



## TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>		Employee Name	Hein Thing Soe, Ngi Min Khin	Estimated Date of Travel	16.10.24 to 29.10.24
		Position Rank	DH, Mechanic	Total Day	14 days
		BU/BR/DIV, Dept	CNC BCL	Destination	YAN ~ 70C Davaei Job Site
Purpose					

<b>Travelling Permit</b>					
Arrival Place	Davaei, 70C Site				
Actual Date & Time of Travel	16.10.24 to 29.10.24				
Total Day	14 days				
HR Name					
HR Sign					
BOH/Authorized Person Name					
BOH/Authorized Person					

<b>Advance Clear</b>			Total Day	14 days
Actual Date & Time of Travel			Arrival Date & Time	16.10.24 to 29.10.24
Departure Date & Time	16.10.24 (4:00AM) to 29.10.24 (5:00PM)			
Date	Description	Total Amount		
		Kyats	USD	
16.10.24 to 20.10.24	TA Special Allowance (25000 x 5 days) x 2 Person	250000	✓	
21.10.24 to 27.10.24	TA Charges (15000 x 9 days) x 2 Person	270000	✓	
16.10.24	Taxi Charges	42000	✓	
<b>Total Expense (Kyats/USD)</b>		562000		
<b>Cash Advance (Kyats/USD)</b>		600000		
<b>Balance Refund/Additional (Kyats/USD)</b>		38000		

<b>Job Report Status</b>				
Authorization	Name	Position	Date	Sign
Prepared By	Thiri Mon	Admin	16.11.24	
Approved By Dept Head	Ye Min Kyawo	DH	16.11.24	
Approved By GM/AGM/COO	Zanni Aung	AGM	16.11.24	
Acknowledged by related Superior for Job Report	Aye Min Htoon	VCM	18.11.24	
HR Check & Approved	Mi Mi Nading	HR	16.11.24	
Cash Received				


Remark: (16.10.24 to 20.10.24) Thadingyut Holiday Special Allowance TA charges - 25,000 MMK by Sajar & Aye Min Htoon Approval.

12/11/24  
Amikun

# TRAVELLING REPORT

Date : 17.11.24.....

<b>Report To</b>		
<b>Employee Name</b>		Hein Triha Soe, Nyi Min Khant
<b>Position</b>		DH, Mechanic
<b>Department</b>		Service
<b>Business</b>		CNC BU
<b>Departure &amp; Arrival</b>	<b>Departure Date And Time</b>	<b>Arrival Date And Time</b>
		16.10.24 to 29.10.24
<b>Total Days</b>		14 days
<b>Trip Information</b>	1. From Yangon.....To ZOC Dawei Job site	
	2. From ZOC Dawei Job site.....To Mottama Gas Transportation Dawei	
	3. From .....To .....	
<b>Purpose For Travelling</b>		Customer PTTEP (ZOC) Yearly maintenance (TADANO GR 300 E, TOYOTA Forklift, Car crane FOR 240)
<b>Travel Date</b>	<b>Activities</b>	<b>Remark</b>
16.10.2024	- Go to Dawei (Kambauk)	
17.10.2024	- TADANO GR 300 E	
18.10.2024	- Provide training the PTTEP team.	
19.10.2024		
20.10.2024	- TADANO GR 300 E - Technical training the PTTEP team.	

**Reported by**  
 Sign :   
 Name : Nyi Min Khant  
 Position : Mechanic

**Checked by**  
 Sign :   
 Name : Ye Min Kyaw  
 Position : SOH

(DH/AGM/GM)

**Approved by**  
 Sign :   
 Name :  
 Position :

(COO)

05-CHL-IRM-FRM-064-01

Note - Within schedule job.  
 Already finished.

