


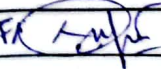



TRAVEL ADVANCE CLEAR FORM


Cash Advance				
Employee Name	Toe Toe	Estimated Date of Travel	12.2.2025 ~13.2.2025	
Position & Rank	Operator	Total Day	1.5 Day	
BU/BR/DIV, Dept	PG/Rental	Destination	Patheingyi Ngwesaung	
Purpose	Stand By Operator Machine return inspection			
Travelling Permit				
Arrival Place	Patheingyi Ngwesaung			
Actual Date & Time of Travel	12.2.2025 ~13.2.2025	(12.2.2025 12:00 PM ~ 13.2.2025 1:00PM)		
Total Day	1.5 Day			
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	
12.2.2025 ~13.2.2025	TA for Total Days (1.5 x 15000)	22,500		✓
	Matador 150 KVA			
	Model :DE165D5			
	Sr:No: A1607037			
	Customer : Ahtin Kaya Hotel			
Total Expense (Kyats/USD)		22,500		✓
Cash Advance (Kyats/USD)				
Balance Refund/Additional(Kyats/USD)		22,500		✓
Job Report Status				
Authorization	Name	Position	Date	Sign
Prepared by	Hsu Yee Htet	Staff	18.02.2025	
Approved by Dept Head	Aung Ko Oo	D.H	13.02.2025	
Approved by GM/AGM/COO	Soe Htet Tin	A.G.M		
Acknowledged by related Superior for Job Report	Zaw Min Myat	ACOO	18.02.2025	
HR check & approved	Phyo Wai Nyein	A D.H		
Cash received				
Remark				

TRAVELLING REPORT


Date :

Report To	DH	
Employee Name	Toe Toe	
Position	Operator	
Department	Rental	
Business	PG BU	
Departure & Arrival	Departure Date And Time	Arrival Date And Time
	12.2.2025	13.2.2025
Total Days		
Trip Information	1. From Yangon To Ngwe Saung	
	2. From To	
	3. From To	
Purpose For Travelling	Return inspection	
Travel Date	Activities	Remark
12.2.2025 to 13.2.2025	Daily machine inspection Air cleaner, Engine oil, coolant, fuel, fan, fan belt, Body cover, Battery, Module, all over checking test run and checking ok.	


Reported by

 Sign : 
 Name : Toe Toe
 Position : Operator

Checked by

 Sign : 
 Name : Aung Ho
 Position : Co
 (DH/AGM/GM)

Approved by

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

05-CHL-HRM-FRM-064-01

