



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Toe Wai Phyo	Estimated Date of Travel	02.11.2024 ~03.11.2024	
Position & Rank	Operator	Total Day	2 Days	
BU/BR/DIV, Dept	PG/Rental	Destination	Taungoo -Oaktwin	
Purpose	Machine Regular Service and Expection tank repair			
Travelling Permit				
Arrival Place	Taungoo -Oaktwin			
Actual Date & Time of Travel	02.11.2024 ~03.11.2024 (8:00 AM~17:00 PM)			
Total Day	2 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
02.11.2024 ~03.11.2024	TA for Total - 2 Days (2 x 15000)		30,000	/
	Express Charges(Go and Back)-1Way-15000		30,000	/
	Taxi Charges		20,000	/
	Matador -100KVA			
	Model : DE110D5			
	Sr:No: A1607039			
	Customer :U Kan Chun			
Total Expense (Kyats/USD)			80,000	
Cash Advance (Kyats/USD)				
Balance Refund/Additional(Kyats/USD)			80,000	
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Hnin Yu Yu Khine	Staff	08.11.2024	
Approved by Dept Head	Aung Ko Oo	D.H	08.11.2024	
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M	08.11.2024	
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	08.11.2024	
HR check & approved	Phyo Wai Nyein	A D.H	08.11.2024	
Cash received				
Remark				

ထက်အောင် (ကားဂိတ်)

သံယံ

မြန်မာပြည်အနှံ့ခရီးသွားလက်မှတ် နှင့် ကုန်စည်ပို့ဆောင်ရေး
 မီးပွိုင့်အနီး၊ ပဲခူးလမ်းရပ်ကွက်၊ အုတ်တွင်းမြို့၊
 အမြန်လမ်း၊ ဝဥရဒိုင် ဥဇာလုံ

From To

အမည် Name	ထွက်ခွာနေ့ Date of Departure
နံအမှတ် Seat No	သင့်ငွေ Fare
ထွက်ခွာရက် Departure	အရောက်လာရန်အချိန် Check in Time

ယာဉ်ထွက်မီ နာရီ(ဝက်)စောလာပါရန်၊ ရောင်းပြီးလက်မှတ် ငွေပြန်မအမ်းပါ။
 Ph:09-794181022, 09-455272951 (လမ်းဟောင်း)
 09-697162171, 09-682181711 (ဝဥရဒိုင် ဥဇာလုံ အမြန်လမ်း)

→ Ph : 09-444700368, 09-420780808
 09-420943360, 09-420395080
 09-263029654, 09-697411435
 ကွင်း → Ph : 09-976425010
 → ကုန်သည်ကြီးလမ်းနှင့် (၇) လမ်းထောင့်၊
 Ph:054-2825723, 09-676668414
 09-765025723, 09-970528566
 → ငါးဂက်ဈေးရှေ့ ရှေ့မြို့၊
 Ph:09-775055600, 09-766620806

3. From		
Purpose For Travelling		
Travel Date	Activities	Remark
၉. 11. 2024 to 3. 11. 2024	Go to Oaktwin U Kan Chun rice mill Madador 100 KVA (A-16090302) radiator cap expentrom tank coolant leakage problem, this tank dismounted cleaning use 502 glue and powder madafite is ok. Report to DH. The next day for regular service inspection check, drain engine oil, fuel filter, engine oil filter dismounted and refill the engine oil all filter is mounted is ok. Machine condition is ok. So we test run the machine is ok. Report to DH.	

Reported by
 Sign: *[Signature]*
 Name: Toe Uat Phye
 Position: AGM/GM

Checked by
 Sign: *[Signature]*
 Name: Aung Ho Oo
 Position: DH
 (DH/AGM/GM)

Approved by
 Sign :
 Name :
 Position :
 (COO)

