

Date : 11.4.2024

BU/BR/Division : CE-1 BU

Department : Service

Issue Amount : 17000.01 Kyats/

Budget include (or) Not :

Yes

Budgeted Title and Amount :

No

Reasons for :

Required For:

For branch support job to Naypyitaw. Customer - MR WAN, Ec350DL # 271035, Problem. Fuel Injection Alarm.

မှတ်ချက်။

(၁) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိလူကြီးမင်းများအားလုံး သေချာစွာစစ်ဆေးစစ်ဆေးတွက်ချက်ပြီးထားသော 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

Phyu Phyu Win

Requester

Phyu Phyu Win

Checked By

Aeng Ko Min
AKM

Mgr/DH

Aeng Ko Min

Checked By

Phyat Min Thaw

Finance & Account

Phyat Min Thaw

Approved By

Wich Yee Aung

GM/AGM/COO

Wich Yee Aung

Approved By

29/04/2024
Director

CMC/CEO/Chairwoman



TRAVEL ADVANCE CLEAR FORM

Cash Advance		Estimated Date of Travel	1. 4. 2024 ~ 10. 4. 2024
Employee Name	Myin Win Mying	Total Day	9 days
Position Rank	Tech. Support	Destination	Naaypindaew
HR/HR DIV. Dept	CC-IT&C Service	Purpose for branch support job. Customer. PIR RIANU (fuel injection Alarm)	
Unselling Permit			
Arrival Place	Naaypindaew		
Actual Date & Time of Travel	1. 4. 2024 ~ 10. 4. 2024		
Total Day	9 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
1. 4. 2024	Hlaingtharyar to Aungmyindalar taxi charges	20000	-
1. 4. 2024	Yangon to Naaypindaew car ticket	20000	-
9. 4. 2024	Naaypindaew to Yangon car ticket	20000	-
10. 4. 2024	Aungmyindalar to Hlaingtharyar taxi charges	20000	-
1. 4. 2024 ~ 9. 10. 4. 2024	TA charges (9 days x 10000/-)	90000	-
Total Expense (Kyats/USD)		170000	1-
Cash Advance (Kyats/USD)		-	-
Balance Refund/Additional (Kyats/USD)		170000	1-

Job Report Status

Authorization	Name	Position	Date	Sign
Prepared By	Phyu Phyu Lwin	Admin	11. 4. 2024	[Signature]
Approved By Dept Head	Aung Ko Pin	D. H	22. 4. 2024	[Signature]
Approved By GM/AGM/COO	Watt Yee Aung	AGM	24. 4. 24	[Signature]
Acknowledged by related Superior for Job Report	Aye Pin Htan	COO	24. 4. 24	[Signature]
HR Check & Approved	Mar Mar Oo	SH	25. 4. 24	[Signature]
Cash Received	Thef Kinnue Lin	Cashier	10. 5. 24	[Signature]

Remark

Lin

TRAVELLING REPORT

Date : 10.4.2024

Report To	Aung Ko Min, Aung Kyaw Thu, Waihl Yee Aung	
Employee Name	Nay Lin Naing	
Position	Tech - support	
Department	Service	
Business	CEI	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	1.4.24 (9:00 PM)	10.4.24 (8:00 AM)
Total Days		
Trip Information	1. From Yangon To Naypyitaw	
	2. From Naypyitaw To Yangon	
	3. From To	
Purpose For Travelling	For branch support job to Naypyitaw. Customer - MR WARE EC85001 # 27.1035 Problem - Fuel Injection Alarm.	

Travel Date	Activities	Remark
1.4.24	Go to NPT	
2.4.24	Arrived NPT & Go to JS	
3.4.24	Job start - replacing injectors	
4.4.24	Test run	Test run about Cobrs because of customer complain
5.4.24	Test run	
6.4.24	Test run	
7.4.24	Test run	
8.4.24	Go back to NPT	
9.4.24	Knowledge sharing to NPT servic team	
	Go back to YGN	
10.4.24	Arrived to YGN	

Reported by

Sign :
 Name : Nay Lin Naing
 Position : Tech - support

Checked by

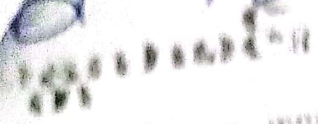
Sign :
 Name : Aung Ko Min
 Position : O.H
 (DIH/AGM/GM)

Approved by

Sign :
 Name : Aung Mye Aung
 Position :
 (COO)

05-CHL-HRM-FRM-064-01

1592



PT Trans Bus Garuda

Name (ꦤꦤ꧀) :
Sugeng (ꦱꦸꦒꦺꦁ)

Class/Type (ꦏꦼꦱꦱꦺꦝꦠꦶꦥ) :
Super-Higer

Bus No. (ꦏꦼꦱꦱꦺꦝꦠꦶꦥ) :
3596-5429

Booking Reference :
3596-5429

Status :
CONFIRMED

Departure (ꦒꦺꦝꦺꦤ꧀) :
Apr 01, 9:01 PM

Gate (ꦒꦺꦝꦺꦤ꧀) :
Aung Mingalar Bus Terminal

Special Request (ꦱꦺꦴꦱꦺꦴꦏꦺꦴꦩꦶꦁꦭꦂ)

Printed Time :
Apr 01, 8:01 PM

Passengers Total : 20,000

Check in 30 minutes before the departure time.
No refund after the purchase.
Each passenger is allowed one carry-on bag.


Contact Phone: CallCenter: 02772 889
906, (CN-095020181, NP1-09751251277) Meulitua: 09 988
885667, MOY: 09402651991, Bagan: 09429201060


TAXI CHARGES FORM


BU/BR/DIV Name : CE-180


Department Name : Service



No.	Date	Name	Description	Departure Time	Routes		Cost	Remark
					From	To		
1.	1.4.2024	Nay Lin Nwaing	for branch support job Naypyitaw branch	5:00PM	Klaingtharyar	Aungmyeathar	20,000.-	
2.	10.4.2024	Nay Lin Nwaing	"	6:00AM	Aungmyeathar	Klaingtharyar	20,000.-	
Total Taxi Charges							40,000.-	

Requested by
 Sign : 
 Name : Phyu Phyu Win
 Dept. : Service
 (Requestor)

Acknowledged by
 Sign : 
 Name : Mar Mar Oo
 Dept. : Administration
 (HR/Admin)

Acknowledged by
 Sign : 
 Name : Aung Ko Min
 Dept. : Service
 (DH)

Approved by
 Sign : 
 Name : Wutt Yee Aung
 Dept. :
 (ABOH/BOH/AGM/GM)

Acknowledged by
 Sign : 
 Name : 
 Dept. :
 (HO-GA)

