



TRAVEL ADVANCE CLEAR FORM

Cash Advance		5000081		9:30Am	7:00pm	12:00pm	8:30pm
Employee Name	Aung Si Thu	Estimated Date of Travel	28.3.25 → 1.4.25 / 11.4.25 → 7.5.25				
Position Rank	3H	Total Day	31 1/2 days				
BU/BR/DIV. Dept	Pa	Destination					
Purpose	HPA BR support machine repair						
Travelling Permit							
Arrival Place	Myawaddy, Hpa-an						
Actual Date & Time of Travel	28.3.25 / 11.4.25						
Total Day	31 1/2 days						
HR Name							
HR Sign							
BOH/Authorized Person Name							
BOH/Authorized Person							
Advance Clear							
Actual Date & Time of Travel	28.3.25 (9:30Am)		Total Day	31 1/2 days			
Departure Date & Time	28.3.25 (9:30Am)		Arrival Date & Time	7.5.25 (8:30pm)			
Date	Description		Total Amount				
			Kyats	USD			
28.3.25 → 1.4.25	For TA days → 5 days x 150081.		750081.		✓		
11.4.25 → 7.5.25	For TA days → 26 days x 150081.		3900081.		✓		
	1/2 day Express charges		750081.		✓		
	Taxi charges		400081.		✓		
	HPA to MND Car charges		1700081.		✓		
Total Expense (Kyats/USD)			7275081.		✓		
Cash Advance (Kyats/USD)			5000081.				
Balance Refund/Additional (Kyats/USD)			2275081.				
Job Report Status							
Authorization	Name	Position	Date	Sign			
Prepared By	Chit Pon Su	3H	3.6.25	[Signature]			
Approved By Dept Head	Tint Naing	3H	3.6.25				
Approved By GM/AGM/COO	Soe Htet Tin	AGM					
Acknowledged by related Superior for Job Report							
HR Check & Approved	Phyo Wai Nyein	ADH	5.6.25	[Signature]			
Cash Received							
Remark							

28.3.25 မှ ၁၁.၄.၂၅ ရက်အထိ ၃၁.၅ ရက်အတွက် ဝန်ထမ်းခွင့်ရရှိရန် ဝန်ထမ်းမှတ်ပုံတင်ရန်
 ၁၁.၄.၂၅ ရက်မှ ၇.၅.၂၅ ရက်အထိ ၂၆.၅ ရက်အတွက် ဝန်ထမ်းခွင့်ရရှိရန်



မင်္ဂလာ

သံသ

02286

နယူးမြတ်သစ္စာ အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး

ရန်ကင်း ↔ ဘားအံ ↔ အိန္ဒြာ ↔ သာမည ↔ ကျိုဒီး ↔ ကော့ကရိတ် ↔ မြဝတီ

အောင်စည်သူ
 ဘားအံ
 ကာလေး
 ၃၀၀၀၀ ၅၂၆

ခုံနံပါတ်
 သွားမည့်နေ့
 အချိန်

၂၆
 ၂၆.၃.၂၆
 ၂၂.၀၀

တာဝန်ခံလက်မှတ်

ရန်ကင်း

09 791439893, 09 770568122, 09 780028070, 09 780049949,
 09 444069969, 09 444069699, 09 420071100, 09 660091100,
 09 777147741

မြဝတီ

09 428178828, 09 778492585, 09 778709268




KBZMS
 General Insurance
 အထူးခရီးသွားအာမခံပါရှိပြီး

Company Name : Winning Way

Department Name : Service

No.	Date	Name	Description	Amount	Remark
1.	29.3.25	Aungsi Thu	HPA to MKD Car charges (Beex m: f: m: m)	50000.00	Car charges: မြန်မာ့ ဧည့်သည်တော်များ *အောင်ပိုင်ရာ HPA BOH
2.	4.5.25	Aungsi Thu	MKD to HPA C Double cab car & 2000	120000.00	ကားငွေ ပြန်လှူပေး
Total Amount				170000.00	