Travel Date	Activites	Remark
21.10.2024	<p>- TADANO (GR 300E)</p> <p>- Undercarriage maintenance</p> <ul style="list-style-type: none"> <li>• Drain the engine oil. Removed the oil filter, fuel water separator and main filter. Replaced the new oil filter, fuel water separator and main filter. Filled the engine oil.</li> <li>• Drain the coolant and clean the coolant tank. Filled the coolant.</li> <li>• Drain the axle oil and <del>transmission</del> oil hub reduction oil. Checked the any particles. Filled the axle oil and hub reduction oil.</li> <li>• Drain the transmission oil. Removed the line filter and strainer. Checked the any particles have or not. Replaced the new line filter and strainer. Filled the transmission oil.</li> <li>• Test run the machine. And than, checked the oil leakage and oil levels.</li> </ul>	
22.10.2024	<p>- TADANO (GR 300E)</p> <ul style="list-style-type: none"> <li>• Disassembly the air dryer. Replaced the <del>new</del> new air dryer assembly. Mounting the air dryer.</li> <li>• Drain the brake fluid. Filled the brake fluid and checked the brake system. When the brake pedal is pressed, the booster</li> </ul>	

Travel Date	Activites	Remark
23.10.2024	<p>breather come out the release of brake fluid. Dissassembly the brake booster. I found the brake oil in the booster. Checked the shaft seals not good.</p> <p>- TADANO (GR 300E)</p> <ul style="list-style-type: none"> <li>• Drain the winch gear oil (main and aux). Checked the any particles have or not. Filled the gear oil.</li> <li>• Drain the swing gear oil. Checked the any particles have or not. Filled the gear oil.</li> <li>• Removed the hydraulic return filter, hydraulic line filter, accumulator line filter and transmission breather. Replaced the <del>new</del> hydraulic return filter, hydraulic line filter, accumulator line filter and transmission breather, filter.</li> <li>• Test the machin and checked the oil leakage.</li> <li>• Checked the boom relief pressure, audrigger relief pressure, steering relief pressure and remove control pressure.</li> <li>• Checked the tighter torque of the swing bolts 400Nm once and 640 Nm once.</li> </ul>	

Travel Date	Activites	Remark
24. 10. 2024	<p>- TADANO (GR 300E)</p> <ul style="list-style-type: none"> <li>• Checked the main wire rope and auxiliary wire rope good or not.</li> <li>• Checked the wire rope run out detection switch main and auxiliary.</li> <li>• Grease the all point of machine</li> <li>• Checked the dismission of the machine main hook , auxiliary , pulley , main wire rope and auxiliary wire rope.</li> <li>• Lubricate the auxiliary wire rope.</li> <li>• Checked the engine oil pressure.</li> </ul>	
25. 10. 2024	<p>- ISUZU FDR 240</p> <ul style="list-style-type: none"> <li>• Drain the coolant and filled the coolant. cleaning the radiator with air. Removed the air filter in and out. Replaced the new air filter.</li> <li>• Removed the fuel water separator filter. cleaning the water separator housing. Replaced the new water separator filter.</li> <li>• Drain the transmission oil and axle oil. Checked the any particles have or not. filled the transmission oil and axle oil.</li> </ul>	

Travel Date	Activites	Remark
26.10.2024	<p>- TOYOTA forklift</p> <ul style="list-style-type: none"> <li>• Drain the engine oil. Removed the engine oil filter and fuel water separator. checked the any particles have or not. Filled the engine oil. Replaced the new engine oil filter and fuel water separator.</li> <li>• Removed the air filter. Replaced the new air filter (out).</li> <li>• Drain the transmission oil and axle oil. <del>Replaced</del> Removed the transmission filter. Checked the any particles have or not. Replaced the new transmission filter. Filled the transmission oil and axle oil.</li> <li>• Drained the hydraulic. Remove the hydraulic return filter. checked the any particles have or not. Replace the hydraulic return filter. Filled the hydraulic.</li> <li>• Test run the machin. checked the oil leakage. and oil levels</li> </ul>	
27.10.2024	<p>- TOYOTA forklift</p> <ul style="list-style-type: none"> <li>• Disassembled the wheel (L), brake parts. and piston. Disassembly the brake parts. checked the seals</li> </ul>	

