



### TRAVEL ADVANCE CLEAR FORM

<b>Cash Advance</b>			
Employee Name	Yan Myo Aung	Estimated Date of Travel	24.12.2024 ~8.1.2025
Position & Rank	Daily Worker	Total Day	15.5 Days
BU/BR/DIV, Dept	PG/Rental	Destination	Hpa-An
Purpose	Stand by Operator		

<b>Travelling Permit</b>			
Arrival Place	Hpa-An		
Actual Date & Time of Travel	24.12.2024 ~8.1.2025	(2:50 PM~5:30 PM)	
Total Day	15.5 Days		
HR Name			
HR Sign			
BOH/Authorized Person Name			
BOH/Authorized Person			

<b>Advance Clear</b>			
Actual Date & Time of Travel		Total Day	
Departure Date & Time		Arrival Date & Time	
Date	Description	Total Amount	
		Kyats	USD
24.12.2024 ~8.1.2025	TA for Total Days = 16 Days ( 15.5 x 10000)	155,000	
	Express charges (2 ways)	30,000	
	Taxi charges	20,000	
	Cycle carry charges	5,000	
	Gate pass fees	15,000	
	Matador -250KVA		
	Model - DE275D5		
	Sr.No:- A1607082		
	Customer - The Grace Hotel		
<b>Total Expense (Kyats/USD)</b>		<b>225,000</b>	
<b>Cash Advance (Kyats/USD)</b>			
<b>Balance Refund/Additional(Kyats/USD)</b>		<b>225,000</b>	

Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Kyal Sin Thway	Staff		
Approved by Dept Head	Aung Ko Oo	D.H		
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M		
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO		
HR check & approved	Phyo Wai Nyein	A.D.H		
Cash received				

Remark 04-CFD-CAS-FRM-006-02



# ရွှေမြန်မာ

အဆင့်မြင့်ခရီးသည်ပို့ဆောင်ရေး

ရန်ကုန် ⇌ ဘားအံ

ရန်ကုန် ⇌ မြဝတီ

အမည်

ဆောင်ရန် မိုးအောင်

သွားမည့်နေ့

၂. 1. 25

အချိန်

8:00 AM

ခုံနံပါတ်

16

ကျသင့်ငွေ

15000



Booking Info

EN



← Booking Details

EN



✓ Booking confirmation is successful.

Yangon - Hpa-An • Dec 24, 03:00 PM

Shwe Myanmar | Standard

Ref # 8105-5274 | Booked on: 2024/12/24

09:22 AM

Trip Summary

Yangon 03:00 PM, Dec 24

Hpa-An (ETA) 08:00 AM, Dec 25

Route

Yangon-Kyaikto-Thaton-Hpa-an

Operator

Shwe Myanmar | Standard

Seat Count

1 Seat

Seat Count

1 Seat

Seat Numbers

28

Traveller Info

Traveller Name

Phone Number

Email

Yan Myo Aung

09423996698

(Blank)

Special Request

(Blank)

Payment Details

Subtotal

Tax

Discount

15,000 ✓

0

0



# TRAVELLING REPORT

Date : 9.1.25

Report To	DH	
Employee Name	Yan Myo Aung	
Position	Daily worker	
Department	Rental	
Business	PGI	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
Total Days	24.12.24 (2:50pm)	8.1.25 (5:30pm)
Trip Information	1. From Yangon To Hpa-An	
	2. From Hpa-An To Yangon	
	3. From To	
Purpose For Travelling		
Travel Date	Activities	Remark
24.12.24 to 8.1.25	We go to Hpa-An Customer The Grace Hotel Matador 250 kVA PDS and Arrival to job site. Fuel filling, daily inspection check report to DH. Engine oil, water, air checking and sent report. machine start hours and stop hours sent to DH, Weekly inspection report, Machine regular service and machine cleaning, report to DH.	

Reported by

Sign :  
Name : Yan Myo Aung  
Position : Daily worker

Checked by

Sign :  
Name :  
Position : DH

(DH/AGM/GM)

Approved by

Sign :  
Name :  
Position :

(COO)

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	2025-01-08	Power Generator	Rental	Yan Myo Aung	Stand by operator customer job site Customer-The Grace Hotel Location-Hpa-An Model-DE275D5 Sr - A1607082	04:00	Aung Mingalar Bus Terminal	Bago Street, Hlaing Thar Yar	20,000	20,000	GA Manager Approved	✓
2	2025-01-08	Power Generator	Rental	Yan Myo Aung	Stand by operator customer job site Customer-The Grace Hotel Location-Hpa-An Model-DE275D5 Sr - A1607082	07:00	The Grace Hotel	Hpa-An Bus Terminal	5,000	5,000	GA Manager Approved	✓

