

Date : 2. Aug. 2024

BU/BR/Division : Dausei

Department : Service

Issue Amount : 105 000 Kyats/.....USD

Budget include (or) Not :

Yes Budgeted Title and Amount :
No Reasons for :

Required For:

Dausei to Myunt Ni Maus Customer Ayar Nadi Co., Ltd
F330 NT, F330S Engine Installation Job & Regular
Service 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)

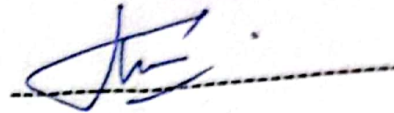
(၂) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက၊ သက်ဆိုင်ရာ၊
တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်

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

Request By: Nyein Nyein Thein, Requester
Checked By: Mgr/DH
Checked By: Su Myat Naing, Finance & Account
Approved By: GM/AGM/COO
Approved By: CMC/CEO/Chairwoman

TA PREPARE FORM

REQUESTER SIGN



TOTAL MAN POWER : Toe Tet Lin, Zan Ye Myint Aung

DATE & TIME (GO & BACK) : 23-Jul-2024 (10:00am) to 26-Jul-2024 (10:15am)

CUSTOMER : Ayar Nadi Co., Ltd

SITE LOCATION : Kyant Ni Maw Village

MACHINE MODEL : F330NT & F330S

MACHINE SERIAL NO : CF14E-16429 & CF51-11264

W/NW : NW

HOUR METER : Damage & 8390.9 hr

MILES : _____

PROBLEM : Engine Installation Job &
Regular Service Job.

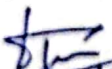
SERVICE ADMIN SIGN




TRAVELLING REPORT

Date: 2 Aug 2024

Report To	2 Aug 2024	
Employee Name	Toe Tet Lin, Zan Ya Myint Aung	
Position	Service	
Department	Service	
Business	Dassai	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	23 Jul 2024 (10:00am)	26 Jul 24 (10:15am)
Travel Days		
Trip Information	1. From Dassai To Kyunt Ni Maus	
	2. From Kyunt Ni Maus To Dassai	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
23 Jul 2024	Dassai to Kyunt Ni Maus (Engine Installation - FD30NT)	Customer Ajar Modi Co, Ltd FD30NT,
24 Jul 2024	Engine Dismounting (FD30NT)	FD30S, Engine Installation, Machine Test
25 Jul 2024	Machine Test Run (FD30NT)	Run, Regular Service
26 Jul 2024	Regular Service (FD30S)	job go to the
26 Jul 2024	Kyunt Ni Maus to Dassai -TA charges.	Kyunt Ni Maus Job site Service Team.

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	Toe Tet Lin, Zan Ye Myint Aung		Estimated Date of Travel	23-Jul-24 (10:00am) to 26-Jul-24 (10:15am)	
Position Rank	Service		Total Day	3 1/2 day	
HU/HR/ENV, Dept	Dancei		Destination	Dancei to Kyant Ni Maus	
Purpose	Dancei to Kyant Ni Maus Customer Appt. Napli co., Ltd. PD-SONT, PD-SOS Engine overhaul job. Regular service used. TA charged.				
Traveling Period					
Arrival Place	Kyant Ni Maus				
Actual Date & Time of Travel	23-Jul-24 (10:00am) to 26-Jul-24 (10:15am)				
Total Day	3 1/2 day				
HR Name	Maus Ni Nader Aye				
HR Sign					
ICM/Authorized Person Name	Khin Mar Thi				
ICM/Authorized Person					
Advance Clear					
Actual Date & Time of Travel	23-Jul-24 (10:00am) to 26-Jul-24 (10:15am)		Total Day	3 1/2 day	
Departure Date & Time	23-Jul-2024 (10:00am)		Arrival Date & Time	26-Jul-24 (10:15am)	
Date	Description	TA	Total Amount	Total Amount	
				Kyats	USD
23-Jul-24 to 26-Jul-24	Toe Tet Lin	TA	3 1/2 x 15000	52500	
23-Jul-24 to 26-Jul-24	Zan Ye Myint Aung	TA	3 1/2 x 15000	52500	
Total Expense (Kyats/USD)				105000	
Cash Advance (Kyats/USD)					
Balance Refund/Additional (Kyats/USD)					
Job Report Status					
Authorization	Name	Position	Date	Sign	
Prepared By	Nyein Nyein Thet	Sale & Service	2. Aug. 2024		
Approved By Dept Head					
Approved By GM/AGM/COO	Khin Mar Thi	ABOH	2. Aug. 2024		
Acknowledged by related Superior for Job Report					
HR Check & Approved	Maus Ni Nader Aye	HA, GA, Cash	2. Aug. 2024		
Cash Received					
Remark: Dancei to Kyant Ni Maus Customer Appt. Napli co., Ltd. PD-SONT, PD-SOS, Engine Installation, Regular service job used TA charged.					