စောမန်

25231

အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး

ရန်ကင်း ⇌ တောင်ငူ ⇌ ရှေးဦး ⇌ မန္တလေး ⇌ ပြင်ဦးလွင်

အမည် အောင်ကျော်မြင့် ရက်စွဲ 2.10.24
 ခုံနံပါတ် 12 ကားနံပါတ် _____
 သင့်ငွေ 15000 ယာဉ်ထွက်ချိန် 11.2
 ယာဉ်မထွက်ခင်မီနံပါတ် ၃၀ ကြိုတင်လာပါ။
 ဝယ်ယူပြီး လက်မှတ်ငွေ ပြန်မအမ်းပါ။
 ယာဉ်ပေါ်တွင် မူးယစ်သောက်စားခြင်း၊ ဆူညံခြင်း မပြုရပါ။

ရန်ကင်း → Ph : 09-444700368, 09-420780808
 09-420943360, 09-420395080
 09-263029654, 09-697411435
 တောင်ဆန်းကွင်း → Ph : 09-976425010
 တောင်ငူ → ကုန်သည်ကြီးလမ်းနှင့် (၇) လမ်းထောင့်၊
 Ph:054-2825723, 09-676668414
 09-765025723, 09-970528566
 ရှေးဦး → ငါးဂုတ်ငရု၊ ငရုမြို့။
 Ph:09-775055600, 09-766620806

Trip Information	1. From	
	2. From <u>Oaktwin</u>To <u>Yangon</u>	
	3. From	To
Purpose For Travelling		
Travel Date	Activities	Remark
<u>2.11.2024</u>	<u>Go to Oaktwin U Kan Chun rice mill Madador 100 KVA (A-1609039) radiator cap expansion tank coolant leakage problem, this tank dismounted cleaning use 502 glue and powder madafife is ok. Report to DH. The next day for regular service inspection check, drain engine oil, fuel filter, engine oil filter dismounted and refill the engine oil all filter mounted is ok. Machine condition is ok. So we test run the machine is ok. Report to DH.</u>	
<u>to</u>		
<u>3.11.2024</u>		

Reported by
 Sign [Signature]
 Name Te Win Phye
 Position AGM/GM

Checked by
 Sign [Signature]
 Name Aung Ko Oo
 Position DH

Approved by
 Sign :
 Name :
 Position :


(DH/AGM/GM)


(COO)

TRAVELLING REPORT

 Date : 2.11.2024

Report To	DH	
Employee Name	Toe Wai Phye	
Position	AGM/GP	
Department	Rental	
Business	PG	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days		
Trip Information	1. From <u>Yangon</u> To <u>Oaktwin</u>	
	2. From <u>Oaktwin</u> To <u>Yangon</u>	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
2.11.2024 to 3.11.2024	Go to Oaktwin U Kan Chun ricemill Madador 100 KVA (A-1601032) radiator cap expenditure tank coolant leakage problem, this tank dismounted clearing use 502 glue and powder madafite is ok. Report to DH. The next day for regular service inspection check, drain engine oil, fuel filter, engine oil filter dismounted and refill the engine oil all filter dismounted is ok. Machine condition is ok. So we test run the machine is ok. Report to DH.	

Reported by
 Sign: 
 Name: Toe Wai Phye
 Position: AGM/GP

Checked by
 Sign: 
 Name: Aung Ko Oo
 Position: DH

(DH/AGM/GM)

Approved by
 Sign :
 Name :
 Position :

(COO)

Print Date : 20-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	2024-11-03	Power Generator	Rental	Toe Wai Phyo	Machine regular service and radiator cap expention tank leakage problem solving to Taungoo-oaktwin customer job site	04:00	Aung Mingalar Bus Terminal	Hlaing Thar Yar Shwelinban	20,000	20,000	GA Manager Approved	U Kan Chun Rice mill 100KVA, DE-110D5 A1607039
2	2024-11-04	Power Generator	Rental	Arkar Kyaw (3)	Come back from Hpa-an customer job site stand by operator	08:00	Aung Mingalar Bus Terminal	Hlaing Thar Yar Phayar Street	20,000	20,000	GA Manager Approved	Mingalar Soe Myint 60KVA, DE-66D5 A-1607044
3	2024-11-11	Power Generator	Rental	Toe Wai Phyo	Come back from customer job site machine delivery inspection	03:00	Aung Mingalar Bus Terminal	Hlaing Thar Yar Shwelinban	18,000	18,000	GA Manager Approved	Red star rice mill 200KVA, DE-220D5 A-1607033