Travel Date	Activites	Remark
27.10.2024	<p>and ball bearing and shoes. Cleaning the brake parts. Replace the new brake piston. Assembly the brake parts. Mounting the brake parts and wheel. Adjust the brake shoe. Filled the brake fluid. Air bleeding brake <del>from</del> brake line. <del>Test drive the mac</del></p> <p>- TADANO (GR 300E)</p> <ul style="list-style-type: none"> <li>• Brake servo oil leakage. Disassembled the brake servo. Disassembly the brake servo. Cleaning the brake servo parts. Replace the new seals. Assembly the brake servo. Mounting the brake servo. Filled the brake fluid. Air bleeding from brake line. Test drive the machine. It was ok. Job was finished.</li> </ul>	
28.10.2024	<p>- TOYOTA Forklift</p> <ul style="list-style-type: none"> <li>• Brake function abnormal (R). Disassembled the wheel (R) and brake parts. Disassembly the brake parts. Checked the seals, ball bearing and shoes. cleaning the brake parts. Assembly the</li> </ul>	

Travel Date	Activites	Remark
28.10.2024	<p>- brake parts. Mounting the brake parts and wheel. Adjust the brake parts shoe. Filled the brake fluid. Air bleeding brake from brake line. Test drive the machine. Filled the grease all point of machine.</p> <p>- Track Crane (FDR 240)</p> <p>Drain the hydraulic. Removed the return filter, strainer and level pipe. Replaced the new return filter, strainer and level pipe. Filled the hydraulic.</p> <p>Drain the swing gear oil and winch gear oil. Filled the swing gear oil and winch gear oil.</p> <p>Test run the machine. Checked the oil <del>and</del> leakage and oil level.</p> <p>Filled the grease all points of machine. It was ok. Job was finished.</p>	

Travel Date	Activites	Remark
29.10.2024	<ul style="list-style-type: none"> <li>- Track Crane ( FDR 240 )</li> <li>Dissassembled the wire rope.</li> <li>Checked the new wire rope.</li> <li>And then, replaced the new wire rope. Test the wire rope function. It was ok and job finished.</li> <li>Cleaning the service area.</li> <li>- Close off meeting with PTTEP Team.</li> </ul>	

20.

Print Date : 13-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	2024-10-16	Concrete Equipment	Service	Nyi Min Khant(2)	Go to Mingarlardon Air Port for Dawei Customer PTTEP Dawei Service job at 4:00 AM	04:00	Hlaingtharyar	Mingarlardon Air Port	20,000	20,000	GA Manager Approved	
2	2024-10-16	Concrete Equipment	Service	Hein Thiha Soe(1)	Go to Mingarlardon Air Port for Dawei Customer PTTEP Dawei Service job at 4:00 AM	04:00	Kyimyindaing	Mingarlardon Air Port	22,000	22,000	GA Manager Approved	
3	2024-11-10	Concrete Equipment	Service	Nyi Min Khant(2)	Go Back from Dawei Trip Service job site ( Customer PTTEP to Yangon Hlaingtharyar at 3:00 PM	03:00	Mingarlardon Air Port	Mingarlardon Air Port	20,000	20,000	GA Manager Approved	
4	2024-11-10	Concrete Equipment	Service	Hein Thiha Soe(1)	Go Back from Dawei Trip Service job site ( Customer PTTEP to Yangon Kyimyindaing at 3:00 PM	03:00	Mingarlardon Air Port	Kyimyindaing	22,000	22,000	GA Manager Approved	

Dear Aung Hein Win Ko Aung Hein Win,

Dawei သို့ Job သွားဖို့ ရှိတဲ့အတွက် Approved လေးပေးပေးပါအုံးရှင့် 🙏🙏

၀) ဝန်ထမ်းအမည် - Hein Thiha Soe, Nyi Min Khant

ရာထူး - DH, Mechanic  
ဌာန - CE3+CNC BU  
၂) သွားရောက်မည့် ဝန်ထမ်းအရေအတွက် - ( 2 ) person