Requested by	Approved by	Checked by	Approved by	Approved by
Sign : 				
Name : <u>Chit Ponku</u>	<u>Tint Naing</u>	<u>Kevin² Aung</u>	<u>see Htet Lin</u>	
(Requester)	(Department Head)	(Related FNA/Corp FNA)	(OM/AGM/GM)	(ACOO/COO/MD/VCM)

TRAVELLING REPORT

Date: 19.5.25

Report To	COO	
Employee Name	Aung Si Thil	
Position	SH	
Department	SRV	
Business	PGV	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	28.8.2025	7.5.2025
Total Days	26 1/2 days	
Trip Information	1. From YGN To HPA	
	2. From HPA To MWJ	
	3. From MWJ To HPA to YGN	
Purpose For Travelling	HPN BR support (overhaul machine)	
Travel Date	Activities	Remark
11.4.2025 - 18.4.2025	Ygn-Berlin-HPAAn-Myawady	Ty.
14.4.2025 - 15.4.2025	customer-Lucky Fish	PSG-TR-25-04-0547
15.4.2025	Engine model-MC-138AS	
16.4.2025	Job classification-Engine	Cle; ①.
17.4.2025	cleaning	Cle; ②.
18.4.2025	mounted engine block, crankshaft, water pump and other accessories	Ass ①.
19.4.2025	piston ring and connection rod,	Ass ② ~ Ass ⑤.
~	Mounted engine head, charging	PSG-TR-25-04-0548
22.4.2025	alternator, dealer machine canopy and main alternator body clean	
	Alternator & engine head install	

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

Checked by
 Sign :
 Name : Pint Naing
 Position : SH

Approved by
 Sign :
 Name :
 Position :

Aung Hsun Ulin
 28/5/25

(DI/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01

TRAVELLING REPORT

Date: 19.5.25

Report To	COO	
Employee Name	Aung Si Thu	
Position	SH	
Department	SRV	
Business	PA	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	28.3.2025	29.3.2025 7.5.2025
Total Days	26 1/2 days	
Trip Information	1. From YAN To HPA	
	2. From HPA To MWJ	
	3. From MWJ To HPA to YAN	
Purpose For Travelling	HPN BR support (overhaul machine).	
Travel Date	Activities	Remark
28.3.2025	Yangon to Hpa-Ari	T1
29.3.2025	Hpa-Ari to Myawady	T2
30.3.2025	← Lucky Fish Machine Model-MC-138AS Machine s/n NO-A1809222 (Engine disassembly)	Cur; ① D11
31.3.2025	(Engine disassembly)	D11 2.
1.4.2025	Myawady to Yangon	T3

Reported by
 Sign: *[Signature]*
 Name: Aung Si Thu
 Position: SH

Checked by
 Sign: *[Signature]*
 Name: Aung Naing
 Position: DH

Approved by

Sign: *[Signature]*
 Name:
 Position:

(DH/AGM/GM)

(COO)

[Signature]
 Aung Hsun Ulin
 28/5/25

05-CHL-HRM-FRM-064-01

⇒ Total Customer - 9 Pax
 ⇒ Main Job - engine OVH - 10 days
 Travelling - 6 days
 Other 8 pax customer jobs - 11 1/2 days

Proper lead time.



TRAVELLING REPORT

Date : 19.5.25

Report To	COO	
Employee Name	Aung Si Thee	
Position	SH	
Department	PSRV	
Business	PG	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	28.5.2025	7.5.2025
Total Days	26 1/2 days	
Trip Information	1. From YGN To HPA	
	2. From HPA To MWD	
	3. From MWD To HPA to YGN	
Purpose For Travelling	HPN BR support coverhaul machine)	
Travel Date	Activities	Remark
23.4.25	Mounted injection pump and valve adjustment, Free test run, load test run, clean the machine	psa-JR-25-04-0539
24.4.25		
25.4.25		
25.4.25	customer - GA BBA	psa-JR-25-04-0562
26.4.25	Model - MF 538 J	psa-JR-25-04-0564
	Problem - Regular service	
26.4.25	Customer - U Aye Hara	psa-JR-25-04-0564
	Model - MC-165AS	
27.4.25	Problem - Engine Hunting	psa-JR-25-04-0560
	Customer - Daw Nan Yee Yee Win	
	Model - MC-138AS	
28.4.25	Problem - Charging Alternator Damage installation	psa-JR-25-04-0562
	customer - A one Hotel used machine	
28.4.25	Model - 1306C-E87TAG	psa-JR-25-04-0562
	Problem - Regular service	

