Customer - Bago Sports Gloves Co Ltd

Best Regards, edited 12:47 PM

Hsu Yee Htet  
Dear Management, I would like to infor...  
ဆရာရှင်  
Trip သွားရန် approve လေးလိုချင်လိုပါစု

Hsu Yee Htet  
Dear Management, I would like to inform...  
Please proceed to go Bago Customer  
Bago Sports Gloves Co.,Ltd.

5:06 PM