၃) ခရီးသွားမည့်နေရာ - Dawei, KanPauk မြို့ Customer-PTTEP job site

၄) ခရီးသွားမည့်အကြောင်းအရာ - TADANO GR300 EX-2, Truck Crane Yearly Maintenance

၅) ခရီးစတင်သွားရောက်မည့်နေ့ရက်

၂) သွားရောက်မည့် ဝန်ထမ်းအရေအတွက် - ( 2 ) person

၃) ခရီးသွားမည့်နေရာ - Dawei, KanPauk မြို့ Customer-PTTEP job site

၄) ခရီးသွားမည့်အကြောင်းအရာ - TADANO GR300 EX-2, Truck Crane Yearly Maintenance

၅) ခရီးစတင်သွားရောက်မည့်နေ့ရက် (16.10.2024) နှင့် ပြန်ရောက်မည့်နေ့ရက် ( 4.11.2024 ) ခန့်မှန်းပါရှင့်

၆) Transportation - Air Tickets (Cost By Customer)  
Customer - PTTEP Co.,Ltd  
Model - GR300EX-2, Truck Crane

Aung Hein Win

Thiri Mon  
Dear Aung Hein Win Ko Aung H...  
Please proceed

2:48 PM

Ma Win Zar Hlaing



Ma Win Zar Hlaing  
last seen recently

Dear MD,

(ဝ) အမည်- Hein Thiha Soe, Nyi Min Khant

ရာထူး - DH , Mechanic

ဌာန - CE3+CNC BU

(၂) သွားရောက်သည့် ဝန်ထမ်း အရေအတွက် - 2 ယောက်

(၃) ခရီးသွားသည့်နေရာ - Dawei, Kan Pauk, Customer (PTTEP) Job Site

(၄) ခရီးသွားသည့် အကြောင်းအရာ - TADANO GR300 EX-2, Truck Crane Yearly Maintenance

(၅) စတင်သွားရောက်မည့် နေ့ရက် - 16.10.2024

ခန့်မှန်းခြေ 4 Weeks ခန့်ကြာနိုင်ပါသည်။ Customer site တွင်တည်းပါမည်။ Air (Cost by Customer) နှင့်သွားပါမည်။

Adv- 600,000/- ထုတ်ခွင့်ပြုပါ၍ 🙏

2:48 PM

Ma Win Zar Hlaing



Ma Win Zar Hlaing  
last seen recently

လို့ပါနော် 🙏🙏🙏

9:34 AM

ပိုက်ဆံ က တယ်ထုတ်ပေးထားမှာလဲ ညီမလေး

10:01 AM

ထွားမယ့် Department Headကို ပေးထားမှာ ပါမ



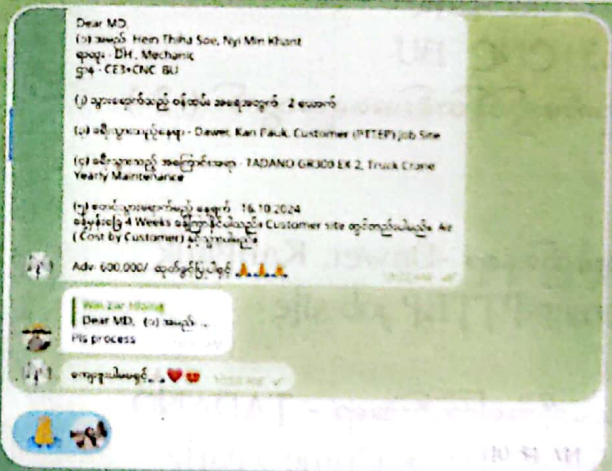
10:02 AM

ဒီနေ့ တောင်းပေးမယ်နော်

10:02 AM

ဟုတ်ဟုတ်မ တူညီပေးပါအုံးနော် သူတို့ Tripက ပိတ်ရက်စသွားရမှာဖြစ်နေလို့ပါမ

10:03 AM

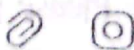


10:51 AM

ဟုတ်မကျေးဇူးပါမ 🙏🙏🙏

10:55 AM

Message



Message