As (6)
As (7)

Cus (2)
Req (1)

Cus (3)
Troubleshoot (1)

Cus (4)
Inspection:

Cus (5)
Req (1)

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

Checked by
Sign :
Name : Tint Naing
Position : DH

Approved by
Sign :
Name :
Position :

(DH/AGM/GM)

(COO)

Aung Han Ullin
28/5/25

TRAVELLING REPORT

Date: 19.5.25

Report To	COO	
Employee Name	Acung S: Thel	
Position	SH	
Department	SRV	
Business	PG	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	28.8.2025	7.5.2025
Total Days	26 1/2 days	
Trip Information	1. From YGN To HPA	
	2. From HPA To MWD	
	3. From MWD To HPA to YGN	
Purpose For Travelling	HPN for support (Overhaul machine)	
Travel Date	Activities	Remark
29.4.25	customer - A one Hotel Model - 1306C - E87 TAGG Problem - Engine hunting (inspection)	PSN-JR-25-040567 Cus-6 Insp-①
30.4.25	customer - Jin Xin Holding Model - Mkt-550P (engine) Problem - Air cleaner damage & inspection	PSN-JR-25-04-0576 PSN-JR-25-04-0577 PSN-JR-25-04-0578 Cus-7. Insp-①
1.5.25	customer - Lucky Fish Model - MC-138AS Problem - Test run	Test-①
2.5.25	customer - 9988a Problem - overhaul discuss	Visit-②
3.5.25	customer - A one Hotel Problem - Engine hunting	

Reported by
 Sign:
 Name: Acung S: Thel
 Position: SH

Checked by
 Sign:
 Name: Tint Noring
 Position: OH

Approved by
 Sign:
 Name: Acung Han Ulla
 Position: (COO)

(DIE/AGM/GM)

(COO)

05-CHL-HRM-EKM-064-01

TRAVELLING REPORT

Date: 19.5.25

Report To	COO	
Employee Name	Aung Si Thu	
Position	SH	
Department	SRV	
Business	Rn	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	28.5.2025	7.5.2025
Total Days	16/19 days	
Trip Information	1. From YGN To HPA	
	2. From HPA To MWJ	
	3. From MWJ To HPA to YGN	
Purpose For Travelling	HPN for support (overhaul machine)	
Travel Date	Activities	Remark
4.5.25	customer - Tin Xin Model - MW-550P Problem - Engine overheat	Cus - (8) Testing
5.5.25	customer - U Yin Han Model - MC-44A3 Problem - RPM function abnormal & Regular service	Cus - (9) Inspection
6.5.25	MWJ to YGN	

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

Checked By
 Sign :
 Name : Tint Naing
 Position : DH

Approved by
 Sign :
 Name :
 Position :

(DI/AGM/GM)

(COO)

05-CHL-HRM-FRM-064-01

Aung Han Ulin
 28/5/25 -



No.589-592,Bo Aung Kyaw Street, Yangon-Pathein High Way Road,Hlaing Thar Yar Township, Yangon, Myanmar

Print Date : 04-Jun-2025

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	2025-03-28	Power Generator	Service	Aung Si Thu(3)	HPA BR CUSTOMER MACHINE REPAIR	09:30	HO(HTY)	Aung Min Galar	25,000	25,000	GA Manager Approved	
2	2025-05-07	Power Generator	Service	Aung Si Thu(3)	Return back HPA BR	08:30	Pale Lan Sone	Thamine	20,000	20,000	GA Manager Approved	