

CASH CLAIM FORM

Date : 2. Aug. 2024

BU/BR/Division : Same

Department : Service

Issue Amount : 120000 Kyats/ USD

Budget include (or) Not :

Yes Budgeted Title and Amount :

No Reasons for :

Required For: Same to Kyunt Ni Maw Customer Agar Nadi Co., Ltd ABOUT, PD30S, Engine Installation job, Machine Inspection Job used Service Travelling charges. Service Team.

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး သေချာစွာစုံစမ်းစစ်ဆေးတွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။

(The amount requested must be properly calculated, checked and verified by respective authorized person)

(၂) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက၊ သက်ဆိုင်ရာ တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည့် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်

If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By

Checked By

Checked By

Approved By

Approved By

Nyein Nyein Thet Requester

Mano Myat Naing Mgr/DH Finance & Account

GM/AGM/COO

CMC/CEO/Chairwoman



TA PREPARE FORM

REQUESTER SIGN

[Handwritten Signature]

TOTAL MAN POWER

: Toe Tet Lin, Zan Ye Myint Aung

DATE & TIME (GO & BACK)

: 17-Jul-2024 (8:50am) to 20-Jul-2024 (5:50pm)

CUSTOMER

: Ayas Nadi Co. Ltd

SITE LOCATION

: Kyunt Ni Mass Village

MACHINE MODEL

: FD30NT, FD30S

MACHINE SERIAL NO

: CF14E-16429, CFS1-11264

W/NW

: NW, NW

HOUR METER

: Damage, 8390.9hr

M/S

: _____

PROBLEM

: Engine Installation (Engine Overhaul)
Machine Inspection

SERVICE ADMIN SIGN

[Handwritten Signature]

TRAVELLING REPORT

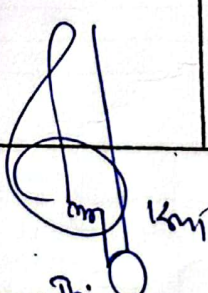
Date : 2. Aug. 2024

| Report To | 2. Aug. 2024 | |
|------------------------|--|---|
| Employee Name | Toe Tet Lin, Zon Ye Myird Aung | |
| Position | Service | |
| Department | Service | |
| Business | Dassei | |
| Departure & Arrival | Departure Date And Time | Arrival Date And Time |
| | 17. July. 2024 (1st) | 20. July. 2024 |
| Total Days | | |
| Trip Information | 1. From Dassei To Kyunt Ni Maw | |
| | 2. From Kyunt Ni Maw To Dassei | |
| | 3. From To | |
| Purpose For Travelling | | |
| Travel Date | Activities | Remark |
| 17. July. 2024 | Dassei to Kyunt Ni Maw (Engine Installation) | Dassei to Kyunt Ni Maw Customer |
| 18. July. 2024 | Engine Installation (16429) Machine Inspection (CF-51-1129) | Ayar Nadi Co. Ltd F530NT-FDSH-11264 |
| 19. July. 2024 | Engine Installation. | Engine Installation |
| 20. July. 2024 | Kyunt Ni Maw to Dassei - TA charges. | Job need go to the Kyunt Ni Maw Job site. |

Reported by

Sign : 
 Name : Toe Tet Lin, ZYMA
 Position : Service

Checked by

Sign : 
 Name : Khin Mar Thi
 Position : ABOH

Approved by

Sign :
 Name :
 Position :

(DH/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01



TRAVEL ADVANCE CLEAR FORM

| | | | | | |
|------------------------------|--|---------------|--------------------------------|--------------------------|--|
| Cash Advance | | Employee Name | The Tet Lin, Zan Ye Myint Aung | Estimated Date of Travel | 17 Jul. 24 (8:50am) to 20 Jul. 24 (5:50pm) |
| Position Rank | Service | Total Day | 4 day | | |
| BU/HR/DFV, Dept | Finance | Destination | Dawei to Kyunt Ni Mass | | |
| Purpose | Dawei to Kyunt Ni Mass Customer Ayar Wodi Co., Ltd. F300T, F300S, Engine Installation, Machine Inspection Job used TA charges. | | | | |
| Travelling Permit | | | | | |
| Arrival Place | Kyunt Ni Mass | | | | |
| Actual Date & Time of Travel | 17 Jul. 2024 (8:50am) to 20 Jul. 24 (5:50pm) | | | | |
| Total Day | 4 day | | | | |
| HR Name | Naw Ni Ndar Aye | | | | |
| HR Sign | | | | | |
| BOH/Authorized Person Name | Khin Mar Thi | | | | |
| BOH/Authorized Person | | | | | |

| | | | | | | |
|--|----------------------|------------------------------|--|---------------------|-------|--|
| Advance Clear | | Actual Date & Time of Travel | 17 Jul. 24 (8:50am) to 20 Jul. 24 (5:50pm) | Total Day | 4 day | |
| Departure Date & Time | 17 Jul. 24 (8:50am) | | Arrival Date & Time | 20 Jul. 24 (5:50pm) | | |
| Date | Description | Total Amount | | | | |
| | | | Kyats | USD | | |
| 17 Jul. 24 to 20 Jul. 24 | Toe Tet Lin TA | 4 x 15000 | 60000 | | | |
| 17 Jul. 24 to 20 Jul. 24 | Zan Ye Myint Aung TA | 4 x 15000 | 60000 | | | |
| Total Expense (Kyats/USD) | | | 120000 | | | |
| Cash Advance (Kyats/USD) | | | | | | |
| Balance Refund/Additional (Kyats/USD) | | | | | | |

| | | | | |
|---|------------------|----------------------|--------------|------|
| Job Report Status | | | | |
| Authorization | Name | Position | Date | Sign |
| Prepared By | Nyein Nyein Thet | Sale & Service Advt. | 1. Aug. 2024 | |
| Approved By Dept Head | | | | |
| Approved By GM/AGM/COO | Khin Mar Thi | ABOH | 1. Aug. 2024 | |
| Acknowledged by related Superior for Job Report | | | | |
| HR Check & Approved | Naw Ni Ndar Aye | HR, GA, Cash | 1. Aug. | |
| Cash Received | | | | |

Remark - Dawei to Kyunt Ni Mass Customer Ayar Wodi Co., Ltd. F300T, F300S Engine Installation, Machine Inspection Job used TA charges. Service Team