



TRAVEL ADVANCE CLEAR FORM

Cash Advance				
Employee Name	Pyae Soe Khant		Estimated Date of Travel	91.8.25 to 11.4.25
Position Rank	2A, Mechanic		Total Day	11 Days
BU/BR/DIV, Dept	Mandalay Resources		Destination	BLN Job Site
Purpose	Go to BLN BR to check engine oil leakage for ME220x11 # 9403104			
Travelling Permit	Car Name - 11 Yan Mae Aung and 2x2101CH-5Gx11 # 90977, Car Name - Dae			
Arrival Place	BLN Job Site			Tire Max
Actual Date & Time of Travel	31.8.2025 < 8:00 PM > to 11.4.2025 < 1:00 PM >			Cho, Problems
Total Day	11 Days			- Engine
HR Name	Mae Thazire < W Machine >			RPM Drop
HR Sign				
BOH/Authorized Person Name	Aung Thea Win			
BOH/Authorized Person				
Advance Clear				
Actual Date & Time of Travel	From 31.8.25 < 8:00 PM > to 11.4.25		Total Day	11 Days
Departure Date & Time	From 31.8.25 < 8:00 PM >		Arrival Date & Time	11.4.25 < 1:00 PM >
Date	Description	Total Amount		
		Kyats	USD	
From 31.8.25 to 11.4.25	Travelling Allowance < 11 Days >	165,000		✓
10.4.25	Bus ticket charges < IS to BLN >	80,000		✓
From 31.8.25 to 11.4.25	Taxi charges	70,000		✓
Total Expense (Kyats/USD)		315,000		✓
Cash Advance (Kyats/USD)				
Balance Refund/Additional (Kyats/USD)				
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared By	Theandax Soe	BH	28/04/25	
Approved By Dept Head	Sai Nare KO	DH	"	
Approved By GM/AGM/COO	Aung Thea Win	GM	"	
Acknowledged by related Superior for Job Report	Aye Min Hboon	VCM	"	
HR Check & Approved	Mae Thazire	HR	"	
Cash Received				
Remark				

GENERAL EXPENSE CLAIM FORM

Company Name : Mandalay Resources
Department Name : Service

No.	Date	Name	Description	Amount	Remark
1.	10-4-25	Pyae Sone Khant	Gao To BLN Job Site to check Engine Oil leakage for ME2201U #SH03104, Ca Name - U Yan Moe Aung and 2X2101CH-S&X1U# 903FF, Ca Name - Daw Tin Mar Cha, Problem - Engine RPM Drop as repair purchase from Service Department. PIC- Pyae Sone Khant.	80000	Bus Ticket charges Job Site to BLN
Total Amount				80,000	

Requested by : *[Signature]*
Name : *Pyae Sone*
(Requester)

Approved by : *[Signature]*
Name : *Sai Nam Kg*
(Department Head)

Checked by : *[Signature]*
Name : *Tin Za Hlaing*
(Related FNA/Corp FNA)


Approved by : *[Signature]*
Name : *Aung Tha win*
(OM/A/GM/GM)


Approved by : *[Signature]*
Name : *Aye Min Htun*
(ACOO/COO/MD/VC/M)

Print Date : 25-Apr-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	2025-03-31	Concrete Equipment 5	Service	Pyae Sone Khant	Go to BLN Job Site to check Engine Oil Leakage for ME220*1U # SH03104 , Cu Name - U Yan Moe Aung and ZX210LCH-5G*1U # 90377,Cu Name -Daw Tin Mar Cho, Problem - Engine RPM Drop as repair purpose from service department .PIC - Pyae Sone Khant.	03:00	CNC Yard	Bago Office	10,000	10,000	GA Manager Approved	BIN Trip-Bus Charges (PIC-Pyae Sone Khant)
2	2025-04-02	Concrete Equipment 5	Service	Pyae Sone Khant	Go to BLN Job Site to check Engine Oil Leakage for ME220*1U # SH03104 , Cu Name - U Yan Moe Aung and ZX210LCH-5G*1U # 90377,Cu Name -Daw Tin Mar Cho, Problem - Engine RPM Drop as repair purpose from service department .PIC - Pyae Sone Khant.	08:30	Bago Office	Beelin Car Gate	15,000	15,000	GA Manager Approved	BLN Trip-Express Charges (PIC-Pyae Sone Khant)
3	2025-04-02	Concrete Equipment 5	Service	Pyae Sone Khant	Go to BLN Job Site to check Engine Oil Leakage for ME220*1U # SH03104 , Cu Name - U Yan Moe Aung and ZX210LCH-5G*1U # 90377,Cu Name -Daw Tin Mar Cho, Problem - Engine RPM Drop as repair purpose from service department .PIC - Pyae Sone Khant.	03:00	Beelin Car Gate	Beelin Office	15,000	15,000	GA Manager Approved	BLN Trip-Three Wheeler Charges (PIC-Pyae Sone Khant)
4	2025-04-10	Concrete Equipment 5	Service	Pyae Sone Khant	Go to BLN Job Site to check Engine Oil Leakage for ME220*1U # SH03104 , Cu Name - U Yan Moe Aung and ZX210LCH-5G*1U # 90377,Cu Name -Daw Tin Mar Cho, Problem - Engine RPM Drop as repair purpose from service department .PIC - Pyae Sone Khant.	05:00	Beelin Office	Bago Office	20,000	20,000	GA Manager Approved	BLN Trip-Taxi Charges (PIC-Pyae Sone Khant)
5	2025-04-11	Concrete Equipment 5	Service	Pyae Sone Khant	Go to BLN Job Site to check Engine Oil Leakage for ME220*1U # SH03104 , Cu Name - U Yan Moe Aung and ZX210LCH-5G*1U # 90377,Cu Name -Daw Tin Mar Cho, Problem - Engine RPM Drop as repair purpose from service department .PIC - Pyae Sone Khant.	09:30	Bago Office	CNC Yard	10,000	10,000	GA Manager Approved	BIN Trip-Bus Charges (PIC-Pyae Sone Khant)

