



TRAVEL ADVANCE CLEAR FORM

Cash Advance			
Employee Name	Myo Myint Aung	Estimated Date of Travel	24.1.2025 ~22.2.2025
Position & Rank	Operator	Total Day	30 Days
BU/BR/DIV, Dept	PG/Rental	Destination	Pwint Phyu
Purpose	Stand By Operator (Extension) at job site		

Travelling Permit			
Arrival Place	Pwint Phyu		
Actual Date & Time of Travel	24.1.2025 ~22.2.2025	(08:00AM~5:00 PM)	
Total Day	30 Days		
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
24.1.2025 ~22.2.2025	Total Days 30 Days (30 x 10,000)	300,000	
	Matador 200 KVA		
	Model : DE220D5		
	Sr:No: A1607034		
	Customer : Htoo Aung Hlyan		
Total Expense (Kyats/USD)		300,000	
Cash Advance (Kyats/USD)		-	
Balance Refund/Additional(Kyats/USD)		300,000	

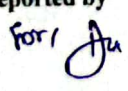
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Hsu Yee Htet	Staff	22.02.2025	
Approved by Dept Head	Aung Ko Oo	D.H	22.02.2025	
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M	24.02.2025	
Acknowledged by related Superior for Job Report	Aye Min Tun	VCM		
HR check & approved	Phyo Wai Nyein	A.D.H	24.2.2025	
Cash received				


Remark

TRAVELLING REPORT

Date :

Report To	DH	
Employee Name	Myo Mirt Aung	
Position	operator	
Department	Bertal	
Business	PA	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	24.1.2025 (8:00 AM)	22.2.2025 (5:00 PM)
Total Days		
Trip Information	1. From Phwet Phye To Phwet Phye	
	2. From To	
	3. From To	
Purpose For Travelling	Stand by Operator	
Travel Date	Activities	Remark
24.1.25 to 22.2.25	Daily machine inspection checking. Engine oil, water, air checking, and sent report. Machine start hours and stop hours sent to DH weekly inspection report, machine regular service, machine clearing daily and weekly report sent to DH	

Reported by
 Sign : 
 Name : Myo Mirt Aung
 Position : Operator

Checked by

 Sign :
 Name : Aung Ho Oo
 Position : DH
 (DH/AGM/GM)

Approved by
 Sign :
 Name :
 Position :
 (COO)