# GENERAL EXPENSE CLAIM FORM

BU/BR/DIV Name : PG BU

Department Name : Rental

No.	Date	PIC Name	Description	Category (Customer (Or) Operation)	Cost (MMK)	Remark
1.	24.12.24	Yan Myo Aung	ရိပ်ငွေဝင်ရောက်မှု :	Operation	15000	
	~ 8.1.25					
	(YGN to					
	Hpa-An)					
Total General Expense					15000/-	

Requested by

Approved by

Checked by

Approved by

Approved by

Sign : *Kyal*

Sign : *[Signature]*

Sign : *[Signature]*

Sign :

Sign :

Name : Kyal Sin Thway

Name : *Aung Ho Oo*

Name : *[Signature]*

Name :

Name :

(Requester)

(Department Head)

(Finance & Account)

(OM/AGM/GM)

(ACOO/COO/MD/VCM)

ADD ZAW TO CONTACTS

Dear MD,

I would like to inform (Stand by Operator)

၁)ဝန်ထမ်းအမည် - Yan Myo Aung  
ရာထူး- Daily Worker  
BU - PG BU

၂)သွားရောက်မည့်ဝန်ထမ်းအရေအတွက် (1)

၃)ခရီးသွားမည့်နေရာ- Hpa-An  
၄) ခရီးသွားမည့်အကြောင်းအရာ- Stand by  
Operator

၅)ခရီးစတင်သွားရောက်မည့်နေ့ရက်(24.12.2024) နှင့် ပြန်ရောက်မည့်နေ့ရက်  
(01.01.2025)အထိပါရှင်

Express Car ဖြင့် သွားမှာပါရှင်

Matador - 250KVA

Model - DE 275D5

Sr No: -A1607082

Customer - The Grace Hotel

Best Regards,

8:24 AM

Hnin Yu Yu Khine

Dear MD, I would like to inform (Stand by Op...

အကိစ္စနှင့် Trip သွားရန်အတွက် Approve လေး  
လို့ချင်လို့ပါရှင်

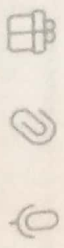
8:49 AM

အကိစ္စနှင့်

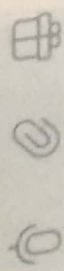
Approve လေးပေးပေးပါဦးရှင်

၇:03 PM

Message



Message



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ရာထူး- Daily Worker  
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၄) ခရီးသွားမည့်အကြောင်းအရာ- Stand by  
Operator

၅)ခရီးစတင်သွားရောက်မည့်နေ့ရက်(24.12.2024) နှင့် ပြန်ရောက်မည့်နေ့ရက်  
(01.01.2025)အထိပါရှင်

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လို့ချင်လို့ပါရှင်

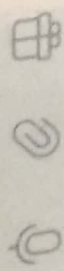
8:49 AM

အကိစ္စနှင့်

Approve လေးပေးပေးပါဦးရှင်

2:03 PM

Message



Unread Messages

Ma Kyae Hmom (MD)

last seen recently

3:42 PM +95 9977835636 last seen at 3:40 PM

ADD ZAW TO CONTACTS

Dear MD,

I would like to inform (Stand by Operator)  
 ၁) ဝန်ထမ်းအမည် - Yan Myo Aung  
 ရာထူး - Daily Worker  
 BU - PG BU  
 ၂) သွားရောက်မည့် ဝန်ထမ်းအရေအတွက် (1)  
 ၃) ခရီးသွားမည့်နေရာ - Hpa An  
 ၄) ခရီးသွားမည့်အကြောင်းအရာ - Stand by Operator  
 ၅) ခရီးစတင်သွားရောက်မည့်နေ့ရက် (24.12.2024) နှင့် ပြန်ရောက်မည့်နေ့ရက် (01.01.2025) အထိပါရှင်  
 Express Car ဖြင့် သွားမှာပါရှင်

Matador - 250KVA  
 Model - DE 275D5  
 Sr No - A1607082  
 Customer - The Grace Hotel

Best Regards,

Hnin Yu Yu Khine  
 Dear MD, I would like to inform (Stand by Op...  
 အကိုရှင် Trip သွားရန်အတွက် Approve ငေး  
 လိုချင်လိုပါရှင် 🙏

အကိုရှင်  
 Approve ငေးပေးပေးပါဦးရှင်

Unread Messages

Hnin Yu Yu Khine  
 အကိုရှင် Trip သွားရန်အတွက် Approve ငေးလိုချ...  
 Pls procees

Message 4:18 PM

Phyo Wai Nyein  
 2 photos

Ko ZMM approval လဲရပြီးပါပြီ အမ 🙏 4:19 PM ✓✓

Phyo Wai Nyein  
 Dear MD, I would like ...  
 Please process 4:33 PM