Prepared By Admin


Acknowledge By JH


checked By HR

Approved By GM



TRAVELLING REPORT

Date : 23.4.2025

Report To	U Aye Min Tun	
Employee Name	Pyae Sone Khant	
Position	Mechanic	
Department	Service	
Business	CE-5	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	31.3.2025 (3:00 PM)	11.4.2025 (1:00 PM)
Total Days		
Trip Information	1. From Yangon To Bago	
	2. From Bago To Belin	
	3. From Belin To Yangon	
Purpose For Travelling	Engine oil Leakage.	
Travel Date	Activities	Remark
31.3.2025.	Go to Bago Branch.	
1.4.2025	Waited customer car. We checked over heat Generator.	3.4.2025. Go to Job said customer.
2.4.2025	Go to Belin Branch. waited for customer.	
3.4.2025	customer car head bearing not good said customer.	
4.4.2025	Go to Job site. We arrived at 5 pm. We checked the machine and Engine. We cleaned oil pan and Timing Gear cover.	

Reported by

Sign :

Name : Pyae Sone Khant

Position : Mechanic

Checked by

Sign :

Name : Sai Nare Ko

Position : DH

Approved by

Sign :

Name : Aye Min Htoon

Position : VCM

(DH/AGM/GM)

(COO)

Date	Activities	Remarks
5.4.2025	<p>We found oil leakage from crankshaft pulley, so we uninstalled crankshaft pulley. We changed new oil thrower seal. We tested and tuned the machine. All was OK. Job was finished.</p>	
6.4.2025	<p>We checked error code. We found EG motor not worked and F002. So, we checked EG motor. We changed EG motor sensor original ohm. We tested and tuned the machine. All was OK. Job was finished.</p>	
7.4.2025	<p>Our service team worked regular service for 500 hours. We tested and tuned the machine. We watched all day, machine oil leakage, EG motor etc. All was OK. Job was finished.</p>	
8.4.2025	<p>We go^{went} to next job site where ZX210-5G (customer U Naing win). Call problem is Engine RPM drop. We checked error code and machine all parts. We checked and cleaned fuel line.</p>	
9.4.2025	<p>We waited Engine RPM drop time. Machine RPM drop at 1:00 pm and sun shine. We waited^{waited} to inline pump. We tested ^{↓ poured with} and tuned the machine. Machine performance we tested ^{all} run.</p>	

Date

Activities

Remarks

4.2025

Engine RPM not drop.


We said customer this problem. Customer told us that the inline pump has not been repaired yet.

10.4.2025

We go back from job site to Belin Branch. We continued to Bago Branch because I have return taxi.

11.4.2025

I go want to CNC yard from Bago Branch.

←  +95 9887638 Connecting... 📞 ⋮

Forwarded from

 Tint San Oo

Dear Sayar and Ko Aung Hein Win, Aftersale Team :

I would like to take approval for Beelin trip (ME220SH03104 - new machine , 500 hours regular maintenance and engine oil leakage from oil pan.)

Customer : Ko Yan Moe Aung

Machine Model : ME220

Employee : Pyae Sone Khant

Problem : Oil leakage from oil pan. Need to replace oil pan gasket . And 500 hours regular maintenance.

Trip start date : 31 - Mar - 2025
Estimate Date : 10 days

Please 🙏 3:01 PM ✓

ခုညနေ ပဲခူး ရုံးမှာ သွားအိပ်ပြီး ၊
customer က ဘီးလင်း မှာ မနက်ဖြန်
လာကြို မယ် အကို 3:02 PM ✓

ပဲခူး Junior Sry တစ်ယောက်ပါ
လိုက်မယ် အကို 3:02 PM ✓

Tint San Oo
Dear Sayar and Ko Aung Hein Win,...
Why 10 days ? 3:03 PM

Do we need for regular and Oil
pan gasket changing ? 3:03 PM

စက် ပြီး သွားရင်လည်း Take care
နေရမယ် ၊ အနားမှာ ရှိတဲ့ customer
list ကောက်ဖို့ Marketing က မှာ
ထားလို့ အကို 3:04 PM ✓

Travelling Up/ In 3 days ,
repairing, testing and watching -
2 days , another 5 days site visit ? 3:06 PM

For advance clear , please i would
like to request detail tasks for
those marketing days . 3:07 PM

Tint San Oo
Dear Sayar and Ko Aung Hein Win,...
Please proceed . . 3:07 PM

ဟုတ်တဲ့ Brother 3:12 PM ✓



Ma Kyae Hmon MDY
last seen recently



00:02

7:37 AM

ဟုတ်အမ

8:17 AM ✓

March 31

Dear MD ခင်မူ

I would like to take approval for Beelin trip (ME220SH03104 - new machine , 500 hours regular maintenance and engine oil leakage from oil pan.)

Customer : Ko Yan Moe Aung

Machine Model : ME220

Employee : Pyae Sone Khant

Problem : Oil leakage from oil pan. Need to replace oil pan gasket . And 500 hours regular maintenance.

Trip start date : 31 - Mar - 2025

Estimate Date : 10 days

ခွင့်ပြုပေးပါအုံးမေ့ 🙏

2:47 PM ✓

Shwe Phyo Kyaw

Dear MD ခင်မူ I would like to take approval for B...

Please process

2:49 PM

ကျေးဇူးပါ မေ့

2:50 PM ✓



Message

