



CASH ADVANCE CLEAR FORM

Date : 10.8.2024

BU/BR/Division : PG

Department : Service

Advance Issue : 600000 Kyats/ USD

No	Issue Time	Date	Payment Voucher No	Amount		Descriptions
				USD	Kyats	
1	1 st Time Advance	10.7.24	WW-ADU20240		600000	Advance clear TA & express charges go to MKN BR customer machine repair. PIC- Aung Si Thu & Han Oo Zaw
2	2 nd Time Advance		70022			
3	3 rd Time Advance					
Total Advance					600000	
Total Actual					945000	
Balance Refund/Additional					345000	

Request By

Requester
Chit Pon Su

Checked By

Mgr/DH
Tint Naing

Checked By

Finance & Account
Lwin Lwin Aung

Approved By

GM/AGM/COO
Soe Htet Tin

Approved By

CMC

04-CFD-CAS-FRM-002-03

MKN BR AC to AC charges @ finance.

Total Expense (Kyats/USD)					945000
Cash Advance (Kyats/USD)					600000
Balance Refund/Additional (Kyats/USD)					345000
Job Report Status					
Authorization	Name	Position	Date	Sign	
Prepared By	Chit Pon Su	SH	10.8.2024		
Approved By Dept Head	Tint Naing	DH	10.8.2024		
Approved By GM/AGM/COO	Soe Htet Tin	AGM	10.8.2024		
Acknowledged by related Superior for Job Report					
HR Check & Approved	Zin Mar Kyaw	SH	10.8.24		
Cash Received					
Remark					



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	2024-07-11	Power Generator	Service	Aung Si Thu(3), Han Oo Zaw (2)	Go to MKN BR Support machine repair	08:30	HO (HTY)	Air port	15,000	15,000	GA Manager Approved	



TRAVELLING REPORT

Date : 10.8.2024

Report To	COO	
Employee Name	Aung Si Thu & Han Oo Zaw	
Position	SH & Jun; Mechanic	
Department	Service	
Business	PR	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	11.7.2024 (8:30Am)	
Total Days		
Trip Information	1. From YAN To MKN	
	2. From To	
	3. From To	
Purpose For Travelling	Myintkyinar BR support machine repair	
Travel Date	Activities	Remark
11.7.2024 ~ 10.8.2024	<p>Customer - U Thar Aung Khaing Model - MC-220B8 Problem - Minor Overhaul & alternator servicing (Job Finished)</p> <p>Customer - U Zay Lwan Model - MC-88A3 Problem - Minor overhaul & alternator servicing (Test run)</p> <p>Customer - Shadapra Baptist church Model - VP-550s Problem - Alternator servicing (progress)</p> <p>Customer - MC-165A3 U Hlo phint Model - MC-165A3 Problem - Minor overhaul & alternator servicing (disassembly)</p> <p>* with MKN BR SRV U Hla Min *</p>	

Reported by
 Sign :
 Name : Aung Si Thu
 Position : SH

Checked by
 Sign :
 Name : Hla Naing
 Position : DH

Approved by
 Sign :
 Name :
 Position :
 12/8/2024

13/08/2024
 Aung Myint Kyi

(DH/AGM/GM)

(COO)

No	Customer	Model	Problem	Amount	Machine status	Remark
1	U Thar Aung Khaing	MC-220BS	Minor Overhaul & alternator servicing	2885000	Customer Delivery	Finished ✓
2	U Zay Lwan	MC-88AS	Minor Overhaul & alternator servicing	2300000	Test run	Finished ✓
3	Shataprū Baptist Church	VP-500S	Alternator servicing	2300000	Progress ✓	
4	U Hlo Phint	MC-165AS	Minor Overhaul & alternator servicing	\$400	Disassembly ✓	
5	Daw Lae Lae Win	MF-331S	Minor Overhaul & alternator servicing	1500000	Deal customer ✓	OFFICE
6	U San Pang	MF-331S	Minor Overhaul & alternator servicing	1500000	Deal customer ✓	
Total (MMK)				10485000		
Total (USD)				\$400		

ending

Total 2841
 1 BR
 Steady
 Consent
 Date - 11/7/2024. → 1 month
 Date - 10/8/2024